



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 July 2019

Time: 4.30 pm

Chair: Councillor Mary Jones

Membership:

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

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, L R Jones, J W Jones and W G Thomas

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Agenda

Page No.

- | | | |
|----------|--|----------------|
| 1 | Apologies for Absence. | |
| 2 | Disclosures of Personal & Prejudicial Interest.
www.swansea.gov.uk/disclosuresofinterests | |
| 3 | Prohibition of Whipped Votes and Declaration of Party Whips. | |
| 4 | Minutes.
To approve and sign the Minutes of the previous meeting(s) as a correct record. | 1 - 5 |
| 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 | Role of the Scrutiny Programme Committee. | 6 - 14 |
| 7 | Final Scrutiny Inquiry Report: Equalities (Councillor Louise | 15 - 55 |

Gibbard, Convener).

8	Scrutiny Work Programme 2019/20.	56 - 116
9	Membership of Scrutiny Panels and Working Groups.	117 - 120
10	Scrutiny Letters.	121 - 136
11	Audit Committee Work Plan (For Information).	137 - 139
12	Date and Time of Upcoming Panel / Working Group Meetings.	140

Next Meeting: Monday, 29 July 2019 at 4.30 pm (Special)

Huw Evans

Huw Evans
Head of Democratic Services
Monday, 1 July 2019

Contact: Democratic Services - Tel (01792) 636923

Agenda Item 4



City and County of Swansea

Minutes of the **Scrutiny Programme Committee**

Council Chamber - Guildhall, Swansea

Thursday, 9 May 2019 at 4.24 pm

Present:

Councillor(s)

C Anderson
E W Fitzgerald
T J Hennegan
W G Lewis

Councillor(s)

J E Burtonshaw
L S Gibbard
M H Jones
G J Tanner

Councillor(s)

M Durke
D W Helliwell
P K Jones
W G Thomas

Also Present: - Councillor D W W Thomas

Apologies for Absence

Councillor(s): E T Kirchner

-
- 1 To suspend Council Procedure Rule 12 "Chair of Meetings" in order to allow the Presiding Member to preside over the under mentioned agenda items.**

Resolved that Procedure Rule 12 be suspended in order to allow the Presiding Member to preside over this meeting.

(Councillor D W W Thomas presided)

- 2 To elect a Chair for the Municipal Year 2019 - 2020.**

Resolved that Councillor M H Jones be elected Chair for the 2019-2020 Municipal Year.

(Councillor M H Jones presided)

- 3 To elect a Vice Chair for the Municipal Year 2019 - 2020.**

Resolved that Councillor T J Hennegan be elected Vice-Chair for the 2019-2020 Municipal Year.

- 4 Disclosures of Personal & Prejudicial Interest.**

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

The meeting ended at 4.26 pm

Chair



City and County of Swansea

Minutes of the **Scrutiny Programme Committee**

Council Chamber - Guildhall, Swansea

Monday, 13 May 2019 at 4.30 pm

Present: Councillor M H Jones (Chair) Presided

Councillor(s)

M Durke
T J Hennegan
G J Tanner

Councillor(s)

E W Fitzgerald
P K Jones
W G Thomas

Councillor(s)

D W Helliwell
W G Lewis

Statutory Co-opted Member(s)

D Anderson-Thomas

Councillor Co-opted Member(s)

P M Black C A Holley J W Jones

Also Present

Councillor David Hopkins Cabinet Member for Delivery
Councillor Robert Francis-Davies Cabinet Member for Investment, Regeneration &
Tourism

Officer(s)

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

Apologies for Absence

Councillor(s): C Anderson, J E Burtonshaw, L S Gibbard and E T Kirchner
Councillor Co-opted Members: P R Hood-Williams

5 Disclosures of Personal & Prejudicial Interest.

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

6 Prohibition of Whipped Votes and Declaration of Party Whips.

In accordance with the Local Government (Wales) Measure 2011, no declarations of Whipped Votes or Party Whips were declared.

7 Minutes.

Resolved that the Minutes of the Scrutiny Programme Committee held on 8 April 2019 be approved and signed as a correct record.

8 Public Question Time.

There were no public questions.

9 Cabinet Member Question Session:

A) Cabinet Member for Delivery (Councillor David Hopkins)

The Cabinet Member for Delivery presented a report on the key headlines of his portfolio. It was noted that his portfolio now included responsibility for biodiversity.

Questions and discussions with the Cabinet Member focussed on the following: -

- Impact of Students and Houses of Multiple Occupation on Swansea
- Licensing and Planning controls for Houses of Multiple Occupation
- Quality of housing for refugees and asylum seekers
- Quality of private rented accommodation – difficulties in tackling the issues within the private sector
- Integration of the new council objective 'Maintaining and enhancing Swansea's natural resources and biodiversity' on planning policy and resources available for enforcement
- Progress on use of the Mansion House for Commercial activities
- City Deal finances
- Concern about possible removal of trees in the City Centre for the purpose of the installation of 5G infrastructure

B) Cabinet Member for Investment, Regeneration & Tourism (Councillor Robert Francis-Davies)

The Cabinet Member for Investment, Regeneration & Tourism presented a report on the key headlines of his portfolio.

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

- Relationship with Universities, Focus & Promotion of Swansea as a student city and impact of new student accommodation developments
- Update on River Corridor development - river walk and river strategy
- Works on the Bascule bridge – timescales and projected costs
- Marina – current berthing occupancy levels, costs, future plans and relationship with the Swansea Yacht & Sub Aqua Club regarding pontoons and moorings on the riverside
- Update on Skyline project on Kilvey Hill
- New local and regional business opportunities
- Potential investment opportunities and Targeted Regeneration Investment Programme
- Long Term Plans for Civic Centre and options around the relocation of archives
- Civic Centre valuation
- The aim for an International Sport Village at King George V playing fields – most facilities in place, key issue of branding
- The development of a draft licence agreement to formally engage Friends of Parks Groups in order to improve the governance and arrangements between the Council and various groups and increase opportunities to obtain grants

- Success and development of Santander Bike Scheme and possible expansion
- 50 Year Anniversary of the City
- Prior Information Notices in respect of Swansea Bay seafront developments – potential for scrutiny on any possible options derived from the responses at the earliest opportunity, prior to any decisions

The Chair thanked both Cabinet Members

Resolved that the Chair of the Scrutiny Programme Committee write to the Cabinet Members reflecting the discussions and sharing the views of the Committee.

10 Membership of Scrutiny Panels and Working Groups.

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

The Chair invited the Committee to consider whether established Scrutiny Performance Panels should be asked to appoint their convener for the 2019/20 municipal year. The Committee supported this practice, with expectation this would be done each year (other than in a council election year), and it was further clarified that should there be interest from more than one councillor, in the event of a tie the sitting Convener would have the casting vote.

It was noted that the newly appointed Cabinet Members, Councillors Sam Pritchard, Alyson Pugh, and Andrew Stevens, would now need to be removed from any active Scrutiny Panels / Working Groups.

Resolved that:-

- 1) Councillor Mo Sykes be removed from the Schools Performance Panel;
- 2) A new Convener be appointed for the Schools Performance Panel;
- 3) Performance Panels appoint their convener; and
- 4) The Conveners of all Scrutiny Performance Panels continue to be non-voting members of the Scrutiny Programme Committee.

11 Scrutiny Letters.

The Scrutiny Letters Report was noted.

Councillor Terry Hennegan, Convener of the Anti-Social Behaviour Working Group, provided a brief overview of his letter to the Cabinet Member for Better Communities.

12 Scrutiny Dispatches - Quarterly Impact Report.

The Scrutiny Dispatches – Quarterly Impact Report was noted. The Report would be submitted to Council for discussion.

13 Annual Scrutiny Work Programme Review 2018/19.

The Annual Work Programme Review 2018/19 was noted.

The Chair referred to a workshop that had been arranged for committee members and took place on 2 May 2019. Amongst the issues arising from the workshop, the Chair highlighted the desire of members to have a Performance Panel that would focus on the Natural Environment, which is one of the Council's priorities.

It was agreed to establish a Performance Panel on Natural Environment. This would be considered in full at the Work Planning Conference alongside other programme considerations. Expressions of interest would be sought from councillors.

14 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 5.55 pm

Chair

Agenda Item 6



Report of the Chair

Scrutiny Programme Committee – 8 July 2019

Role of the Scrutiny Programme Committee

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

1. Introduction

- 1.1 The main aim of scrutiny is to act as a 'critical friend' to the Cabinet and other decision makers in order to promote better services, policies and decisions. Councillors involved in scrutiny will hold the Council's executive to account and examine the work of Council departments, as well as other public services.
- 1.2 The Scrutiny Programme Committee (first established in October 2012) is the Council's single Overview & Scrutiny Committee and is responsible for managing all scrutiny activity within the Authority through a single work plan.
- 1.3 Although certain work is undertaken by the Committee (e.g. holding Cabinet Members to account through Q & A sessions) detailed scrutiny of specific topics is carried out by establishing informal Inquiry and

Performance Panels (for in-depth activities) or one-off Working Group meetings. This provides for greater flexibility within the scrutiny work programme and engagement of all non-executive councillors in the scrutiny process, regardless of committee membership, and participation in topics that match their areas of interest.

- 1.4 Any Panel / Working Group topics that are agreed by the Committee are advertised to all non executive councillors and expressions of interest sought. The membership of Panels / Working Groups, as well as a lead councillor for this work (known as 'convener'), will then be determined by the Committee, or as otherwise agreed by the Committee (see para. 4.3).
- 1.5 In conjunction with the Committee the Chair of the Scrutiny Programme Committee maintains overall responsibility for agreed scrutiny activities, monitoring such activities and outcomes to ensure that the work programme is being delivered effectively, and in accordance with any timetable set out.

2. Role of the Scrutiny Programme Committee

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

3. Membership

- 3.1 In addition to the 13 councillors the Committee includes in its membership a place for four statutory education scrutiny representatives. This is in accordance with the Parent Governors Representatives and Church Representatives (Wales) Regulations 2001 and National Assembly for Wales Circular 2/00.

- 3.2 This is to enable the involvement of parent governors (1 x primary and 1 x secondary) and church representatives (where there are faith schools managed by the authority) in the scrutiny of education matters, with voting rights. They will also be entitled to sit on any relevant Panels and Working Groups focusing on education issues. If the Committee deals with matters which do not relate wholly or in part to any education functions then the co-opted Members shall not vote on those other matters though they may stay in the meeting and speak.
- 3.3 The statutory education scrutiny representatives (appointed on a 4 year term) currently are:
- Mr Dave Anderson-Thomas (Parent Governor – secondary)
 - Mr Alexander Roberts (Parent Governor – primary)
 - Mr John Meredith (Church in Wales)
 - Vacancy (Catholic Church)

4. Scrutiny Conveners

- 4.1 The Scrutiny Programme Committee has the power to appoint scrutiny conveners to lead specific activities (Panels and/or other informal Working Groups) who would be responsible for:
- convening (or chairing) meetings of the relevant Panel / Working Group to provide leadership
 - effective meeting management to ensure that work is undertaken and completed as directed by the Scrutiny Programme Committee and any agreed terms of reference
 - reporting back to the Committee with findings, conclusions and recommendations as appropriate

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

- 4.2 The Committee may appoint conveners from outside of the membership of the Committee, who would be invited to provide updates and/or present final reports to the Committee on the work of the Panels / Working Groups.
- 4.3 For those Performance Panels which are meeting on an on-going basis the Committee has agreed that Panels should be asked to appoint / confirm its convener at the start of each municipal year (except in the year of a Council election).
- 4.4 The Committee has also agreed that Performance Panels conveners will be co-opted (in a non-voting capacity) to enable their attendance and participation at committee meetings. The involvement of Performance Panel conveners at the Committee is important because they will have knowledge and expertise about specific services and can add value to the work of Committee particularly when those areas are being discussed, for example contributing questions during Cabinet

Member Q & A sessions. Co-option also enables better co-ordination between the work of the Committee and Performance Panels.

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

5. Effective Working

- 5.1 The Committee is encouraged to take the opportunity to discuss how it can work most effectively, for example in its preparation for meetings:

- Developing Questions and Questioning Strategy
- Use of short Pre-meetings / Post meetings
- Team / Inclusive Working and Communication
- Decorum at meetings
- Meeting times / length
- Any other practical considerations

6. Review of Council Constitution

- 6.1 The Council Constitution is subject to annual review and good governance requires that each Head of Service look at relevant elements of the Constitution to check that they are up to date and consider whether any changes are necessary. This work is currently in progress and suggested amendments to the Constitution (including Scrutiny Procedure Rules) will be reported to Council in due course.

7. Financial Implications

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

8. Legal Implications

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

Background Papers: None

Appendices:

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

Scrutiny Programme Committee Terms of Reference

1 General

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

2 Scrutiny Panels

- 2.1 The Committee may establish Panels / Working Groups for the purpose of undertaking in depth inquiries or for looking at the performance of particular areas of service delivery.

2.2 Each Panel / Working Group will be led by a Scrutiny Convener who will be responsible for:

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

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

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

3 Scrutiny Work Programme

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

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

4 Service and Policy Areas

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

- a. All of the functions of the Council as a Social Services Authority under all relevant legislation;
- b. All functions of the Council under the Children Act (1989 and 2004);
- c. All of the functions of the Council as a Planning Authority under the Town and Country Planning Acts and all other relevant legislation including countryside, nature conservation and rights of way matters, in force from time to time;
- d. Acting as the Council's designated Crime and Disorder Committee for the purposes of the Police & Justice Act 2006;
- e. All of the functions of the Council as a Housing Authority under the Housing Acts and all other relevant legislation;
- f. Outcomes of reviews undertaken by outside agencies or audit bodies;
- g. Items where Welsh Government Guidance suggests that matters should be considered by scrutiny.
- h. Acting as the Council's designated scrutiny committee for scrutinising Swansea Public Services Board for the purposes of the Well-being of Future Generations (Wales) Act 2015.

5. Cabinet Portfolios

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

Scrutiny Convener Role Description

1. General

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

2. Providing leadership

- 2.1 To provide confident and effective management of the topics for which they are responsible.
- 2.2 To promote the role of scrutiny within and outside the council, liaising effectively both internally within the Council and externally with the Council's partners.
- 2.3 To contribute to the development of a balanced scrutiny work programme.
- 2.4 To ensure the programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, and relevant community issues.
- 2.5 To demonstrate an objective and evidence based approach to scrutiny and to facilitate the identification of conclusions and recommendations accordingly.
- 2.6 To evaluate the impact and added value of scrutiny activity and identify areas for improvement.
- 2.7 To promote cross party working.
- 2.8 To keep any relevant deputies fully involved and informed to ensure they are able to cover the conveners' role as required

3. Managing the work programme

- 3.1 To ensure that the work programme is delivered.
- 3.2 To report on progress against the work programme to Council, and others as appropriate.
- 3.3 To liaise with officers, other members and community representatives to resource and deliver the work programme.

4 Effective meeting management

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

5 Community leadership

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

6 Values

- 6.1 To be committed to the values of the Council and the following values in public office:
 - a. Openness and transparency;
 - b. Honesty and integrity;
 - c. Tolerance and respect;
 - d. Equality and fairness;
 - e. Appreciation of cultural difference;
 - f. Sustainability.

Agenda Item 7



Report of the Convener of the Equalities Scrutiny Inquiry Panel

Scrutiny Programme Committee – 8 July 2019

Final Scrutiny Inquiry Report: Equalities

Purpose	To present the final report for the scrutiny inquiry into equalities
Content	The final report is attached which concludes the inquiry.
Councillors are being asked to	Agree the report for submission to Cabinet
Lead Councillor	Councillor Louise Gibbard, Convener of the Equalities Scrutiny Inquiry
Lead Officer and Report Author	Michelle Roberts, Scrutiny Officer Tel: 01792 637256 E-mail: michelle.roberts@swansea.gov.uk
Legal Officer:	Tracey Meredith
Finance Officer:	Paul Cridland
Access to Services Officer:	Rhian Millar/Catherine Window

1. Introduction

- 1.1 The final report arising from the Scrutiny Panel's Inquiry into Equalities is presented to the Committee for agreement so that it can be submitted to Cabinet for decision. The attached report presents the conclusions and recommendations arising from the inquiry that sought to answer the following question:

'How can the Council improve how it is meeting and embedding the requirements under the Equality Act 2010 (Public Sector Equality Duty for Wales 2011)?'

- 1.2 The report is structured in the following way:

- Foreword: Why This Matters
- Summary of Conclusions and Recommendations
- Why We Produced this Report
- Evidence Considered
- Conclusions
- Recommendations
- Acknowledgements
- About the Inquiry Panel

1.3 The Scrutiny Programme Committee are asked to agree the report for submission to Cabinet. In considering the report the Committee should satisfy themselves that:

- Sufficient evidence has been gathered in order to address the question that the inquiry aimed to answer;
- The conclusions of the Panel are supported by the evidence gathered by the Panel;
- The recommendations of the Panel follow from their conclusions and are reasonable, achievable and capable of being actioned and monitored.

If the Committee have any issues with regard to the content of the report, these will need to be referred back to the Panel for further consideration prior to the report being re-presented to the Committee.

1.4 In considering the report the Committee may wish to emphasise aspects of the Inquiry to Cabinet. Points of this type can be included on the covering report that goes to Cabinet and will be attributed to the Committee.

1.5 The Equalities Scrutiny Panel did not have time to cover the aspects of the Equality Act that relate to Procurement matters and would refer that aspect to Scrutiny Programme Committee for consideration for inclusion in this year's scrutiny work programme.

2. Legal Implications

2.1 There are no specific legal implications at this stage.

3. Financial Implications

3.1 There are no financial implications to this report. Any potential implications will be outlined in the Cabinet response.

4. Equality and Engagement Implications

4.1 Equality and engagement issues were formally considered at the scoping stage of this inquiry and borne in mind by the panel throughout evidence gathering. The Cabinet Member will need to ensure that implications are considered via application of the corporate Equality Impact Assessment process when considering the response to the recommendations. Schools are also subject to the Public Sector Equality Duty (Wales) in their own right.

Background papers: None

Appendices:

Appendix 1: Equalities Scrutiny Inquiry Final Report

Equalities Scrutiny Inquiry

How can the Council improve how it is meeting and embedding the requirements under the Equality Act 2010 (Public Sector Equality Duty for Wales 2011)



The Equalities Scrutiny Inquiry Panel
June 2019



Why This Matters

Foreword by **Councillor Louise Gibbard**



It was with great pride that I convened the first meeting of this Scrutiny Inquiry in October 2018 on International Day of the Girl. In a year of some important equality anniversaries such as the centenary of some of the first women in the UK winning the right to vote, seventy years since the arrival of the “Windrush generation” and fifteen years since the repeal of Section 28 amongst other significant commemorations.

We chose to look at this issue because it featured highly on the list of suggested areas of scrutiny highlighted by both the general public and councillors ourselves. It provided us with the perfect opportunity, almost ten years on from the passing of the Equality Act, to reflect on how far we have come as a city and a local authority to embed the principles of equality and diversity in all we do.

From the beginning of the inquiry we were determined that we should reach out to the wider community and especially to people with ‘protected characteristics’ to find out from them if we are really putting our policies into practice. I am hugely grateful to every single person that took the time to attend our meetings, submit written responses and share their views. Whilst we have not been able in this report to address every point raised, please be assured we have listened, taken on board and value every comment made throughout the process.

It was encouraging to hear of the very positive work going on across the Council to make Swansea an inclusive environment. When we took part in one of the “Big Conversation” events with learners I was incredibly proud and heartened to learn of the warm welcome one young man, a recent refugee from Syria, had received on moving to Swansea. However, from other discussions particularly those with carers and the Disability Liaison Group, it is evident that at times we have fallen short of expectations and still have some distance to travel in ensuring that as an organisation we are consistently ‘getting it right’ for all our citizens.

We hope that Cabinet will find this report useful and that our recommendations will go some way in helping Swansea Council to become a truly inclusive organisation, both internally and in its interactions with our diverse communities.

I would like to thank the members of the Inquiry Panel who gave their time and commitment and once again, to acknowledge all those people who gave evidence and information to the Panel. A very big thank you too to Michelle Roberts, our Scrutiny Support Officer who has guided us throughout and worked incredibly hard to pull everything together into this final report.

Summary of Conclusions and Recommendations

Find below a summary of the conclusions and recommendations arising from this inquiry. Full detail are in the main body of the report.

Conclusions

The Inquiry, firstly, looked at whether the Council is meeting its duties under the Equality Act 2010 (and Public Equality Duty for Wales 2011). They concluded:

On balance the Council does have due regard to eliminating discrimination, to advancing opportunity and fostering good relations. Many areas of good practice were found throughout this inquiry but also areas where the Council could do better.

The Inquiry, secondly, looked at *how the Council can improve how it is meeting and embedding the requirements under the Equality Act 2010 (Public Sector Equality Duty for Wales 2011)*.

The Panel concluded that this could be improved by:

1. Keeping a close eye on the national picture and how this impacts us locally
2. Continuing to build upon the commitment to equality and diversity already evident within the Council
3. Ensuring effective policy, practice and processes are in place that meet and help embed the Equalities Duty
4. Improving the accessibility of council services
5. Improving how we work with and learn from others
6. Continuing to improve how we consult and engage
7. Protecting future generations.

Recommendations

Quick wins

- 1 Implement a high-level cross council Strategic Equality Group.
- 2 Develop a new Equality Plan co-productively. Ensure it is more streamlined and outcome and impact focused. The Council should take up the offer from the Equality and Human Rights Commission (EHRC) Wales to work with us on our Plan.
- 3 Promote "SMART" working with our Equality Forums, ensuring they all have clear terms of reference, work plans and schedules. Ensure better engagement with Council departments and Councillor Champions. Facilitate the establishing of Women's and Inter-Faith Consultative Forums.
- 4 Clarify and further promote the role of Councillor Champions, ensure better engagement with Equality Groups/Forums and establish links with the Strategic Equality Group.
- 5 Clarify expectations of those acting in the Equality Staff Representative role. We would expect those nominated to be able to take part in co-ordinating meetings and training and that they are linked to a wider knowledge base/support network for advice, guidance and support.
- 6 Complete the Carers Strategy as a matter of urgency.
- 7 Complete the review of Recruitment and Selection Policy as a matter of urgency. This should include looking at better promotion of staff vacancies and apprenticeships to different groups, consider advertising these more carefully to promote representation of Black, Asian and Ethnic Minority people (BAME), disabled people, Lesbian Gay Bisexual and Transgender (LGBT), veterans and women in male dominated roles (and vice-versa).

- 8 Lead positive campaigns celebrating Swansea's diversity and zero tolerance for discrimination. Use the Swansea 50th Year as a City Anniversary to launch what will be an ongoing process.

Medium Term Actions

- 9 Review training opportunities to ensure they are fit for purpose. Including:
- a) Ensuring better uptake of equality related training amongst staff, especially front facing staff.
 - b) Ensuring middle managers have completed training and encourage staff to do so
 - c) Developing training with equality groups where possible.
 - d) Ensuring the opportunities to do the training are repeated regularly particularly around unconscious bias, using alternative formats and making a reasonable adjustment.
 - e) Smarter working with others to meet our duty well by investigating the sharing of some training and consultation activities with other large organisations and/or procure jointly to improve economies of scales.
- 10 Support the continued development of community hubs across the Council area and ensuring that all staff involved have full equalities training.
- 11 Address the significant issues with the Council website as identified in this report. Key aspects should be developed co-productively. Consider use of more 'hover over' facilities for key words where pictures are shown. Be mindful of problems with PDFs/tables for screen readers.
- 12 Develop more easy read and plain English resources.
- 13 Build upon the development of a Co-production Strategy with inclusion of a Toolkit for use by staff across the authority.
- 14 Collect better data on our workforce and develop better resources to encourage staff to give their personal data, for example based upon a toolkit by Stonewall '*what it has got to do with you*'. In future report on 'pay gaps such as disability and BAME, as well as gender.
- 15 Develop an internal communications rolling programme, led by the Strategic Equality Group, to promote training, challenge negative views or attitudes and provide positive messages to staff.

Longer Term Goals

- 16 Continue steps towards Swansea becoming a Human Rights City; explore how we could embed the UN Convention on the Rights of Persons with Disabilities and the UN Convention on the Elimination of Discrimination Against Women in the same way as with the UN Convention on the Rights of the Child. Ensure these Conventions are reflected in the Councils new Equalities Plan in 2020.
- 17 Develop further opportunities for adults with disabilities, including looking at expanding our social enterprise base.
- 18 Work with teachers and learners to tackle issues around gender stereotyping in schools particularly relating to sporting activities.

Recommendation for all Councillors

- 19 Councillors should increase their visibility amongst equality groups. Consider holding surgeries or discussion aimed at young people, women, BAME, LGBT and disabled residents.

Contents

1.	Why we produced this report	Page
1.1.	Overview	7
1.2	Selecting the topic	7
1.3	Intended contribution	7
1.4	Evidence collected	8
1.5	Context	8
1.6	Equalities and Engagement	9
2.	Conclusions	
2.1	Whether the Council is meeting its duties under the Equality Act	9
2.2	Keeping a close eye on the national picture and how this impacts us locally	11
2.3	Continuing to build upon the commitment to equality and diversity already evident within the Council	14
2.4	Ensuring effective policy, practice and processes are in place that meet and help embed the Equalities Duty	22
2.5	Improving the accessibility of council services	28
2.6	Improving how we work with and learn from others	33
2.7	Continuing to improve how we consult and engage	33
2.8	Protecting future generations	35
3.	Recommendations	36
4.	Acknowledgements	39
5.	About the Inquiry	39

Glossary of Terms

ALN	Additional Learning Needs
BAME	Black, Asian and Minority Ethnic people
CEDAW	Conventions on the Elimination of all forms of Discrimination Against Women
CNCRPD	Convention on the Rights of Persons with Disabilities
DLG	Disabled Liaison Group
EHRC	Equality and Human Rights Commission
EIA	Equality Impact Assessment
EU	European Union
LGBT	Lesbian, Gay, Bisexual and Transgender
NEAT	Neighbourhood Environment Action Team
SMART	Specific, Measurable, Agreed upon, Realistic and Time-based
UNCRC	United Nations Convention on the Rights of the Child
WLGA	Welsh Local Government Association

1 WHY WE PRODUCED THIS REPORT

Overview

- 1.1 This report focusses on the following question: *How can the Council improve how it is meeting and embedding the requirements under the Equality Act 2010 (Public Sector Equality Duty for Wales).*

Selecting a topic

- 1.2 Councillors chose to look at this topic to:

- Ensure that the Council is meeting its duties under the Equality Act 2010 (Public Sector Equality Duty for Wales)
- Ensure that there is the staff knowledge, skills and capacity to enable the Council to meet the duty
- Actively promote a positive attitude to equalities in Swansea.

The Panel agreed to investigate the following aspects and these formed the basis of our questioning strategy:

Role: What is the Council's role under the Equality Act 2010 (Public Sector Duty for Wales) and how well is the Council meeting and embedding this duty?

Skills and ability: Do Council staff have the necessary skills, training and capacity to ensure the Council is meeting this duty?

Culture: Is there a positive attitude and a commitment to ensuring equality across the organisation?

Systems/processes and consistency of approach: Are there effective and efficient systems/practices/processes in place across the Council to enable meeting of the duty. Are Council Officers consistently applying these practices?

Partnership working: How the Council is working with local communities, the voluntary sector and others to help meet and embed this duty.

Measuring success: How is the Council measuring how it is meeting and embedding this duty?

Intended Contribution of Inquiry

- 1.3 As a Panel, we believe that we can make a valuable contribution to this topic. We recognise that, while there are no easy answers, success will only come from a conversation to which everyone is able to contribute. It is in this spirit that our conclusions and recommendations are offered.

- 1.4 Specifically this report aims to contribute to this vital debate by:

- Offering proposals for improvement
- Providing a Councillor perspective
- Drawing together some general principles
- Pointing to good practice examples
- Sharing the views of different people involved.

- 1.5 We recognise the limitations of the Inquiry. Given the complexity of the topic

and the time that we had this report necessarily provides a broad view.

- 1.6 Finally, many of our conclusions are in line with the Council's current direction of travel and these are offered in order to provide reassurance. Others may be either additional or contrary to what has already been agreed. These are intended to offer challenge and to stimulate debate. Where we have made recommendations these are intended to help improve the service.

Evidence Collected

- 1.7 The evidence was collected between October 2018 and March 2019. The evidence gathering activities undertaken included:
- a. Overview of subject and Q&A with Cabinet Member for Better Communities (People) and Chief Legal Officer
 - b. Consideration of relevant key policies, strategies and documentation including Swansea's Equality Plan and the Equality Impact Assessment screening process
 - c. Question and Answer session with individual Directors and the Strategic Organisational Development and Human Resources Manager
 - d. Departmental staff representatives
 - e. Equality and Human Rights Commission
 - f. Equalities Community/Partner Groups including Carers, BME Forum, Young People through the Big Conversation, LGBT Forum, Disability Liaison Group, Joining the Jots Team, Veterans and 50+ Forum
 - g. Survey of Council staff.

Context

- 1.8 The legal background includes the Equality Act 2010. The three aims of the equality duty are to give due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act
 - Advance equality of opportunity between people who share a protected characteristic and those who do not
 - Foster good relations between people who share a protected characteristic and those who do not.
- 1.9 The general duty covers the following protected characteristics: age, gender, race (including ethnic or national origin, colour or nationality, disability, gender reassignment, pregnancy and maternity, sexual orientation, religion or belief, or lack of belief, marriage or civil partnership).
- 1.10 In Wales, there is also a Statutory Duty, which takes things further. The Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 places specific duties on the authority to:
- Produce a Strategic Equality Plan
 - Set and publish equality objectives
 - Publish a statement setting out the steps it has taken to achieve the equality objectives
 - Review the equality objectives within 4 years from when first set

- Comply with engagement provisions
- Identify and collect relevant information about compliance with the general duty
- Publish information in an accessible way
- Assess and monitor the impact of policies, and changes to service provision
- Gather employee related data on an annual basis
- Have due regard to award of contract conditions in procurement which should include considerations to comply with general duty
- Publish an equality objective in relation to addressing any gender pay difference identified and take steps to address any pay gap.

1.12 The Inquiry did not look in detail at the point relating to procurement and therefore did not make recommendations in the area. We would welcome the Scrutiny Programme Committee taking this on as a possible topic in future.

Equalities and Engagement

1.13 As part of the Councils Equality Impact Assessment process the Equalities Inquiry needed to ensure that it itself paid due regard to the above. When planning this inquiry we considered which groups might be particularly effected and how we might engage them. An Equality Impact Assessment screening form has been completed as part of this inquiry.

2 CONCLUSIONS

2.1 The Inquiry, firstly, looked at whether the Council is meeting its duties under the Equality Act 2010 (and Public Equality Duty for Wales 2011).

2.1.1 **Specific duties are:**

To have due regard to the need to eliminate discrimination, to advance equality of opportunity and to foster good relations, listed public bodies are required to meet very detailed specific duties to demonstrate compliance with the general duty. The specific duties are summarised below.

We concluded that on balance the Council does have due regard to eliminating discrimination, to advancing opportunity and fostering good relations. Many areas of good practice were found throughout this inquiry but also areas where the Council could do better. In particular, in ensuring we are making consistent reasonable adjustments in our service provision, how we consult and how people are able to have contact with the Council. These, along with how the Panel believe they can be addressed are detailed within this report.

In addition to meeting the general duty, in Wales the duty is extended to include:

- a) **Objectives:** prepare and publish equality objectives in respect of each protected characteristic, or reasons for not doing so, by 2 April 2012 and review thereafter every four years. Publish details of the steps it has taken or intends to take to meet the objectives and how long it expects to take to meet each objective. Monitor progress and effectiveness of steps taken to meet the objectives and publish any new or revised objectives.

This is done, but it could be driven by a higher level Strategic Equality Group

that ensures ongoing oversight and priority.

- b) **Strategic Equality Plan:** prepare a strategic equality plan by 2 April 2012, publish it as soon as possible and keep it under review.

A plan was completed but as it expires the new plan should be a lot more streamlined and focussed.

- c) **Engagement:** involve representatives of protected groups in setting equality objectives, preparing and reviewing the strategic equality plan, identifying how the authority's work contributes to meeting the general duty and assessing the impact of policies and practices on protected groups.

This is done, although the equality forums we have spoken to feel this it is often insufficient and needs a much more thorough approach.

- d) **Impact Assessments:** assess the equality impact of policies and procedures, complying with the engagement provisions and considering the relevant information held by the authority. Where the impact of a policy or practice on equality is found to be substantial, a report on the equality impact assessment must be published including: the purpose of the proposed policy/practice; a summary of steps taken to carry out the assessment; a summary of the information taken into account in the assessment; the results of the assessment; any decision taken in relation to those results.

Equality Impact Assessments (EIAs) are carried out but the Panel would like to see better training on their completion and better monitoring of them to take account of issues of cumulative impact. We would also like the Council to think about how EIAs can deal with issues like intersectionality. Intersectionality refers to every person being a web of various identities not just one, for example a black woman who is part of the LGBT community.

- e) **Equality Information:** identify what information is and is not held by the authority, identify information on differences of pay for employees with a protected characteristic, publish this information and review periodically.
- f) **Employment Information:** collect and publish annually
- The number of people employed by the authority on 31 March each year by protected characteristic;
 - The gender breakdown of staff by job, grade, pay, contract type, working pattern;
 - Applicants and leavers by protected characteristic;
 - Career progression by protected characteristic;
 - Employees applying for and completing training by protected characteristic;
 - Employees taking or being the subject of grievance and disciplinary procedures by protected characteristic.

This is only done to a very limited extent, as we do not hold enough data on our employees. More thorough data collection and better reporting, possibly with investment in updated IT systems is required.

- g) **Pay Differences:** have regard to the need to address the causes of any pay differences and publish an action plan including any equality objective to address any gender pay gap identified or reasons why it has not done so.

Swansea Council does report on its gender pay gap, but there is still potential for improvement in narrowing that gap. We would also like to see reporting on other pay gaps, particularly Black, Asian and Minority Ethnic (BAME) and disabled staff, in future.

h) **Staff Training:** authorities must ensure that their employees are trained on the general and specific duties.

Training is available but take up seems low and could be wider ranging.

i) **Procurement:** consider whether contracts should include considerations to meet the general duty and whether to stipulate contractual conditions relating to performance.

Not considered as part of the Inquiry.

j) **Publish:** an annual equality report by 31 March each year.

This is done.

k) **Review:** review equality objectives every four years and review Strategic Equality Plans.

Yes and a new one is due in 2020. See above 2a – This would be better driven by a Strategic Equality Group.

The Panel, secondly, looked at *how the Council can improve how it is meeting and embedding the requirements under the Equality Act 2010 (Public Sector Equality Duty for Wales)*.

The Panel concluded that this can be improved by:

2.2 **Keeping a close eye on the national picture and how this impacts us locally**

2.2.1 Councillors were acutely aware of the budget constraints of the Council, recognising that the current financial climate is a very difficult one. Councillors were mindful of this when discussing their conclusions and recommendations.

2.2.2 The Panel looked at the role of the Equality and Human Rights Commission (EHRC) meeting with the Commission's Head in Wales. They heard the key role is to safeguard and enforce the laws that protect people's rights to fairness, dignity and respect. The EHRC use their unique powers to challenge discrimination, protect equality of opportunity and to protect human rights. They have a range of powers under both the Equalities Acts 2006 and 2012.

EHRC will shortly be publishing their strategic plan for the coming years. It was explained that the Commission's plan is to prioritise a smaller number of areas where they can make the most traction (these will be based on public consultation). The approach moving forward will be to strengthen the enforcement and compliance arm of the organisation. The Inquiry heard that in recent years they have mainly concentrated on advice and guidance but that

the Commission will have a harder edge moving forward using its compliance arm more. They will also continue to give guidance and support, continuing with research reports like 'Is Wales Fairer' moving forward.

Councillors supported this changing/evolving role, recognising that more enforcement was needed because without 'consequences' some bodies are slower to improve. They were also pleased to hear that this is still the final step and that support and advice are still key to moving councils (and other public bodies) forward.

2.2.3 The Panel looked at the EHRC report '[Is Wales Fairer 2018](#)', considering some examples are particularly appropriate to the Inquiry and to Swansea moving forward. Some of the key headlines from this report include, for example:

- socio-economic disadvantage including increased poverty rates and the adverse effects of the UK-wide social security reforms on the poorest groups
- disabled people falling further behind, being denied their right to independent living and in many cases not experiencing the progress seen for other groups, with gaps in educational attainment and employment widening rather than narrowing
- race inequality persists in Wales, some ethnic minorities are experiencing improvements, but hate crime motivated by race is still far too prevalent in Wales
- challenges to women's safety and career progression, the prevalence of societal gender norms in education and employment, and experiences of harassment and violence, obstruct this progress.

The Panel would like to see the key recommendations relating directly to local authorities in this report considered and addressed in the Council's Equality Plan moving forward.

2.2.4 The Panel welcomed the work of the EHRC in relation to the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) and United Nations Convention on the Elimination of all forms of Discrimination Against Women (CEDAW). They heard that the United Nations Convention on the Rights of the Child (UNCRC) has the most firm hold in law. The EHRC would like to see these conventions reflected in each individual Council's Equalities Plans moving forward.

The Panel welcomes the initial work being done to make Swansea a Human Rights City and wish to see this completed in the near future. Councillors believe, as part of this, we should look to embed the UNCRPD and CEDAW into all our work in the same way as with the UNCRC in Swansea. They heard from the Head of Stakeholder Engagement Unit in Education that the UNCRC has helped them embed children's rights widely across education. Councillors would like to see this happen across the organisation with the other conventions.

2.2.5 The consequences of leaving the European Union (EU) was raised. The Panel discovered that leaving the EU does not affect our rights under the European

Convention on Human Rights (ECHR), as this comes from the Council of Europe, not the EU. The impact of Brexit on our equality and human rights will depend on the laws that are passed to deal with leaving the EU. The Government published a [White Paper on a Great Repeal Bill](#) on 30 March 2017. The White Paper provides some clarity about how equality and human rights concerns will be addressed. For example:

- existing EU law in place at the point the UK leaves the EU will be preserved 'wherever possible'
- the protections in the Equality Acts 2006 and 2010 will be retained after we leave the EU
- worker's rights that arise from EU law will continue to be available in the United Kingdom
- current European Court (CJEU) case law will be preserved, but the Bill will not provide any role for the CJEU in the interpretation of new laws and will not require our courts to consider future CJEU's case law
- the Charter of Fundamental Rights will be removed from UK law.

If these provisions are brought into law, many existing protections under EU law will be preserved. In addition, many protections in EU law, especially equality rights, have already been written into UK law by legislation, which will stay the same unless withdrawn by Parliament. In light of the government intentions explained in the White Paper, the most significant effect of Brexit on equality and human rights are likely to be:

- the loss of the Charter of Fundamental Rights which includes some rights which are not in the Human Rights Act, for example on the rights of the child and a general right to non-discrimination. The Charter also provides a stronger way of enforcing human rights than the Human Rights Act
- the loss of the guarantee for equality rights provided by EU law. As a result of Brexit, a future government could seek to pass laws which repeal or weaken our current rights below the standard of EU law rights.

2.2.6 Councillors were concerned to hear, from the equality forums they spoke to, about the change towards negative attitudes and intolerance relating to disability, sexual preference, faith, race and immigration, since the onset of Brexit. An article recently published in the Independent newspaper highlights the issue of attitudes to racism found by the United Nations in a visit to the United Kingdom in 2018. A quote from the article says:

Racism and religious intolerance has become more acceptable in Britain in the wake of the Brexit referendum, a United Nations expert has warned.

At the end of an 11-day visit investigating the impact of Brexit on racial equality in the UK, the UN special rapporteur on racism reported a "notable shift" in attitudes.

A Brexit-related trend that threatens racial equality in the UK has been the growth in the acceptability of explicit racial, ethnic and religious intolerance," said E Tendayi Achime. She said that although far-right parties had not enjoyed the political success seen elsewhere in Europe, extreme views were gaining ground in mainstream political parties on both the right and left.

She highlighted the documented rise in hate crime reported to police following the referendum in June 2016, with incidents increasing almost a third year-on-year to more than 80,000 – the vast majority racially motivated.

[11 May 2018 – Independent Newspaper](#)

In the EHRC report 'Is Wales Fairer', it indicated that some ethnic minority people are experiencing improvements in relation to equality but there is not nearly enough progress and more needs to be done. Hate crime motivated by race is still far too prevalent in Wales. The majority (75%) of hate crimes reported and recorded in Wales in 2016/17 were motivated by race or religion. This was seen as a particular concern given Britain's impending exit from the EU and the spikes in hate crime after the EU referendum and recent terrorist attacks.

In the light of this evidence, the Panel want to emphasise the importance of celebrating Swansea's diversity. It is essential we work with different groups in society to do this and emphasise the Council and partner organisations' role in community cohesion.

Recommendations:

- Lead positive campaigns celebrating Swansea's diversity and zero tolerance for discrimination. Use the Swansea 50th Year as a City Anniversary to launch what will be an ongoing process
- Continue steps towards Swansea becoming a Human Rights City; explore how we could embed the UN Convention on the Rights of Persons with Disabilities and the UN Convention on the Elimination of Discrimination Against Women in the same way as with the UN Convention on the Rights of the Child. Ensure these Conventions are reflected in the Council's new Equalities Plan in 2020.

2.3 Continuing to build upon the commitment to equality and diversity already evident within the Council

2.3.1 The Inquiry did find an overall commitment in the Council to equalities but felt that it lacks a clear vision and therefore direction to drive forward improvement. The Directors and Cabinet Members the Panel spoke to recognise their equalities duties and showed clear ownership. The Cabinet Member for Better Communities (People) said that she would like the Council to go beyond its legal duty and emphasised the importance of embedding equalities. The Panel recognised the commitment showed but did feel there is limited cross-departmental dialogue on this issue that ensures there is no overlap, conflicting advice/ways of working and that improves consistency.

2.3.2 The Panel found minimal reference in the Council's Corporate Plan to our Equalities Duty. Councillors recognise that it is integral to all the objectives outlined in the Plan but note that it does not allude to it specifically. All references in the document relate specifically to inequalities, it does not refer to how we are committed to and plan to meet our Equalities Duty in relation to protected characteristics. In order to raise the profile and show clear commitment to Equalities it needs to be explicit in the headlines of the Corporate Plan.

2.3.3 The Panel were pleased to see a clear commitment in the Public Services Board Wellbeing Plan to the Equalities Duty, particularly under the Stronger Communities objective. The Public Services Board is a multi-agency partnership that includes Swansea Council. The Wellbeing Plan says, the partnership want to *make Swansea a vibrant, tolerant and welcoming place where everyone has equal access to opportunities and feels truly proud to live, work and play in Swansea. To achieve this we need to develop a place where people belong, feel safe, and where people's backgrounds and circumstances are appreciated and valued. Our communities are changing; we want to learn from each other and work together to build a better Swansea. We know that good relationships are an essential component of well-being. As communities change we will celebrate what they have in common and face challenges together, including tackling barriers to employment, training, educational attainment and inclusion.*

2.3.4 The Inquiry found that equalities does not have a high enough profile within Swansea Council. Councillors believe that equalities must be driven from the top of the organisation if it is to move forward and improve in a co-ordinated and sustained manner, meeting both our Equalities Duties and Wellbeing Goal 4 of the Wellbeing and Future Generations Act, 'a more equal Wales'. The Council needs to take an authority wide approach to equalities. The idea of a Strategic Equality Group was raised, that would be a high level cross council group with the purpose of ensuring compliance and driving improvement in equalities across the Council.

The Panel believe that its first role should be to co-ordinate the development of the new Equality Plan, which is due to be written by 2020. This plan would then be used by the Group to monitor and drive improvement across the organisation by, for example:

- Taking an overview of the Equality Impact Assessment process, in particular noting and keeping a watching brief of cumulative impact and issues of intersectionality
- Driving improvement in equalities related training by reviewing and ensuring it is fit for purpose, monitoring and improving uptake especially those mandatory aspects
- Having close links and regularly consulting with the Community Groups, for example the Disability Liaison Group, LGBT Forum and BAME Forum.
- Working with the Councillor Equality Champions and the departmental equality representatives as required
- Leading positive campaigns celebrating Swansea's diversity and counteracting negative media stories around equalities matters.

The Panel would like to see this Strategic Equality Group as the vehicle to translate the Council's commitments on equalities into further action.

2.3.5 The role middle managers play within the organisation was seen as key in ensuring staff are trained, are committed to and have the right attitude with regard to equalities. The Inquiry did find the need for more consistency in application in these aspects. It is vital that managers understand the Council's Equality Duty and are committed to equalities especially in relation to aspects

like ‘making a reasonable adjustment’ and unconscious bias. Their role working directly with staff delivering Council services puts them in the position to have a strong influence on the staff within their remit. With this in mind, Councillors believe managers have an important role in ensuring there is the right culture, attitude and that staff have appropriate training.

In the Staff Survey we asked:

Do you agree or disagree that managers in the Council take equality and diversity issues seriously?

29 (25.2%)	Strongly agree	61 (53.0%)	Agree	24 (20.9%)	Disagree	1 (0.9%)	Strongly disagree
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Do you agree or disagree that your manager supports flexible working? (such as part-time working, job-share arrangements, home-working, etc.)

42 (35.9%)	Strongly agree	52 (44.4%)	Agree	15 (12.8%)	Disagree	8 (6.8%)	Strongly disagree
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Some comments made:

‘I have been offered reasonable adjustments due to my disability and have been lucky enough to have a Manager who has taken time to understand my Mental Health condition and has offered appropriate support.’

‘I and others have experienced difficulties in obtaining reasonable adjustments for physical health reasons and I do feel there is a lack of support in this area. I am also aware of comments made to women around part time working and how this limits their promotional opportunities, which I feel is discriminatory. Part-time contracts appear to be actively discouraged.’

The Panel wished to emphasise the importance of the staff appraisal process in identifying training needs and ensuring completion of required courses.

2.3.6 Evidence suggests that there is a need for better support for, and valuing of, the role of Equality Forums. The Panel spoke to a selection of different consultative groups including the Disability Liaison Group (DLG), 50+ Network, Lesbian, Gay, Bisexual and Transgender Forum (LGBT), Black, Asian and Minority Ethnic (BAME) Engagement Programme.

The Panel heard about the relationships the Council has with community groups/forums including:

- The Swansea Bay LGBT Forum, which is run by Swansea Council in partnership with South Wales Police and whose membership includes employees or volunteers from local and national organisations who represent the interests of LGBT citizens
- The BAME Forum, which is a regional Network, which was introduced last year. It is led by Ethnic Minorities and Youth Support Team (EYST) as part of the Welsh Governments Equality and Inclusion Programme
- The Disability Liaison Group, this group was established to enable a two way dialogue between the Council and disabled people and/or disabled

groups/organisations

- The 50+ Network, this is supported by the Council and is a network of people who have signed up and are over 50 or who groups/organisations that represent this age group
- Veterans Club Swansea is a post-traumatic stress disorder support group and Social Hub for serving HM Forces & Veterans
- “Big Conversation” organised events run by Swansea Council’s Young Person’s Participation Team that include school age pupils from schools across Swansea.

Members of the Disability Liaison Group (DLG) expressed concern that they did not currently have clear terms of reference, invite list or clear structure/work programme. They felt that work was required to get it back on track and meeting regularly. We heard from the Council’s Access to Services Officer that a meeting took place in January with the DLG to start to address these aspects.

Whilst we agree that the equality forums need better support, the Council currently only has enough resources for a small team of one part time equality officer and one full time consultation and engagement officer in Access to Services. Moreover, it is important that members of the group are leading their own work to ensure their voices and concerns are being heard and to better empower its members. We will therefore need to look at how we can help these forums going forward, potentially in conjunction with partners in the voluntary sector if possible.

The Panel found gaps in representation of protected characteristics involved in council consultation and would therefore encourage the facilitation of a Women’s and an Inter-faith Group.

The Panel feel that the profile and work of these equality forums need to be raised more, both within and outside the Council, to ensure their role is understood and valued by both council staff and the public. We also found that better links with Councillor Champions for many groups was required. We agreed with the 50+ Network when they said we need better cross-pollination between groups to address the issue of intersectionality, for example, disabled women have different needs to disabled men and LGBT people; BAME people might have contrasting views to those from other ethnic groups. Closer links and two-way communication with the proposed Strategic Equality Group would also provide better access to decision making.

2.3.7 When the Panel spoke to the different equality forums, they asked them whether they felt that *Swansea Council is committed to ensuring staff and service users are treated with equal dignity and respect, and to what extent they believe the Council takes equality and diversity issues seriously*. What they said is summarised as follows:

- Negative attitude of some staff when talking to people especially the older people and disabled people
- Frustration at being passed around the Council when making a telephone call
- Difficulties in finding out where and when councillor surgeries are especially

if they are not online

- Praise for Local Area Co-ordinators but disappointment that they do not cover all areas
- Need to be involved in development of projects at an earlier stage when barriers can be identified, feeling this would save time and money
- Commitment in the form of funding for equalities. Groups/forums felt they run on a shoestring with limited support. They felt that investing even a small amount of money could make a huge difference in customer engagement and therefore improving services provided
- Need more education in schools around awareness of different characteristics
- The Council seeming to work on one “hot topic” at a time, targeting one group for support and then shifting to another, so not being consistent. Joining up everything seen as important, including the intersection between different characteristics
- Equality forums would like the opportunity to take part in training for council staff
- A Carers Strategy is needed. Without a clear strategy that is transparent and addresses their many concerns, they cannot feel that they are valued
- Some staff go above and beyond while in other departments too many do not think it is their responsibility to consider equality issues
- Not committed to informing, engaging and consulting with everyone because do not make things available in accessible formats enough.
- Feel that the commitment to activities like co-production is there but that currently the resources are not there
- Still feel there is a culture of doing to and not enough emphasis on empowering citizens
- Seems to be a lack of dignity and respect for citizens especially in relation to asking for what they are entitled to, like making a reasonable adjustment when needed. They feel they are often denied because of poor knowledge and lack of respect
- The words in Council policies are good but need to translate these into practice better. Council needs to be consistently good rather than pockets of good in relation to equalities
- Education system in Swansea is not inclusive enough, teacher training is too general, teachers not taught about inclusivity with regard to children with disabilities and ALN. Children are often taught elsewhere rather than in the local school. One parent said *she feels like they are ‘othered’*
- Do not feel that the Council respects the aspirations of disabled young people because opportunities once leave school are very limited.

In the Staff Survey we asked:

Do you agree or disagree that there is real commitment at the Council to continuing to improve performance on equality and diversity in terms of service provision?

17 (14.8%)	Strongly agree	75 (65.2%)	Agree	18 (15.7%)	Disagree	5 (4.3%)	Strongly disagree
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In your experience, do you agree or disagree that staff from different backgrounds are readily accepted and made to feel welcome at the Council

41 (35.3%)	Strongly agree	64 (55.2%)	Agree	10 (8.6%)	Disagree	1 (0.9%)	Strongly disagree
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Overall, do you agree or disagree that the culture within Swansea Council makes it a fair place to work?

31 (26.3%)	Strongly agree	59 (50.0%)	Agree	24 (20.3%)	Disagree	4 (3.4%)	Strongly disagree
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Some Comments made:

'It's a large organisation and whilst there is commitment, delivering against that commitment is a big challenge.'

'Institutionally yes, however all teams are made up of individuals and groups of people, their dynamics affect how individuals are accepted and made to feel welcome.'

'Corporately yes I agree, but you have to ensure that all staff have proper training - not just the online training which can be skimmed through.'

'It's an overwhelmingly white organisation. In my experience the staff from non-white backgrounds make an effort to share their culture e.g. office buffet for Eid which is really nice. Brexit has made it harder for staff from EU countries outside the UK because of the uncertainty and also the attitude of some residents.'

2.3.8 Carers in Swansea strongly expressed the need for the Council to better value their role, their rights as carers and to provide better provision of services.

Some of what they said included:

- Question whether the new Carers Act was in place in Swansea especially relating to care packages. Concerned as we are legally entitled to receive this as carers. There is no equality for parent carers because assessments are not being done
- All support is assessed on a criteria but we have no idea what that criteria is. There needs to be more transparency around the criterion and how and why a decision has been made. People could then understand and accept decisions more
- We feel there is no consistent approach across social services teams to assessment and care planning. Each team interprets and applies the guidance differently. Each team/department write their own assessment...there should be a standard format for all.
- Young carer's assessments do not seem to be taking place and when they do the young person is often not told about it
- Communication between Adult Services and Child and Family Services seems to be problematic when it comes to supporting carers and the child - two different standpoints
- No provision for Welsh Speaking in respite or adult day services.
- There is very little available to assist carers of people with challenging behaviour. This is often to do with the condition and not a mental health

issue but nearly always treated as such. Need more people to understand the issues around challenging behaviour. No respite services available

- We should not have to keep fighting for everything. Carers should be valued and able to live life equally to everyone else. By not doing this, the Council is really short sighted because carers save society millions of pounds.

The Panel heard that a Carers Strategy was due to be written in 2017, it is still not in place. The Panel agreed that the Carers Strategy must be completed as a matter of urgency.

2.3.9 The Inquiry found a need to develop further opportunities for disabled adults to gain meaningful employment and to improve their skills. The Joining the Dots Team suggested that the Council move forward more with the different aspects of Social Enterprise. The Panel agreed believing that the Council could build on the already valuable contribution of the work of NEAT and Victoria Park Kiosk, recognising that a wider variety of opportunities needs to be developed, expanding on those already in place. A member of the public at a meeting said *'more needs to be available other than litter picking and catering for those people with different interests'*.

2.3.10 Young people at a Pupil Voice Event raised the issue of stereotypes within schools. They felt this was particularly evident in sport within schools, with some schools encouraging access to all sports by both boys and girls and mixed gender sports activities whilst others still only offer certain sport based on gender. They also pointed to different expectations between boys and girls around discipline. The Panel did agree with the young people who felt this was reinforcing stereotypical behaviour. This issue of the prevalence of societal norms in education has also been highlighted in the findings of the EHRC report 'Is Wales Fairer'. It was felt that schools should be working harder to challenge these norms and not reinforce them.

Young people said:

'I do feel that boys and girls are generally treated differently in my school when it comes to sports, like girls only get a chance to do netball. I would like to play football but told I cannot. Sometimes boys go outside for sport while the girls have to stay inside.'

'Schools should do more mixed gender sports, should not be judged as whether good enough based on whether a boy or a girl.'

2.3.11 We felt that there is a need to continue the work to make the council staff, councillors and governing bodies more representative of the community in which they serve. As with many workplaces, Swansea Council staff and indeed Councillors do not fully reflect the diversity of the community in which we live. The groups that tend to be under-represented include women in higher paid roles, ethnic minorities, disabled employees and those from the LGBT community.

Employers have a responsibility to ensure that workplaces are inclusive and

free from discrimination. However, inequalities can result from years of hiring practices that have excluded certain groups, usually unintentionally. It is important to ensure that Swansea Council is open to everyone in our communities, including groups that have historically not applied to work for the Council. Expressly encouraging applications from those in under-represented groups should be encouraged. The Panel believe there needs to be better promotion of staff vacancies and apprenticeships to different groups. Advertising should be more carefully designed to promote applications from LGBT and BAME people, disabled people, and women in male dominated roles (and vice versa).

The Panel heard that the Council publishes information on the Gender Pay Gap and that an action plan is in place to work to close this gap, one of the Council's Policy Development Committees looks at the annual report and resulting plan.

Councillors were of the view that we need to report on not only the gender pay gap, but also put systems in place to report on the other identified pay gaps like, for example, for disabled people and BAME, to draw attention to any inequalities in this area and plan to better support diverse staff in future.

The Panel recognised that the make-up of councillors needs to be more diverse in Swansea, which is also reflective of most Welsh Councils. The Welsh Local Government Association (WLGA) said in their response to the National Assembly for Wales Inquiry into diversity in local government *'that evidence shows that diverse decision-makers lead to better and more diverse decisions. Diverse decision-makers encourage public bodies to understand how different people will be affected by their activities so that policies and services are appropriate and accessible to all. It ensures that more diverse life-experiences shape our decision making'*.

Councillors considered what could be done locally to encourage interest in standing to be local councillor by a more diverse range of people. They heard about some of the national activity that took place before the local elections in 2017 in the [Diversity in Democracy Programme](#).

When the Panel met to the DLG, they asked whether any of them had ever considered standing for Council. As an example of the difficulties faced a member of the group said *'I considered it but cannot face it, so many barriers. There are huge barriers for disabled people and those with mental health problems. There is also the fear of victimisation or bullying when a disabled person speaks out'*.

The Panel discussed some of the good practice outlined in the WLGA response that could be considered by Swansea including:

- Councils having good links with school councils and youth forums, with many actively engaging young people in council business and the democratic process through mock election, meetings with councillors and local democracy week
- Some Councils have open days ahead of elections and a programme of mentoring and shadowing

- Making the role of the councillor more accessible including, for example, facilitating remote attendance.

The Panel heard about the successful [Access to Elected Office schemes](#) used in Scotland and England. These provide financial support for disabled people standing in elections. Welsh Government have explored a similar potential 'door to democracy' fund. It is anticipated that a future programme will be rolled out in Wales and this was welcomed by the Panel.

- 2.3.12 Better collection of equalities employment information is required. The Panel reviewed the information provided for the Equalities Plan, expressing concern that in its current form it is not fit for purpose because it does not reflect correctly details about the staff employed, those leaving or making job applications. Councillors were told this is because completion of certain characteristics by employees or applicants was not mandatory. Councillors believe more assurance may be required so that staff or applicants feel that the information given is confidential and will be used appropriately. It was felt that lack of completion of personal data could be 'a perception issue' about why the questions are being asked and for what the data will be used.

The Staff Survey asked:

Would you be willing to give the Council this information in order to help monitor equality and diversity within the organisation?

67 (57.3%)	Yes	10 (8.5%)	No
31 (26.5%)	Yes but only anonymously	9 (7.7%)	Don't know

The Panel would like to see a way developed of encouraging completion using the Stonewall Toolkit '*what it has got to do with you*'. This can then be a tool used in a campaign to contact staff encouraging completion of personal data.

*Monitoring and evaluation are central to ensuring any activity is successful. They are the means of checking whether an organisation's diversity policy is being implemented effectively. They provide valuable management data, which can assist the organisation in making the right strategic and operational decisions to ensure it employs and retains a skilled and diverse workforce. **Stonewall***

The Panel heard that Human Resources and Organisational Development has recently started to build current data on grievances/bullying and harassment complaints and that this will be able to be analysed going forward. There is a clear role for the Strategic Equality Group to monitor and act on this data.

Recommendations:

- Implement a high-level cross council Strategic Equality Group
- Promote "SMART" working with our equality forums, ensuring they all have clear terms of reference, work plans and schedules. Ensure better engagement with Council departments and Councillor Champions. Facilitate the establishing of Women's and Inter-Faith Consultative Forums
- Complete the Carers Strategy as a matter of urgency
- Collect better data on our workforce and develop better resources to encourage staff to give their personal data, for example, based upon a

toolkit by Stonewall '*what it has got to do with you*'. Report on 'pay gaps' such as disability and BAME, as well as gender in the future

- Develop further opportunities for disabled adults, including looking at expanding our social enterprise base
- Work with teachers and learners to tackle issues around gender stereotyping in schools particularly relating to sporting activities.

2.4 **Ensuring effective policy, practice and processes are in place that meet and help embed the Equalities Duty**

- 2.4.1 The Cabinet Member for Better Communities (People) explained that the current Equality Plan finishes in 2020 so it will shortly be revised and that preparations for that will soon begin. She said that the new plan would set clearer strategic direction for equalities, which the departments will deliver.

The Panel agreed with the Cabinet Member that the objectives in the new Plan must result directly in improved outcomes for people. Currently there is no overall assessment of the success of the plan; it is therefore difficult to make a judgement on its impact. Councillors felt it important that the Plan have political oversight in future. Revision of the plan should look at what it should and should not contain, how those items are decided upon and its format and ease of access. It was felt that the new Plan needed to be outcome focused and streamlined in design. The Equalities and Human Rights Commission have offered to work with Swansea in developing the new Plan; we should take them up on this offer. The Panel would like to see the key elements of the Plan produced co-productively. The final Plan must be available in accessible formats and these kept online. The Panel were keen to feed the outcomes of this Inquiry into that process.

- 2.4.2 The Equalities Impact Assessment (EIA) process is the way in which the Council assesses the impact of council decisions in relation to equalities matters. This is one way the Council plays due regard to Public Sector Duty (Wales) Act. In Swansea EIA's are integral to the decision making process and departments are advised to undertake it as early as possible in any initiative, ideally at inception. The Panel heard failure to undertake one or doing so after a decision has been made may invalidate the decision, or in the very least leave it open to challenge or judicial review. An EIA screening or full report must accompany any report for decision presented to Committees, Executive Board, Corporate Briefing, Cabinet or Council.

The Panel recognised that it is important the EIA process is consistently applied and to a high standard. It must demonstrate engagement has taken place. The EIA should be a living document, which can be left open throughout the project and continuously updated as appropriate, like for example, the EIA for the City Centre Redevelopment.

The Panel heard from the Head of EHRC in Wales that not all public bodies use stand-alone EIAs and some are using integrated software in the form of online portals that have shared live forms. This is something we could look at in Swansea in the future.

The Panel found the EIA process itself to be strong but, in practice, is dependent on the knowledge and understanding of individuals and this was felt to be inconsistent across departments. It was hoped that the introduction and further development of Equality Staff Representatives within Council departments would help to improve this. Although it was felt that it will only be the case if they are fully engaged in that role, attend regular co-ordination meetings and partake in training. It was felt that commitment to this from all departments will be key in its success. The Panel heard that dedicating time to this may be difficult but it is better to have people doing the role from within the departments who understand the departmental issues, as well as the equalities aspect.

- 2.4.3 The Panel heard about the designated Councillor Champions that cover a range of equality issues. The role of champions is to provide a voice for traditionally under-represented groups or issues, which need to be kept at the forefront of Council business.

After speaking to the Equality Forums and staff it was felt that this role needed to be more visible, recognising that they can play an important part in developing, communicating and supporting equalities. The Panel felt that there should be a better-defined role for Councillor Champion's better communication links with departments and the relevant Equality Forums.

- 2.4.4 The Panel welcomed the introduction of the Equality Staff Representatives, who are volunteers from each council area that will act as a link within departments in relation to equalities matters. We heard that their particular role is to advise and support staff in EIA process. Councillors were concerned that this role is limited by the capacity of the volunteer in their 'day job' because they have taken on this aspect in addition to their current roles.

When the Panel met with a group of 16 staff equality representatives they said that they saw their main role as assisting, giving advice and providing challenge on EIAs. Many pointed out that it was a new role for them so they would like help, training and support as required. They had received some initial training but recognised that more is needed, especially as the role develops. They have received some support from Access to Services Team but recognised that a lot more now falls on departments because the Access to Services Team has diminished. They did say that time is an issue, that like with co-production proper full engagement carried out for EIAs is time and resource intensive. They welcomed their role in getting the equalities message out there and embedded in departments. They had very little awareness of the role of Councillor Champions and were interested in making those links. They did feel that equality and diversity was taken seriously in the Council; saying it was not perfect and that it was about translating intention into action but they were surprised about how much better Swansea was doing in comparison to other local authorities. They did feel staff are much more comfortable with engagement and do have a more engagement 'mind set'. One concern is that time and capacity to release staff in some areas, to be able to do training, can be difficult.

The staff equality representatives think that the following can be done to

promote and improve diversity:

- Recruitment and Selection process needs to be looked at
- Engaging with and reaching out into communities more
- Using different modes to get messages out there
- Review the Councils website
- Improve access online to EIAs.

The Panel considered it important that:

- All Equality Staff Representatives have the capacity to fully engage with this role including attending training and the regular co-ordination meetings. The Strategic Equality Group should keep this under review and it be addressed if a department is not fully engaging, otherwise any improvement in consistency will be patchy
- The role is clearly defined and the staff representatives understand the expectations of the role
- Staff representatives are linked to a wider knowledge base/support network for advice, guidance and support.

- 2.4.5 Council policy and practice must be regularly reviewed to ensure equalities are widely and consistency embedded across the whole Council. We must ensure that when we amend or produce one policy it is not in isolation from other policies/strategies, as this can result in the creation of barriers and/or disadvantaging sections of our community.

'The policies are all in place to make these things happen but on some occasions I feel that these policies actually highlight differences with people and end up doing the polar opposite.' Staff Survey

Council policy must be reflective of what the Council wants to achieve. For example, we want the Council to be more reflective of the communities we serve. Council policies, therefore, must encourage applications from people with protected characteristics being employed and we must understand the current make up of our employment base.

'The staff policies are not reflective of LGBT, BME and other minority backgrounds. The Council should do more to support the staff LGBT group, have the Council represented at Prides and should support minority groups through positive action. The Council should also make the services that can be tailored to minority groups easier to access.' Staff Survey

If we want a more diverse workforce, we as an authority have to change our approach to recruitment and employment practice. Human Resources are working with Poverty and Prevention to improve the Council's Recruitment and Selection process. This will include a review of the existing Recruitment and Selection policy to ensure that it provides everyone with the ability to easy access employment opportunities advertised by the Council. The Panel welcomes this.

- 2.4.6 Councillors had a number of concerns with regard to of the quality, execution,

consistency and uptake of training on equalities and it is one of the key findings of the Inquiry.

The Panel heard that there is a selection of online training relating to equalities as well as some half-day, face-to-face sessions for staff. There is also a module on the manager-training programme and there is a section within the recruitment and selection course. Councillors heard that the uptake for equalities training is low, even the mandatory courses. The people the Panel spoke to clearly felt there needs to be a package of training that is consistently applied across the council. While there are many good examples of how staff respond and assist users well, there were a number of issues identified including the consistency in knowledge about 'making a reasonable adjustment', staff attitudes and understanding of unconscious bias.

From the evidence gathered and the feedback received from the consultation sessions the indication is that we need to focus on improving:

- the quality, relevance and delivery of training – involving others and real life scenarios designed to ground training. Some staff, such as those in 'frontline' services, need more detailed training where for others online courses may be suitable
- the skills and knowledge of Departmental Equality Representatives and Councillor Champions
- identification of gaps in knowledge and ensuring attendance through the staff appraisal process
- the use of skills, knowledge and experience on offer from equality forums to help improve and ground our training
- the monitoring and encouraging of uptake including collecting data on attendance and ensuring mandatory courses are completed.

'Staff attitudes and knowledge of 'making a reasonable adjustment' vary widely, some go out of and some give no assistance at all.' DLG

It would be beneficial for those working on the front line especially to have a direct understanding of some of the key barriers that people experience when accessing services. Recognising how they react and respond to service requests is vital to their role. Assistance from equality forums and/or people with protected characteristics in this staff training could help to improve this.

The Panel did find the training information/data provided in the current Equality Plan to be extremely limited. This information was found to be meaningless to the reader, and could be seen to have been produced to satisfy a tick box rather than to drive improvement. A system to collect better information needs to be put in place so that the Strategic Equality Group and managers can monitor that data and ensure effective take-up by staff.

Those staff who responded to the staff survey said:

How would you rate your awareness of equality and diversity issues?

40	Very	68	Fairly	7	Fairly poor	1	Very
(34.5%)	good	(58.6%)	good	(6.0%)		(0.9%)	poor

Do you agree or disagree there is adequate training opportunities available for staff around Equality and Diversity within the Council?

15 (13.2%)	Strongly agree	58 (50.9%)	Agree	35 (30.7%)	Disagree	6 (5.3%)	Strongly disagree
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Have you ever received any equality and diversity training at the Council?

93 (78.8%) Yes
25 (21.2%) No

If not, why not?

19 (61.3%)	Never offered	5 (16.1%)	Not relevant to me
3 (9.7%)	Unable to attend sessions due to other commitments	4 (12.9%)	Other

Clearly whilst the majority of staff feel there are adequate training opportunities available around Equality and Diversity issues, a significant amount feel there is not, and almost a quarter of respondents have not received any.

The Panel feel that it should be a key role for the proposed Strategic Equality Group to review, explore and drive improvements in equalities training.

2.4.7 The Panel concluded that better internal communications with staff was required to specifically address equalities matters and keep them on the agenda, this should include:

- to inform of and proactively encourage take up in training, awareness raising
- provide a basis for what is considered as acceptable attitudes/behaviour
- celebrate good work
- advice on how to challenge negative views effectively/appropriately

Recommendations

- Develop a new Equality Plan co-productively. Ensure it is more streamlined and outcome and impact focused. The Council take up the offer from the EHRC Wales to work with us on our Plan
- Clarify and further promote the role of Councillor Champions, ensuring better engagement with consultative forums and establish links with the Strategic Equality Group
- Clarify expectations of those acting in the Equality Staff Representative role. We would expect those nominated to be able to take part in co-ordinating meetings and training, and that they are linked to a wider knowledge base/support network for advice, guidance and support
- Complete the review of Recruitment and Selection Policy as a matter of urgency. This should include looking at better promotion of staff vacancies and apprenticeships to different groups, consider advertising these more carefully to promote representation of BAME, disabled people, LGBT, veterans and women in male dominated roles (and vice-versa)
- Review training opportunities to ensure they are fit for purpose. Including:
 - a) Ensure better uptake of equality related training amongst staff, especially front facing staff
 - b) Ensure middle managers have completed training and encouraging staff

- to do so
- c) Developing training with equality groups where possible
- d) Ensure the opportunities to do these are repeated regularly, particularly around unconscious bias, using alternative formats and making a reasonable adjustment
- e) Smarter Working with others to meet our duty well by investigating the sharing of some training and consultation activities with other large organisations and/or procure jointly to improve economies of scales
- Develop an internal communications rolling programme, led by the Strategic Equality Group, to promote training, challenge negative views or attitudes and provide positive messages to staff.

2.5 Improving the accessibility of council services

2.5.1 The Panel learnt from their engagement with the Equality Forums/Groups about the wide spectrum of accessibility issues that people face including physical accessibility/buildings, online and the website, telephone, face to face/attitudes, and language. When the Panel spoke to the different Equality Forums and Groups, they asked them *whether they had experienced any unfair barriers to accessing a service with the Council*. They said:

- Accessing the loop system can be problematic
- It is important for people who chair meetings to understand the impact of not being able to communicate easily and make allowances for that
- Transport can be difficult, availability of routes and accessibility of vehicles
- Council paperwork often not inclusive to everyone.
- Sometimes find staff not respectful in the way they treat you
- Physical access can be an issue, particularly in the Guildhall with very limited public disabled parking and the building difficult to access
- Many staff do not understand what 'making a reasonable adjustment' means so can be difficult to access services
- Council staff do not understand many of the issues people face.

The inquiry explored how well we are meeting our Equalities Duty in relation to accessibility, including what is being done to reduce or mitigate barriers to accessing our services. The Panel concluded that more needs to be done in this area and have detailed their concerns and suggestions for improvement as follows.

2.5.2 Firstly, high on the agenda of all the Equality Forums the Panel spoke to was the use of alternative formats and the valuing of different communication methods to reach and engage service users and the wider public.

Evidence showed that Easy Read, plain English, and young people friendly versions have been produced for some key documents, like for example the Annual Review of the Equality Plan. This was welcomed but the Panel did feel that currently this does not go far enough. Considering the use of alternative formats should be mainstream to Council services. Awareness raising/training and information on this aspect needs to be provided so staff clearly understand and are committed to this aspect of the Equality Duty.

The Panel heard that the Council has its own Welsh translation service and has membership of the Wales Interpretation and Translation Services (WITS); a partnership used for all other translation required.

Councillors were of the view that projects at the outset need to investigate who their audience is, then decide upon what the best methods to communicate with them is; ensuring that those most affected are provided with methods of communication that they can engage with. Making 'a reasonable adjustment' must be considered.

- 2.5.3 Secondly, the Council's website design, content and accessibility came out strongly in the consultation exercise as an area for improvement, with people finding it hard to access, difficult to navigate, out of date and having complex content. It was felt that little regard has been given to disabled people in the design and the accessibility aspects and that the website as a whole lacked understanding from the user's perspective.

From the evidence gathered the Panel concluded that the:

- the website needs to be reviewed and key aspects redesigned co-productively
- seeing it from the user's perspective is key, not only to make sure we are getting across what we need to tell people but we must also look at what people actually access our website for
- content needs to be available in a wider range of alternative formats, word versions of PDFs and text only for tables available
- navigation across the site needs to be reviewed so information is not hidden away through many links
- there is a need to explore creating "hover over" images to illustrate key terms and more difficult concepts similar to easy read
- need to look for good practice examples of websites from other councils and organisations
- need to provide simple guidance, advice and training for content providers.

- 2.5.4 Understanding challenges to accessibility allows us to plan for a more inclusive environment. The Panel felt it was essential to involve disabled adults and young people in the development and improvement of the Council's physical environment. We must address issues and barriers that individuals with mobility and sensory impairments face. Evidence also indicates that eliminating physical barriers to access benefits everyone.

The Panel heard about the idea of Community Hubs and how they can benefit accessibility locally. Cardiff's Hub was cited as a good example. Swansea is currently piloting one such Hub in Clydach. It is currently testing the technology and communications processes, if this is successful there are five other sites that have been identified for consideration.

A Parent Carer attending a Panel meeting said 'we would like to see planning permission for buildings to have at least the bare minimum of accessibility and especially public buildings like schools. Thinking much bigger and building accessibility into policies. Need to work with people to develop this'.

Another example she gave was about the ability to access large events by disabled people. *'At the Airshow last year, we welcomed the efforts put in place to have an area for disabled people, but we were ultimately disappointed and could not attend because the Council was not joined up in ensuring people were able to access it via car or public transport.'*

Nearly every group the Panel spoke to highlighted the need for appropriate and accessible toilet provision. The Panel welcomed the development of a toilet strategy for Swansea and its associated consultation exercise using elements of co-production.

2.5.5 When the Panel met with equality forums, they asked them about the accessibility of Council services including about digital inclusion. Some of what was said included:

- Not everyone has access to a computer so still need to communicate in different ways
- Can be difficult getting a response to emails, sometimes no acknowledgement or no response at all
- Carers Strategy not in place so no clarity and consistency around care packages and carers assessments. Swansea committed to producing a strategy that was to commence in 2017 but not yet in place
- Young Carers assessments are not taking place regularly and when they are, the young person is not always told about it
- Lack of Easy Read and plain English documents. More valuing of alternative formats. Need to think about how you are going to communicate with your audience at the outset of a project
- More opportunities made available to ALN 16 year+
- Better understanding and use of 'a reasonable adjustment'
- Need more consideration for the visually impaired in relation to trip hazards on pavements for people who are visually impaired, including street furniture and rubbish and recycling bins thrown across pavements
- The Councils website is inaccessible and hard to navigate. Some websites have widgets that help people with impairments access them. What is on offer on the website is often not what people need; need to look at content from perspective of user
- Idea of community hubs good for improving accessibility of some services.
- Attitude of frontline staff can make things difficult, lack of understanding and empathy of equality issues
- Staff need better understanding of equality related issues including cultural sensitivities. It is about education and engagement with ethnic communities, getting a balanced view and not stereotypes
- Experiencing negative attitudes much more since Brexit, we all need to get ahead of this
- Job application process needs looking at to encourage more diverse applications
- Council staff, teachers and Councillors have training/awareness raised on how to challenge racist or hate behaviour and attitudes effectively.

In their own words some people said:

'I experienced homophobic abuse recently in Brynmill Park which has put me off using it. Could we have signs in public parks about them being inclusive and not tolerating bad behaviour including abuse and hate crime.' LGBT Forum

'Staff need better understand of equality related issues including cultural sensitivities. It is about education and engagement with ethnic communities, getting a balanced view and not stereotype.' BAME Forum

'Support for young people with ALN good until they reach adulthood and then there is very little support via colleges or other services. Pupils learn at school to have high aspirations when they leave school and there is nothing for them.' Joining the Dots Team

- 2.5.6 The Panel looked briefly at the ease of engaging with the Council's democratic structures including the information that is available about the role of councillors, for example, use of alternative formats. They agreed that like with many other services we need to improve our visibility and accessibility.

Some people the Panel spoke to did say that accessing the Guildhall could be difficult with large number of steps, coming in the side entrance if you are in a wheelchair and the lack of public allocated disabled parking. This acts as a barrier to taking part in public meetings. Furthermore, the language used and formal procedure is often off-putting and hard to follow.

As Councillors, the Panel were dismayed at the lack of knowledge and understanding of our role amongst many people we spoke to and feel that we should all work harder to encourage more residents to engage with us, particularly those from more marginalised communities. The young people we spoke to indicate the desire to attend dedicated surgeries to talk to councillors on a more regular basis.

- 2.5.7 When the Panel spoke to the different Equality Forums/Groups they asked them *if they had ever engaged with the Councils democratic structures*. They said they felt that:

- Councillors could have a signification role in communicating information out into the community
- Could provide better information about Council meetings explaining how to engage and rules
- Would like more information available about how to engage with new projects and the consultation process
- Need better understanding and visibility of what the Councillor Champion's role involves. We would like an active champion that engages with our group
- Would like better links with decision makers
- Need to use more commonly used language that can be accessed by all your audience, need to be more down to earth and understandable
- Can be difficult to access some meetings in the Guildhall, accessibility is not ideal
- Find attitudes to disabled people can be negative at times and no one seems to challenge that in meetings.

2.5.8 When the Panel spoke to the different equality groups they asked them if *they had any suggestions about what would lead to a more inclusive environment*. They said:

- One point of contact with someone within the council who has understanding of the issues faced (Veterans Club)
- Raise awareness and improved training (all Equality Groups)
- More Community Hubs, Cardiff cited as good example along with the new pilot here in Clydach (Veterans Club, BAME Forum and Network 50+)
- Better signposting if unable to provide service, assist or have concerns (Veterans Club, BAME, LGBT)
- Include wider community in co-production activities (Carers, Network 50+, DLG)
- Need to improve staff attitudes, awareness and understanding of all equalities aspects (All Equality Groups)
- More use of alternative document formats (DLG, Carers, Join the Dots Team, BAME)
- More people able to use sign language, good access to loop system (Network 50+)
- School to be more consistently physically accessible and for attitudes of some schools to be more inclusive for children with a disability or ALN (Join the Dots Team, Carers, Big Conversation)
- Making large events in Swansea accessible to all (Joining the Dots Team, DLG).
- More co-production and better consultation mechanisms; look at services from the perspective of the user (All Equality Groups)
- Value equality groups, include and consult with them more, Council need to tap into their knowledge more. (All Equality Groups)
- Better more accessible website (All Equality Groups)
- Implement Human Rights based practice in all council work and review and monitor against these standards (DLG, LGBT)
- Transparency, sharing budgets and interdepartmental working (Carers)
- Training on unconscious bias particularly in interviewing and in first impressions (BAME, LGBT)
- Councillors because they have 'on the ground' knowledge have stronger role in communicating information out into their communities especially to those people who are harder to reach.

Some of these are reflected in the words of consultees:

'Swansea Council does go a long way in promoting diversity and this is recognised but it is also about doing with groups and not to them.' Parent/carer

'Swansea has an amazing wealth of cognitive resources including stakeholder reference groups. These are wisdom pots and should be used more.' LGBT Forum

Recommendations

- Support the continued development of community hubs across the Council area. Ensure that all staff involved have full equalities training

- Address the significant issues with the Council website as identified in this report, key aspects should be developed co-productively. Consider use of more 'hover over' facilities for key words where pictures are shown. Be mindful of problems with PDFs/tables for screen readers
- Develop more Easy Read and plain English resources
- Councillors should increase their visibility amongst equality groups. Consider holding surgeries or discussion aimed at young people, women, BAME, LGBT and disabled residents.

2.6 Improving how we work with and learn from others

2.6.1 The Welsh Government recognises the role of Councils and other large public organisations in eliminating unlawful discrimination, harassment and victimisation, as well as advancing equality of opportunity and fostering good relations between those people who share protected characteristics and those who do not. The Panel understand that the Council must pay due regard to these duties but they would like to see it also leading by example.

2.6.2 The issue of 'doing *with* groups/individuals and not *to* them' was raised a number of times throughout this piece of work by Equality Forums/Groups. Co-production and the ethos behind it was seen as important moving forward in identifying and helping to address this. We need to learn more from service users and the community so we can provide the best and most suitable services.

2.6.3 We must be smarter at working with others to help us meet our responsibilities and to do this well. This could include the third sector, Equality Forums and other public bodies. The proposed Strategic Equality Group could look into possibilities for sharing some training and consultation activities, this could include possible savings to the council through shared procurement and/or economies of scale.

Can we share, for example, training with other large organisation like for example the police, health, DVLA? There will be a number of areas of common ground particularly relating to the duties of large public bodies in Wales. This could also extend to some of our consultation activities. This could help provide more effective and economical training in a wider learning environment.

2.6.4 Learning from and with others is vital to the health of any organisation. It is important that we do this in relation to our equalities duty. We need to continue to investigate good practice elsewhere and this should not be restricted to just other councils. The Panel suggests that some areas that could be looked at in the near future could include recruitment and job application practice, the Council website and training.

2.7 Continuing to improve how we consult and engage

2.7.1 The Panel recognises that the Council carry out a wide range of consultation exercises as part of its day-to-day activities as well as those that are completed for large projects, policy changes and key council decision.

2.7.2 The Panel discussed consultation and the tools used and whether they are the most appropriate for our users. It was recognised that services use many different means to engage and consult with users and with the wider public, including for example surveys, events, and the face to face work the is done by Social Services.

The Panel did emphasise the need to reach out more into communities to get the views of those who do not normally engage with such activities. Also that our consultations must be more accessible to all. The Panel also heard that the current consultation strategy is old and needs reviewing and updating.

2.7.3 The Panel looked at some of the work the Council is doing around co-production. Co-production is the relationship where professionals and citizens share power to design, plan, assess and deliver support together. It recognises that everyone has a vital contribution to make in order to improve quality of life for people and communities.

The Panel explored the co-production activities that are taking place within the Council and with our partners, they heard that:

- That Social Services has been the department working most using co-production activities, but as a Council we are in the very early stages but have the ambition to do much more...councillors heard '*it is a work in progress*'
- There is a Co-production Development Officer based in the third sector with SCVS who promotes awareness, knowledge and support to the Council, health, West Glamorgan and the third sector
- The Co-production Network for Swansea launched in 2018
- The procurement process is being opened up to co-productive practices
- A number of areas of service improvement are being co-produced with citizens including, for example, Direct Payments Process and elements of the new Adult Services Framework
- The Council is in the process of developing a corporate co-production strategy expanding on the work done so far by Social Service. The Panel felt that the development of toolkit for staff to use would also be beneficial.

'Co-production needs to be done in a consistent manner, have terms of reference and be at times of the day people can actually make, which may be outside of normal office hours.' Carers Meeting

The Panel was interested in what we have learnt so far from our co-production experience, hearing that:

1. Genuine co-production is extremely time and resource intensive
2. Needs a certain amount of skill in building trust between those involved
3. Important to manage expectations
4. Difficult to find and include the really excluded people, must reach out more.

The Panel agreed with the Director of Social Services when he said '*when co-production is done well it will mean real decisions being made collectively. It should make the finished product better and more likely to provide the services people want.*'

The Panel supports the development of the co-production strategy.

2.7.4 The Panel recognised that by consulting effectively we could improve both our service provision, the making of policy and its implementation. It is therefore essential that we get it right. The Panel believe that our consultation activities need to:

- a) be clear and concise, using plain English and avoiding acronyms
- b) have a clear purpose that do not ask questions when a final view/decision has already been made
- c) be proportional to the potential impacts of the proposal
- d) given an appropriate amount of time
- e) consider the full range of people, business and voluntary bodies affected and target appropriately
- f) take account of the groups being consulted and consult in a way that best suits them where possible
- g) feedback to contributors

2.7.5 Equality Forums/Groups felt that earlier involvement and engagement in the development of projects, policy or service changes would be beneficial for both the Council and the service user, by influencing how they develop rather than the Council having to spend money going back and changing things later. The Panel recognised co-production is key to improving how we do this.

2.7.6 Through the Inquiry evidence gathering, the Panel heard about the need to feedback to contributors after a consultation exercise has taken place, whether this is through social media, press or individually via email. Some people also felt that certain consultations have been 'a tick box exercise', consulting on change but not really taking on board concerns and making original decision anyway. They could not understand why, in that case, we would consult rather than just inform people it is going to happen. It was felt strongly that consultation should have the true ability to influence change.

Recommendations

- Build upon the development of a Co-production Strategy with inclusion of a Toolkit for use by staff across the authority.

2.8 Protecting future generations

2.8.1 All the Inquiry conclusions and recommendations relate to the Wellbeing and Future Generations Act goal 'a more equal wales' *A society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).*

The Panel did recognise the importance of protecting future generations in its work looking at equalities in Swansea. The Panel believes by building good equalities practice into Council plans, policies and service provision will not only improve equalities in the shorter term but will lay the ground for the long term goal of 'a more equal wales'. It was believed that the Council can meet its equalities duty well and influence the longer term goal of 'a more equal

Wales' by:

- Effective and rolling programme of equalities training. Regularly reviewing this to ensure current and reflective of the Council's needs
- The Council being more representative of the community it serves including both staff and councillors
- Strong leadership from the top
- Working more with communities co-productively
- Better links with and between community groups, forums and officers/councillors in equalities
- Better communication of key messages to staff and the public
- More accessible and inclusive services
- Aim to create a more inclusive education system in Swansea where disabled children and those with Additional Learning Needs can access education in their local school
- Working more with our partners to address particular challenges and/or where responsibilities are wider than the Council. For example, in reducing isolation and increasing accessibility through the development of better accessible transport links.

The Panel heard that a well-being measurement framework would be used by Public Services Board to analyse how we are meeting the Wellbeing and Future Generation Act goals.

3 RECOMMENDATIONS

It is recommended to Cabinet that it should:

Quick wins

- 3.1 Implement a high-level cross council Strategic Equality Group.
- 3.2 Develop a new Equality Plan co-productively. Ensure it is more streamlined and outcome and impact focused. The Council take up the offer from the EHRC Wales to work with us on our Plan.
- 3.3 Promote "SMART" working with our Equality Forums, ensuring they all have clear terms of reference, work plans and schedules. Ensure better engagement with Council departments and Councillor Champions. Facilitate the establishment of Women's and Inter-Faith Consultative Forums.
- 3.4 Clarify and further promote the role of Councillor Champions, ensuring better engagement with consultative forums and establish links with the Strategic Equality Group.
- 3.5 Clarify expectations of those acting in the Equality Staff Representative role. We would expect those nominated to be able to take part in co-ordinating meetings and training and that they are linked to a wider knowledge base/support network for advice, guidance and support.

- 3.6 Complete the Carers Strategy as a matter of urgency.
- 3.7 Complete the review of Recruitment and Selection Policy as a matter of urgency. This should include looking at better promotion of staff vacancies and apprenticeships to different groups, consider advertising these more carefully to promote representation of BAME, disabled people, LGBT, veterans and women in male dominated roles (and vice-versa).
- 3.8 Lead positive campaigns celebrating Swansea's diversity and zero tolerance for discrimination. Use the Swansea 50th Year as a City Anniversary to launch what will be an ongoing process.

Medium Term Actions

- 3.9 Review training opportunities to ensure they are fit for purpose. Including:
 - a) Ensure better uptake of equality related training amongst staff, especially front facing staff.
 - b) Ensure middle managers have completed training and encouraging staff to do so.
 - c) Developing training with equality groups where possible.
 - d) Ensure the opportunities to do these are repeated regularly particularly around unconscious bias, using alternative formats and making a reasonable adjustment.
 - e) Smarter Working with others to meet our duty well by investigating the sharing of some training and consultation activities with other large organisations and/or procure jointly to improve economies of scales.
- 3.10 Support the continued development of community hubs across the Council area ensure that all staff involved have full equalities training.
- 3.11 Address the significant issues with the Council website as identified in this report, key aspects should be developed co-productively. Consider use of more 'hover over' facilities for key words where pictures are shown. Be mindful of problems with PDFs/tables for screen readers.
- 3.12 Develop more Easy Read and plain English resources.
- 3.13 Build upon the development of a Co-production Strategy with inclusion of a Toolkit for use by staff across the authority.
- 3.14 Collect better data on our workforce and develop better resources to encourage staff to give their personal data, for example, based upon a toolkit by Stonewall '*what it has got to do with you*'. Report on 'pay gaps such as disability and BAME, as well as gender in the future.
- 3.15 Develop an internal communications rolling programme, led by the Strategic Equality Group, to promote training, challenge negative views or attitudes and provide positive messages to staff.

Longer Term Goals

- 3.16 Continue steps towards Swansea becoming a Human Rights City; explore how we could embed the UN Convention on the Rights of Persons with Disabilities and the UN Convention on the Elimination of Discrimination Against Women in the same way as with the UN Convention of the Rights of the Child. Ensure these Conventions are reflected in the Councils new Equalities Plan in 2020.
- 3.17 Develop further opportunities for disabled adults, including looking at expanding our social enterprise base.
- 3.18 Work with teachers and learners to tackle issues around gender stereotyping in schools particularly relating to sporting activities.

Recommendation for all Councillors

- 3.19 Councillors should increase their visibility amongst equality groups. Consider holding surgeries or discussions aimed at young people, women, BAME, LGBT and disabled residents.

4 ACKNOWLEDGEMENTS

The Panel would like to record its thanks to the following people who came and gave evidence to us:

- 50+ Network
- BME Forum
- Young People through Big Conversation
- LGBT Forum
- Joining the Dots Team
- Disability Liaison Forum
- Swansea Veterans Club
- Carers who attended the focus group
- Head in Wales, Equality and Human Rights Commission
- Cabinet Member for Better Communities (People)
- Cabinet Member for Business Transformation and Performance
- Chief Legal Officer
- Chief Digital and Transformation Officer
- Staff Equality Representatives
- Consultation Co-ordinator
- Strategic Delivery and Performance Manager
- Council Directors, Strategic OD and HR Manager
- All those people who contributed to the Inquiry through our public Call for Evidence.

5 ABOUT THE INQUIRY PANEL

The **Equalities Scrutiny Inquiry Panel** is a team of Councillors who are not members of the Cabinet. Their role is to examine a strategic issue of concern and to make recommendations about how policies and services can be improved.

Membership of the Panel

Louise Gibbard (Convener)
Lyndon Jones
Sam Pritchard
Erika Kirchner
Terry Hennegan
Susan Jones
Yvonne Jardine
Dr Gideon Calder (Co-optee)

Michelle Roberts from the Council's Scrutiny Unit supported the Inquiry.

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Agenda Item 8



Report of the Chair

Scrutiny Programme Committee – 8 July 2019

Scrutiny Work Programme 2019/20

Purpose	This report explains the background and purpose of the scrutiny work programme. The report invites the Committee to consider the scrutiny work programme for the year ahead taking into account feedback from the recent Scrutiny Work Planning Conference.
Content	A proposed work programme is attached, which shows the topics that will be examined by scrutiny through various Panels and Working Groups. A plan for future committee meetings is also proposed.
Councillors are being asked to	<ul style="list-style-type: none">• agree the Scrutiny Work Programme for 2019/20 (<i>appendix 3</i>), including Inquiry topic, Performance Panel and Working Group topic priorities• approve the Terms of Reference of a new Performance Panel for Natural Environment• agree the proposed committee work plan (<i>appendix 4</i>)• plan for the committee meetings ahead• consider the information on future cabinet business and any opportunities for pre-decision scrutiny (<i>appendix 5</i>)
Lead Councillor	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer	Tracey Meredith, Chief Legal Officer
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Legal Officer:	Debbie Smith
Finance Officer:	Paul Cridland

1. Introduction

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

- 1.2 The broad aim of the scrutiny function is to:
- help improve services
 - provide an effective challenge to the executive
 - engage members in the development of policies, strategies and plans
 - engage the public
- 1.3 At the same time the Committee must ensure that the work of scrutiny is:
- manageable, realistic and achievable given resources available to support activities
 - relevant to council priorities and focused on significant areas
 - adding value and having maximum impact
 - coordinated and avoids duplication

2. Methods of Working

- 2.1 The work of scrutiny is undertaken primarily in three ways – through the committee itself and by establishing informal panels (for in-depth activities) or one-off working groups:
- **Formal committee meetings** – as well as developing and managing the overall work programme and keeping an oversight on all scrutiny activities, the committee will focus on holding Cabinet Members to account by holding formal questioning sessions, and provide challenge on a broad range of policy and service issues over the course of the year. Matters considered at committee meetings will typically be ‘one-off’ opportunities for questions, which will result in the committee communicating findings, views and recommendations for improvement through chairs letters to Cabinet Members, and where appropriate by producing reports.
 - **Informal panels** – Scrutiny panels are established, with conveners and members appointed by the committee, to carry out in-depth inquiries or undertake in-depth monitoring of particular services. The use of panels helps to ensure that scrutiny can be flexible and responsive to issues of concern:
 - a) **Inquiry Panels:** to undertake discrete in-depth inquiries into specific and significant areas of concern on a task and finish basis. These would be significant topics where scrutiny can make a real difference. Inquiry panels are expected to take no longer than six months to complete and will produce a final report at the end of the inquiry with conclusions and recommendations for Cabinet (and other decision-makers), informed by the evidence gathered.

A pre-inquiry meeting is arranged at the start of any proposed inquiry. Councillors will receive a detailed presentation of the subject matter, with advice from relevant Cabinet Members / officers, and existing research and information available. This will enable the Panel to determine whether an in-depth inquiry is necessary and inform decisions about its focus. If so, the Panel will develop and report appropriate terms of reference (including the key question / line of inquiry, and timescales) to the committee for agreement. Alternatively, the Panel may agree that no further work is needed, but can submit opinion and proposals to Cabinet Member(s) as required.

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

b) Performance Panels: to provide in-depth monitoring and challenge for clearly defined service areas. Performance panels are expected to have on-going correspondence with relevant cabinet members in order to share views and recommendations, arising from monitoring activities, about services. Performance Panel conveners are required to provide the Committee with regular progress reports on the work and impact of their Panels.

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

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

2.3 Non executive councillors who are not members of the Committee have the opportunity to participate in Panels and other informal task and finish groups. New panel topics, once agreed, are advertised to all non executive councillors and expressions of interest sought. The membership of panels and working groups is then determined by the Committee. More than one political group should be represented on each Panel / Working Group. These bodies also need to be of a manageable size in terms of team working and effective questioning. A minimum of 3 members should be present at all meetings.

- 2.4 Although much of the work of scrutiny is carried out by informal Panels and Working Groups these meetings are accessible to the public. Agendas, reports, letters relating to all such scrutiny activities will be published, in the same manner as the committee, on the Council's modern.gov online platform:
<https://democracy.swansea.gov.uk/ieDocHome.aspx?bcr=1&LLL=0>

3. Work Planning Conference

- 3.1 A Scrutiny Work Planning Conference took place on 10 June and was attended by 21 scrutiny councillors, 2 co-opted members, and the Chair of the Audit Committee who was also invited to participate. The conference papers are attached (**Appendix 1**).
- 3.2 Those in attendance were asked to think about what topics scrutiny should focus on in the year ahead, considering whether anything important was missing from current thinking, and achieving a balance of scrutiny across all Cabinet portfolios.
- 3.3 A range of perspectives were considered, including:
- Review of last year's work plan
 - The Council's corporate priorities & strategic challenges (provided by Adam Hill – Deputy Chief Executive)
 - Suggestions from councillors, staff and public
- 3.4 Those present shared views about the work programme and their priorities for the year ahead. A summary of the topics suggested at the conference is attached as **Appendix 2**. Consideration has been given as to how these can be incorporated into the work programme.
- 3.5 The Committee now needs to discuss and agree the work programme for 2019/20. This should be guided by the overriding principle that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of time and resources.
- 3.6 The Committee should also recognise the importance of aligning scrutiny work more closely to the corporate priorities, but retaining a balance so there is room to look at issues of community concern. The Committee should consider whether there will be good coverage of scrutiny activity across all cabinet portfolios.

4. Proposed Scrutiny Work Programme 2019/20

4.1 Overall Programme

- 4.1.1 Taking into account work already committed and feedback from the conference, overall scrutiny work programme proposals are set out in **Appendix 3** for consideration. This also shows topic suggestions which

are more appropriate for referral to Performance Panels or could be picked up elsewhere.

4.1.2 Prioritisation of scrutiny activities is vital in view of limited scrutiny time and resources. Aligning the amount of scrutiny with available resources will help to sharpen the focus on the quality of scrutiny and impact. The Committee should recognise that a limited number of Panels and Working Groups can be supported in any given year, keeping a degree of flexibility to adapt to issues that may emerge during the year.

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

4.2 Scrutiny Programme Committee:

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

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

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

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

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

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

4.4 Inquiry Panels:

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

1. Procurement

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

- effectiveness of process & strategy
- value for money / social value
- benefits to local economy
- impact of local procurement on regeneration / jobs
- financial savings to Council
- collaboration

4.4.2 Once membership and a convener have been appointed the first task of an Inquiry Panel will be to have a briefing on the issue and then determine the key question and terms of reference for the inquiry.

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

- **Regional Working**
- **Equalities**

4.5 Performance Panels:

4.5.1 It is proposed that previously established Performance Panels continue but that a new Performance Panel be established to provide focus on the Council's commitments on Natural Environment, which is now a corporate priority. As a consequence a change in relation to frequency of meetings is necessary, as shown below.

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

<ol style="list-style-type: none"> 1. Service Improvement & Finance (monthly) 2. Schools (monthly) 3. Adult Services (monthly) 4. Child & Family Services (every two months) 	<ol style="list-style-type: none"> 5. Development & Regeneration (every two months) 6. Natural Environment (quarterly) 7. Public Services Board (multi-agency) (change to twice yearly)
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4.5.2 It is expected that the Natural Environment Performance Panel will include in its work plan the following activities that otherwise would feature in the work programme.

- Follow up on the Natural Environment Inquiry recommendations (currently awaiting Cabinet decision)
- Monitoring of Local Flood Risk Management

Draft Terms of Reference for the new Panel are provided at **Appendix 6** for Committee agreement.

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

4.6 Working Groups:

4.6.1 An additional Performance Panel also means reduced capacity to support Working Groups. It may be possible to support up to four on-off Working Group meetings. The following Working Groups are proposed for the year ahead:

<ol style="list-style-type: none"> 1. Brexit 2. Employee Health & Wellbeing 	<ol style="list-style-type: none"> 3. Road Safety 4. Digital Inclusion
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Reserve List:

- Active Travel
- Leisure Facilities
- Services for the Disabled and their Carers

4.6.2 Working Groups are limited to a single meeting (or two if there are exceptional reasons) in order to have a 'quick' look at an issue. It will typically involve getting information from and having discussion with the relevant Cabinet Member and Director / Head of Service, and where necessary input from others. At the conclusion of the Working Group it will either write to the cabinet member with its views and recommendations, or prepare a report for Cabinet decision. Additionally any Working Group could give rise to an inquiry need. If as a result of discussion and consideration of the issues the Working Group feel that an in-depth inquiry is necessary it can recommend this to the Committee, with rationale, for consideration. The Committee will need to respond accordingly as and when that happens.

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

4.7 Regional Scrutiny:

4.7.1 **Education through Regional Working** - Swansea scrutiny is also involved in a regional scrutiny arrangement with the six councils participating in the 'Education Through Regional Working' (ERW) school improvement consortium. A scrutiny councillors group has been set up in order to provide challenge to ERW, 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. The next meeting, taking place on 23 September 2019, will be hosted by Ceredigion Council.

4.7.2 **City Deal** – Swansea scrutiny is also involved in the Swansea Bay City Region Joint Scrutiny Committee established during 2018/19. This 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. As per Joint Agreement, the Committee is serviced by Neath Port Talbot Council.

5. **Public Requests for Scrutiny / Councillor Calls for Action**

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

5.2 Councillors who are not on the Scrutiny Programme Committee who have suggestions for scrutiny during the course of the year should make these known to the chair of the Scrutiny Programme Committee

(or Scrutiny Team) for consideration. However a more formal route exists for a Councillor Call for Action (CCfA). CCfAs specifically enable councillors to refer issues of local importance to an overview and scrutiny committee, however as a means of 'last resort' in a broad sense, with issues being raised at a scrutiny committee after other avenues have been explored.

- 5.3 Members of the public are able to make requests for scrutiny by contacting the Chair or Scrutiny Team in writing detailing the issue of concern, its impact, and suggested action.
- 5.4 In accordance with the agreed protocol for both councillor calls for action and public requests for scrutiny the chair of the Scrutiny Programme Committee will consider any requests received and bring about proposals to deal with these to the committee for consideration.

6. Support

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

- directly supporting meetings
- contacting and arranging witness sessions
- carrying out research and arranging evidence gathering
- liaison with departments, partners and the public
- carrying out and assisting with any consultation and public engagement exercises
- helping to keep the work to time
- capturing and reflecting back the ideas, evidence gathered and any key issues that have been highlighted
- assisting in the drafting of scrutiny letters and reports
- promoting work using social media and other methods of communication

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

7. Monitoring the Work Programme

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

- 7.2 In particular the Committee will monitor progress of work undertaken by the informal Panels and Working Groups and findings to ensure that this work is effective and has the required visibility. Performance Panel conveners will be asked to provide on a regular basis updates to enable discussion on key activities and impact.
- 7.3 To ensure awareness and avoidance of any issue of duplication it will be beneficial for the Committee to receive information about the work plans of the Council's Policy Development Committees, and these will be reported once known.

8. Next Steps

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

- 1 Inquiry Panel
 - Procurement

- 4 Working Groups
 - Brexit
 - Employee Health & Wellbeing
 - Road Safety
 - Digital Inclusion (NB – a Working Group was originally held in March 2017 therefore a convener and members have already been appointed but further interest will be invited)

NB – as requested by the Committee in May expressions of interest were already invited for the Natural Environment Performance Panel, and are reported in agenda item 9 for agreement.

- 8.2 An extra Scrutiny Programme Committee meeting is being arranged for Monday 29 July in order for discussion with the Cabinet Member for Homes & Energy and relevant officers on the Housing Commissioning Review and emerging proposals.
- 8.3 The next scheduled committee meeting is on Monday 12 August. Councillor Clive Lloyd, Deputy Leader & Cabinet Member for Business Transformation & Performance, will attend for a question and answer session. The Committee will need to think about identifying key themes that they wish to focus on and developing questions for this session, and, as is usual, all scrutiny councillors and members of the public will be able to suggest questions.

9. Financial Implications

- 9.1 Any costs that arise out of work plan activities, for example expenses for witnesses or transport costs, are not envisaged to be significant and will be contained within the existing Scrutiny Budget.

10. Legal Implications

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

Background papers: None

Appendices:

Appendix 1: Scrutiny Work Planning Conference Papers

Appendix 2: Scrutiny Work Planning Conference Feedback

Appendix 3: Draft Scrutiny Work Programme 2019/20

Appendix 4: Scrutiny Programme Committee - Work Plan 2019/20

Appendix 5: Cabinet Forward Plan

Appendix 6: Draft Terms of Reference – Natural Environment Scrutiny Performance Panel

Scrutiny Work Planning Conference

10 June 2019, Lord Mayor's Reception Room, Guildhall

Agenda

4.30	Welcome & Introduction <ul style="list-style-type: none"> Purpose of Conference 	Councillor Mary Jones, Chair of SPC
4.35	Developing the New Work Programme <ul style="list-style-type: none"> Overview of Work Planning Process Good Practice Guidance 	Brij Madahar, Scrutiny Team Leader
4.45	Current Work Programme <ul style="list-style-type: none"> Reflection on Last Year's Work Programme and Priorities 'Business as Usual' Items Challenges 	Brij Madahar
4.50	Corporate Priorities – CMT Overview <ul style="list-style-type: none"> Outline of the Council's Priorities and the Main Strategic Challenges facing the Council. 	Adam Hill, Deputy Chief Executive
5.10	Work Programme for 2019/20 <ul style="list-style-type: none"> The Emerging Picture Proposals / Topic Suggestions 	Brij Madahar
5.20	Small Group Discussions <ul style="list-style-type: none"> What should be in the Scrutiny Work Programme for 2019/20, and why? <ul style="list-style-type: none"> ➤ Is the Programme focussed on the Right Areas? ➤ What is the big Inquiry Issue? ➤ Working Group Topics? ➤ Is There Anything of Importance and Concern Missing? 	All
6.00	Feedback and Conclusions	Brij Madahar
6.15	Close	Councillor Mary Jones

Attachments:

1. Presentation Slides
2. Work Programme Headlines 2018-19
3. Draft Work Programme for 2019-20
4. Work Programme Guidance
5. Cabinet Portfolios

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Slide 1

The Annual Scrutiny Work Planning Conference

10 June 2019

Swansea Scrutiny
question...investigate...improve



City and County of Swansea
Think & Be Different

Slide 2

Purpose of Conference

To help shape the Scrutiny Work
Programme for 2019/20

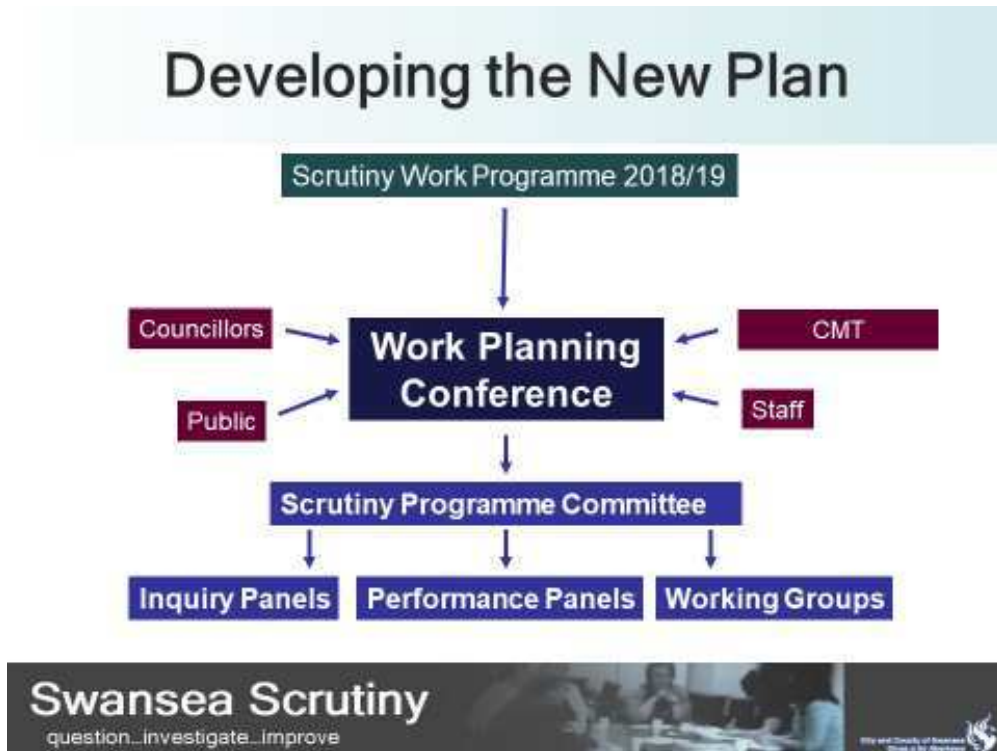
- Outline the scrutiny work planning process
- Guidance on what makes a good plan
- Review the 'current' work programme
- Consider different perspectives and suggestions, and gather your views

Swansea Scrutiny
question...investigate...improve



City and County of Swansea
Think & Be Different

Slide 3



Slide 4



Slide 5

Pitfalls to Avoid

- Lack of Prioritisation
- Repetition - issue has already been subject of recent scrutiny
- Duplication - other internal / external reviews
- Lack of Purpose - problem and aim / objective of scrutiny unclear
- Parochial / Ward Issues



Slide 6

Current Work Programme



Slide 7

Last Year's Conference Suggestions

Some of these included:

- Equalities (Inquiry)
- Safeguarding e.g. human trafficking, child exploitation, modern slavery (Performance Panel)
- Anti-Social Behaviour (Working Group)
- Tourism (Working Group)
- Free School Meals / LAC attainment (Performance Panel)
- Environmental Enforcement (Working Group)
- Air & Noise Pollution (Working Group)
- Planning Enforcement (Performance Panel)
- Some work to be carried over due to time/resources

Swansea Scrutiny

question...investigate...improve



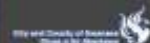
Slide 8

'Business As Usual' Items

- Performance Panels (ongoing monitoring)
- Committee Cabinet Member Q & As
- Following Up Recommendations (Inquiry etc)
- Audit / Inspection Reports
- Pre-decision Scrutiny (e.g. Commissioning Reviews)
- Call-in
- Public Services Board *Statutory Item
- Crime and Disorder *Statutory Item
- ERW Regional Scrutiny
- Swansea Bay City Region City Deal Joint Scrutiny Committee

Swansea Scrutiny

question...investigate...improve



Slide 9

Your Priorities for Scrutiny Practice

- More formal reporting to Cabinet
- Early engagement in Cabinet decision-making
- Getting more Councillors involved in scrutiny and meeting development needs
- Strengthening follow up of recommendations
- Demonstrating impact / outcomes from scrutiny
- More media coverage and public engagement



Slide 10

Your Challenges

- Resources
- Managing expectations
- Quality not quantity
- Meeting management - 1 or 2 main items
- Making impact



Slide 11

Council Priorities and Strategic Challenges

Adam Hill, Deputy Chief Executive



Slide 12

Work Programme for 2019/20



Slide 13

Work Programme for 2019/20

- Committee Proposals:
 - Establishing a new Performance Panel with focus on 'Natural Environment'
 - Creating capacity by reducing frequency of 1 or more other Performance Panels and reducing the number of Working Groups
 - Schools Performance Panel - re-naming as the Education Performance Panel.
 - Working Groups - need to think carefully about future topics that can be reasonably covered in one-meeting



Slide 14

Work Programme for 2019/20

- Topic Suggestions
 - Referrals
 - Cabinet Member Q & As
 - Scrutiny activities
 - Public / Staff Survey
 - Top Issues



Your Draft Work Programme 2019/20

What would you include or change? What are the gaps?



Swansea Scrutiny
question...investigate...improve

Group Discussion

What should be on the scrutiny radar?

- Inquiry Topic: what is the big issue which is going to need time (up to 6 months) to examine, calling for wide ranging evidence gathering, leading to a comprehensive report to Cabinet with conclusions and recommendations?
- Working Group Topics: issues for 'light-touch' / one-off scrutiny?
- Performance Panels: Are these focussed on the right areas? Is there any specific issue these Panels should cover this year?
- Anything else of importance and concern missing?

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Slide 17

Summary and Close



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Slide 1

Annual Scrutiny Work Planning Conference



Chief Executive's Briefing

10th June 2019

Adam Hill (Deputy Chief Executive)



Slide 2

Purpose

- **Reminder of the Councils Priorities for the next year**
- **Share the views of the Chief Executive and CMT on the main strategic challenges facing the Council**
- **Identify areas of focus**
- **Assist Scrutiny Members in setting a work programme for the municipal year.**



Slide 3



Six Well-being Objectives

- **Safeguarding** People from Harm
- Improving **Education and Skills**
- Transforming our **Economy and Infrastructure**
- **Tackling Poverty**
- Maintaining and enhancing the **Natural Resources and Biodiversity**
- **Transformation and Future Council**

Adopted by the Council 25 October 2018



Slide 4



Budget

Major Strategic Investment Decisions

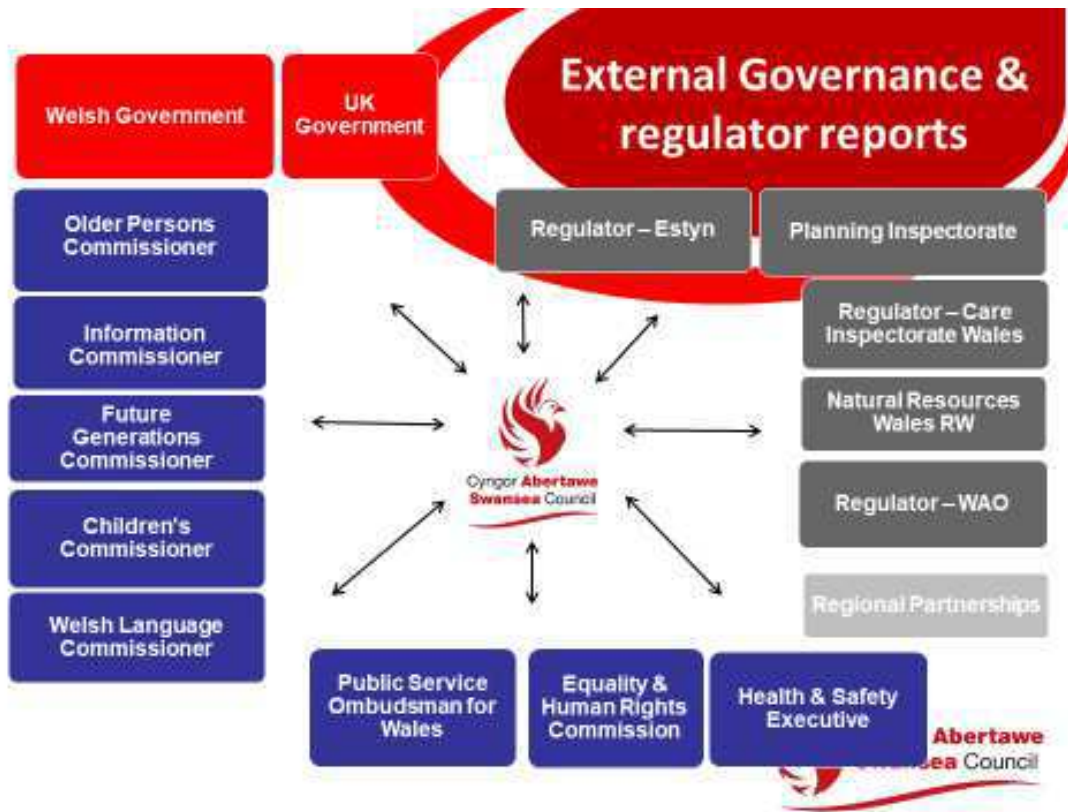
Regional Working

Policy Commitments

Regulator Reports and Inspections



Slide 5



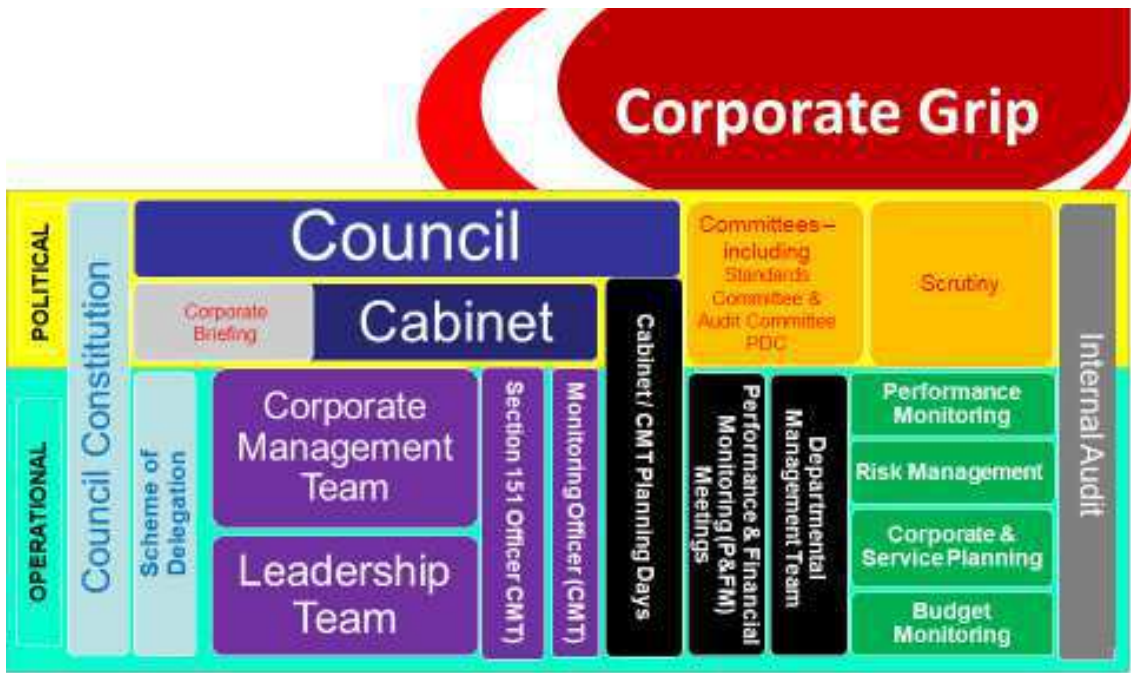
Slide 6

Areas of Focus

- Budget
- Major Strategic Investment Decisions
- Regional Working
- Policy Commitments
- Regulator Reports and Inspections
- Corporate Grip**



Slide 7



Slide 8



Slide 9



Safeguarding — County lines, Supporting Vulnerable People, Modern Slavery,

Budget

Anti-Social Behaviour — poor inspection on YOS, child and family scrutiny

ALN (Additional Learning Needs)

City Deal and Wider Regeneration

Digital Inclusion



Slide 10



Education — e.g. performance of Children on Free school meals

**Regionalisation / Co-working / Co-production ,
Current and Future**

Embedding Well-Being of Future Generations Act

Customer Contact

Embedding Welsh Language Measures



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Scrutiny Work Programme Headlines: 2018-19

Over the course of 14 Scrutiny Programme Committee (SPC) meetings and 94 Scrutiny Panel / Working Group meetings the following scrutiny activities were carried out (lead councillors shown in brackets):

Inquiry Reports (in-depth scrutiny reviews):

- Completed inquiries:

Inquiry	Status
Natural Environment (Cllr Peter Jones)	Cabinet Decision Awaited

- Current inquiries:

Inquiry	Status
Equalities (Cllr Louise Gibbard)	Final Report Stage

(NB – 1 inquiry report was considered by Cabinet in the last year – Regional Working (Convener Cllr Lyndon Jones) – 100% of recommendations accepted in full or part)

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

Inquiry	Monitoring Status
Child & Adolescent Mental Health Services (Cllr Mary Jones)	Complete
Tackling Poverty (Cllr Sybil Crouch)	Complete

Performance Monitoring:

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

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

Working Groups:

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

- **Homelessness** (Cllr Peter Black)
- **Community Cohesion & Hate Crime** (Cllr Louise Gibbard)
- **Air & Noise Pollution** (Cllr Joe Hale)
- **Welfare Reform** (Cllr Louise Gibbard)
- **Environmental Enforcement** (Cllr Jeff Jones)
- **Local Flood Risk Management (meets annually)** (Cllr Peter Jones)
- **Anti-Social Behaviour** (Cllr Terry Hennegan)
- **Tourism** (Cllr Peter Jones)

Cabinet Member Questioning Sessions:

All 12 Cabinet Members attended Committee Q & A Sessions throughout the year, enabling the SPC to explore their work, looking at priorities, actions, achievements and impact.

Pre-decision Scrutiny:

Pre-decision Scrutiny - taking into account strategic impact, public interest, and financial implications, 8 cabinet reports were subject to pre-decision scrutiny (carried out by the Committee or relevant Performance Panels), with views reported to Cabinet before decisions were taken:

- **More Homes Parc Yr Helyg Site Options Appraisal**
- **Cultural Services Commissioning Review**
- **The Future Structure and Delivery of the Ethnic Minority Achievement Unit**
- **Outcome of Residential Care & Day Services for Older People Consultation**
- **Homelessness Strategy and Action Plan 2018-2022**
- **Swansea Central Phase 1 Project Update and FPR7**
- **Small School Review & School Organisation Linked to the Welsh Education Strategic Plan**
- **Budget**

Call-In:

Since the adoption of a new Call-in process by Council in July 2018, 1 cabinet report was subject to call-in:

- **21st Century Schools Programme - New Build For Gorseinon Primary School**

Crime & Disorder Scrutiny:

- The Scrutiny Programme Committee is designated as the Council's Crime & Disorder Committee under the Police & Justice Act 2006. The Committee met with Police and Council leads about the Safer Swansea Partnership to discuss progress, with questioning on partnership plans, performance, and challenges.

Regional Scrutiny:

- **Education through Regional Working** – Swansea scrutiny is involved in an informal regional scrutiny arrangement with the six councils participating in the 'Education Through Regional Working' (ERW) school improvement consortium. A scrutiny councillors group was set up in 2015/16 in order to provide challenge to ERW, coordinate scrutiny work across the region and ensure a consistent approach. Swansea is represented by the Chair of the Scrutiny Programme Committee and Convener of the Schools Performance Panel. Meetings took place in September 2018 (hosted by Neath Port Talbot Council) and January & March 2019 (hosted by Swansea Council). The Swansea Scrutiny Team is providing the support for this group as the Council's contribution to ERW.
- **Swansea Bay City Region City Deal** - A Joint Scrutiny Committee was established earlier this year and 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. Meetings took place in November, January, March, and April. As per Joint Agreement, the Committee is serviced by Neath Port Talbot Council.

Other reports considered by SPC:

- Scrutiny Improvement & Development Objectives
- Swansea Bay City Deal Joint Scrutiny Committee
- Wales Audit Office Report – Overview & Scrutiny: Fit for the Future?
- Consultation on Draft Homelessness Strategy and Action Plan 2018-2022
- Annual Corporate Safeguarding Report
- Children & Young People's Rights Scheme – Compliance & Progress
- Sustainable Swansea Programme - Commissioning Reviews - Annual Post Implementation Update
- Scrutiny Improvement Action Plan (Wales Audit Office Report – Overview & Scrutiny: Fit for the Future? & Improvement Objectives)

Chairs' Letters:

- 64 Letters were sent to Cabinet Members – an established way for scrutiny to communicate findings, views and recommendations for improvement directly to Cabinet Members, reflecting discussion at Committee / Panel / Working Group meetings. Effectively 'mini-reports' with conclusions and proposals from scrutiny – and responses. Average response time 20 days (against target of 21 days). 67% of the 33 letters requiring response were responded to within time.

Scrutiny Dispatches:

- The SPC produces a quarterly summary of the headlines from the work of scrutiny for Council and the public, focussed on impact and how scrutiny is making a difference. Scrutiny Dispatches is used as a mechanism for internal and external communication of activity to help generate media coverage of scrutiny. Council was provided with a report in November 2018 and February 2019.

Scrutiny Annual Report:

- The Scrutiny Annual Report for 2017/8 was presented to Council in October 2018.

Councillor Engagement:

- Number of backbench councillors actively involved in scrutiny: 71%
- Average councillor attendance at scrutiny meetings: 69%

Public Engagement:

- % of meetings with public observers: 49%
- % of meetings with public input: 26%
- % of meetings attracting media coverage: 32%
- Number of scrutiny discussions reported upon in the press: 35

3 – Draft Scrutiny Work Programme 2019/20

SCRUTINY PROGRAMME COMMITTEE

(formal Committee chaired by Cllr Mary Jones)

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

INQUIRY PANELS:

(time-limited in-depth inquiries)

1. Inquiry Topic?

WHAT ISSUE JUSTIFIES IN-DEPTH EXAMINATION, WIDE-RANGING EVIDENCE GATHERING / RESEARCH, AND THE TIME (6 MONTHS +) IT WILL INVOLVE?

Previous Inquiry Follow Ups:

- Regional Working
- Natural Environment
- Equalities

PERFORMANCE PANELS:

(on-going in-depth monitoring)

ANY CHANGES?
ANY SPECIFIC ISSUES THESE SHOULD COVER?

1. **Service Improvement & Finance** (monthly)
2. **Education** (monthly)
3. **Adult Services** (monthly)
4. **Child & Family Services** (every two months)
5. **Development & Regeneration** (every two months)
6. **Public Services Board** (twice yearly)
7. ***NEW*: Natural Environment** (quarterly)

REGIONAL SCRUTINY:

- **ERW**
(Education through Regional Working)
- **City Deal** - Swansea Bay City Region
City Deal Joint Scrutiny Committee

WORKING GROUPS:

(one-off meetings)

WHAT TOPICS NOT COVERED ELSEWHERE COULD BE EFFECTIVELY DISCUSSED IN A SINGLE FOCUSED MEETING?

1. Topic?
2. Topic?
3. Topic?
4. Topic?

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4 - Work Planning Guidance

For proposed scrutiny topics

1	Is it an issue of concern?	<p>For example:</p> <ul style="list-style-type: none"> Is it an issue of public concern? e.g. complaints, members' knowledge/feedback from electoral wards, local media, surveys, other consultation Is it an issue of performance concern? e.g. evidence from performance indicators, benchmarking or performance unknown/not currently measured Are there budget concerns? e.g. pattern of budget overspending or significant underspending Is it an issue of concern or interest to external groups? e.g. partners, local businesses 	No ↓
	Yes ↓		
2	Is the issue strategic and significant?	<p>For example:</p> <ul style="list-style-type: none"> Are there links to Council's Corporate Plan, Priorities and Objectives? Is the issue related to the big challenges facing the Council? Is it a Welsh Government or Central Government priority? Has the issue been raised by Audit/Inspection reports? Does it have a significant impact on the public? Or a specific group/community? 	No ↓
Page 9	Yes ↓		
3	Is it a good use of scrutiny time?	<p>For examples:</p> <ul style="list-style-type: none"> Is there a clear objective for examining this topic? Has similar scrutiny work already been undertaken? Is the issue being examined elsewhere internally or externally? Would this issue require in-depth examination? i.e. a wide-ranging programme of evidence gathering and research? Could scrutiny make a difference to how services are delivered, service quality, how resources are used, and sustainability of service provision? Will scrutiny be able to generate recommendations for improvement? Has the relevant service / policy area recently undergone substantial change? i.e. is it too early to review the effects of the change? 	No ↓
	Yes ↓		
*SUITABLE			NOT SUITABLE

* Topic recommended for:

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

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5 - CABINET PORTFOLIOS 2019/20

Economy & Strategy (Leader) (Cllr Rob Stewart)	Business Transformation & Performance (Deputy Leader) (Cllr Clive Lloyd)	Better Communities (People - Cllr Alyson Pugh; Place - Cllr Andrew Stevens)	Care, Health & Ageing Well (Cllr Mark Child)	Children Services (Early Years - Cllr Elliot King; Young People - Cllr Sam Pritchard)
<ul style="list-style-type: none"> • 5G Project (City Deal) • City Centre Redevelopment • City Deal Implementation • City Region Joint Committee (Chair) • Community Leadership • Constitutional Changes • Corporate Communications • Corporate ICT Strategy • Economic Twinning (Brexit) • Factory of the Future (City Deal) • Finance & Budget Strategy & Budget Oversight • Local & Regional Investment Strategy (Regional Bank) • Planning Policy (Regional) • Poverty Reduction • Public Service Board (PSB) • Regeneration Strategy & Major Projects • Regional Working / Collaboration • Strategic Partnerships 	<ul style="list-style-type: none"> • Agile Programme (Lead) • Budget Tracking & Financial Savings Monitoring • Capital Programme (Lead) • Commissioning Review (Lead) • Contact Centre • Financial Services • Health & Safety Policy • Human Resources & Organisational Development (HR&OD) • Information & Business Change (inc. ICT) • Legal Services • Modernisation of Council Services • Pensions • Performance Management & Improvement • Petitions • Poverty Reduction • Procurement & Frameworks • PSB (Lead) • Risk & Resilience • Strategic Estates & Property Management (Lead) • Sustainable Swansea - Fit for the Future Programme (Lead) 	<p>People (Councillor Alyson Pugh):</p> <ul style="list-style-type: none"> • 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 <p>Place (Councillor Andrew Stevens):</p> <ul style="list-style-type: none"> • Allotments • Communities First • Community Building Rationalisation • Community Centres • Community Cohesion • Community Development • Community Grass Cutting Services • Libraries • Litter & Community Cleansing • Members Community Budget Scheme • Neighbourhood Working • Poverty Reduction • Public Space Protection Orders • Tend & Mend • Weed Spraying Programme 	<ul style="list-style-type: none"> • Activities to Promote Independence & Aging Well • Adult Social Services Modernisation • Assessment / Care Management • Elderly Care • Healthy City Partnership • Integration of Health & Social Care • Joint Equipment • Learning Disability • Local Area Coordination (Lead) • Mental Health • Physical & Sensory Impairments • Poverty Reduction • Safeguarding (Lead) • Supporting People • Wellbeing • Western Bay Lead Member 	<p>Early Years (Cllr Elliot King)</p> <ul style="list-style-type: none"> • Best Start in Life • Child & Family Services • Children & Young People (CYP) Board • Continuum of Care • Corporate Parenting (Lead) • Families First • Flying Start • Play Opportunities • Poverty Reduction • Regional Adoption Service • Safe Looking After Children (LAC) Reduction Strategy • Safeguarding <p>Young People (Cllr Sam Pritchard):</p> <ul style="list-style-type: none"> • Apprenticeships (Support) • Children & Young People (CYP) Board (Lead) • Corporate Parenting (Support) • NEETS Reduction (Support) • Opportunities for Young People • Poverty Reduction • Promoting Youth Inclusion & Youth Citizenships • Readiness for Work (Support) • Safe Looking After Children (LAC) Reduction Strategy • Safeguarding • Youth Offending Service (Y.O.S.) • Youth Services • UNCRC

5 - CABINET PORTFOLIOS 2019/20

Delivery (Cllr David Hopkins)	Education Improvement, Learning & Skills (Cllr Jennifer Raynor)	Environment & Infrastructure Management (Cllr Mark Thomas)	Homes & Energy (Cllr Andrea Lewis)	Investment, Regeneration & Tourism (Cllr Robert Francis-Davies)
<ul style="list-style-type: none"> • Affordable Housing (Support) • Biodiversity • Champions Liaison & Coordination • City Profile • Collaboration Opportunities • Commercial Services • Corporate Delivery • Democratic Services • Houses in Multiple Occupation (HMO) • Licensing & Licensing Policy • Mayoral & Civic Functions • Member Development • New Business Opportunities • Outside Bodies • Planning Policy & Local Development Plan (LDP) • Poverty Reduction • Scrutiny Services • Sustainable Development (Lead) • Trade Union Engagement 	<ul style="list-style-type: none"> • 21st Century Schools Programme • Apprenticeships (Lead) • Band B Scoping and Delivery • Catchment Review • Children & Young People (CYP) Board • City of Learning - Member of UNESCO COL Steering Group • Education Charter • Education Regional Working (ERW) • Education Services from 5 to 19 • Further Education • Inclusion & Learner Support • NEETS Prevention (Lead) • Quality in Education (QEd) Programme • Readiness for Work (Lead) • Regional Workforce Planning & Skills Development • Schools Estate Planning & Resources Planning • School Improvement • Schools' Organisation & Performance • Skills & Talent Project (City Deal) 	<ul style="list-style-type: none"> • Coastal Defence, Marina, Foreshore & Beach Maintenance • Cycleways • Environmental Health • Fleet Renewal & Maintenance • Fly Tipping Task Force • Green Vehicle Adoption (Support) • Highways & Engineering • Infrastructure Repairs & Maintenance • Parking • Parks (Maintenance & Operations) and Cleansing • Pothole Task Force • Poverty Reduction • Public Protection • Public Transport • Regional Collaboration for Transport, Highways & Waste • Regional Transport Policy • Streetscene • Trading Standards • Waste Management & Recycling 	<ul style="list-style-type: none"> • Cooperative Housing • Corporate Building • Corporate Property • Council House Management • Council House Repairs • District Heating Schemes • Energy • Green Transport & Green vehicle adoption (inc. infrastructure works) • Homelessness & Supporting people • Homes as power stations (City Deal) • Housing Adaptions & Renewal Schemes • Housing Policy, Affordable Housing & Housing Options • More Homes Delivery • Poverty Reduction • Sheltered Housing • Tenancy Enforcement • Welsh Housing Quality Standard (WHQS) 	<ul style="list-style-type: none"> • Business & City Promotion • City Centre Management • City Projects and Development • City Waterfront & Marina Promotion • Creative City • Culture, the Arts & Galleries • Events, Tourism & Destination Marketing • Healthy Night Life / Purple Flag • Heritage inc. River Corridor Development • Inward Investment Opportunities • New Local & Regional Business Opportunities • Parks, Beaches and Foreshore Promotion • Poverty Reduction • Science City • Sports Facilities • Suburban Centres & Community Regeneration Initiatives • Universities Collaboration (Development)

All Cabinet Members: Lead elements of Sustainable Swansea

Scrutiny Topic Referrals during 2018/19

From Cabinet Member Q & As

- Welfare Rights - to look at how well welfare rights support and advice, and commitment to tackling poverty was being delivered across the Council e.g. by staff working in Social Services, Housing and by others in direct contact with vulnerable people.

From Scrutiny activities

- Tourism
- Local Flood Risk Management
- Air & Noise Pollution
- Council Procurement
- Glyphosate and its use by the Council for spraying
- The Management of Common Land
- The Management of the Marine Environment
- Tackling Climate Change
- Management of the Gower Area of Outstanding Natural Beauty (AONB)

TOP PUBLIC ISSUES (SCRUTINY SURVEY):

1. Development & Regeneration

- Investment
- Concern about no. of student accommodation developments
- Concern about overdevelopment of suburban areas
- Need for developments to include public facilities e.g. toilets
- Health & Safety
- Minimise impact of roadworks
- Speed of works
- More regeneration projects in deprived communities to improve wellbeing, health and social mobility, e.g. turning empty plot of land into a community garden for growing food.
- More involved public consultation over proposals / designs before money is committed
- Review Tall Buildings Policy to protect city seafront skyline

2. Facilities / Services for the Disabled and their Carers

- Accessible footways / roads
- Public Seating
- Access to Information / Advice
- Lack of progress with Carers Strategy / Support to Carers
- Accepting the Social Model of Disability
- Right to Independent Living
- Compliance with Legislation

3. Roll-Out of 5G – Health Concerns

- Lack of safety testing

4. Waste & Cleanliness

- Mess following collections
- Minimise plastic waste
- More pressure on private firms to recycle
- Cleanliness of City Centre and main routes in e.g. Walter Road, St. Helen's Road

5. Adult Social Services

- Quality of Needs Assessments and Care Plans, in line with Social Services and Wellbeing (Wales) Act 2014
- Concern about charging for services
- Availability of specialised dementia beds in care homes
- Waiting lists for care in the community

6. Environment

- Council action to address 'Climate Change Emergency'
- Air Quality

Other suggestions:

<ul style="list-style-type: none"> • Co-production • Public Consultation & Engagement 	<ul style="list-style-type: none"> • Control of Spending (Education, Social Services) • Procurement and Social Value / Value for Money • External Funding Panel decision-making
<ul style="list-style-type: none"> • High cost of Public Transport • City Centre Parking • Condition of Roads 	<ul style="list-style-type: none"> • Youth Workers • Leisure facilities (e.g. skateboard parks) • Tackling Homelessness • Lack of Public Drinking Water
<ul style="list-style-type: none"> • Fires on Kilvey Hill • Beach / Cliff Incidents 	<ul style="list-style-type: none"> • Council Staff Recruitment • Employee Health & Wellbeing • Council Legal Services • Equal Pay • Head teachers' Pay

Appendix 2: Scrutiny Work Planning Conference - FEEDBACK FROM GROUP WORK

WHAT?	WHY?	HOW?	Work already completed in this area?
TOPIC FOR SCRUTINY	WHAT IS THE CONCERN / PROBLEM THAT NEEDS SOLVING?	SUGGESTED APPROACH Inquiry / Monitoring / Working Group / Q & A	Has work been done or scheduled
Procurement X2	<ul style="list-style-type: none"> - Important to saving money – budget/austerity - Impacts every department and portfolios - Greening of supply sources - Ensuring best value - Local procurement to support regeneration and jobs in local community 	Inquiry	No
Socio-economic Inequality and Poverty Reduction	<ul style="list-style-type: none"> - Seeing huge financial pressures for Council and its partners - Need to map the problem and consider how we can better tackle this - Free School Meal eligibility and socio-economic circumstances 	Inquiry	Yes - Recent Tackling Poverty Scrutiny Inquiry. Not included in recent Equalities Inquiry
Public Consultation & Engagement	<ul style="list-style-type: none"> - What is the point? Are we a listening Council? Is it meaningful? - Co-production – are people sufficiently engaged in council business / services - Changing attitudes and getting more people involved 	Inquiry	Equalities Panel; and Service Improvement & Finance Performance Panel has looked at Co-production strategy
Waste Collection and Recycling x2 Page 98	<ul style="list-style-type: none"> - Is our strategy for waste and recycling working, how can it be improved? - How well are we meeting statutory requirements - Influence on commercial as well as residential recycling - Civic Amenity Site Provision across Swansea (particularly rural areas) 	Inquiry? Working Group?	There is annual monitoring of performance
Tourism x2	<ul style="list-style-type: none"> - Not making most of opportunities - Are we exploiting the rural economy? - Income / Environment - Employment in rural areas - Links with partnerships - Enhancing our city status and urban economy – 50th anniversary 	Inquiry? Development and Regeneration Performance Panel?	Tourism Working Group held during 2018/19 but suggested further scrutiny needed. 2 Scrutiny Inquiries have been completed on this subject
Inward Investment	<ul style="list-style-type: none"> - Need a mix of investment...seeing a lot of one type of investment: student flats - Need to increase jobs and investment into the City & County of Swansea - What advice and support for small and medium size business is there - Need to address retail collapse in city centres 	Inquiry? Working Group? Development & Regeneration Performance Panel?	Yes via Development & Regeneration Performance Panel Scrutiny previously completed on this
Commissioning of Adult Residential Care	<ul style="list-style-type: none"> - Concern around the quality of service and the terms of contracts - Concerns around private providers – financial instability / possible collapse 	Working Group? Adult Services Performance Panel?	Yes, via Adult Services Panel but did not cover in any depth
Employee Health & Wellbeing x2	<ul style="list-style-type: none"> - Security of employment (uncertainty of grants etc) - Stress, support services - How to tackle increasing staff sickness levels in time of austerity - 	Working Group	No
Housing Commissioning Review	<ul style="list-style-type: none"> - Co-placement of services - Face to face needs to be kept - 'Every contract counts' - Safeguarding/vulnerable people 	Working Group	No

Youth Offending Service	<ul style="list-style-type: none"> - Poor external inspection report on regional arrangements - Effectiveness of new local arrangements to deal with youth offending and support 	Working Group	No
Road Safety	<ul style="list-style-type: none"> - Rural and City - Preventative work / measures - Speed Controls / Restrictions - Safety of cycling routes - Partnership working (Police etc) 	Working Group	No
Active Travel	<ul style="list-style-type: none"> - Encouragement of cycling / walking etc - Are we meeting obligations of Welsh Government Active Travel Act 	Working Group?	No
Brexit	<ul style="list-style-type: none"> - Preparedness - how resilient are we 	Working Group	Was raised as part of Cabinet Member Q & As during 2018/19
Child Sexual Exploitation	<ul style="list-style-type: none"> - Understanding size and scope of problem - What the Council and its partners are doing about it - County lines problem - 	Working Group? Child & Family Services Performance Panel?	Yes, via Child & Family Services Panel but was part of wider Safeguarding item
Student Accommodation	<ul style="list-style-type: none"> - More and more student developments - Significant increase in student population – implications? - How are we managing this? 	Working Group?	Has been some discussion on development projects at Development & Regeneration Performance Panel
Ash dieback	<ul style="list-style-type: none"> - Cost, implications, safety and environmental concerns. - What are we doing as a Council to deal with this issue? 	Working Group? Monitoring through Natural Environment Panel?	No. Member Seminar taking place on 18 June.
5G – Health Concerns x2	<ul style="list-style-type: none"> - Public concern about health / safety of 5G - What is going on locally? - Impact on Natural Environment (trees being felled to make way for infrastructure?) - Planning issues - Links to City Deal project 	Development & Regeneration	No
Management of the Gower AONB	<ul style="list-style-type: none"> - Review management plan 	Development & Regeneration Performance Panel	No
Various Environmental Issues	<ul style="list-style-type: none"> - Local Flood Risk Management - Pollution - Use of Glyphosate for weed spraying - Climate Change 	Natural Environment Performance Panel	Yes but ongoing monitoring desired.

Appendix 3 - Draft Scrutiny Work Programme 2019/20

New Inquiry Panel (time-limited in-depth scrutiny – six months)	New Working Groups (light-touch scrutiny / one-off meetings)	Performance Panels (ongoing in-depth performance / financial monitoring & challenge)	Issues for Scrutiny Programme Committee (Overall work programme management; Cabinet Member Q & As; discussion of broad range of policy and service issues)
<p>1. Procurement (Terms of Reference to be agreed by Panel but may look at effectiveness of process & Strategy; value for money / social value; benefits to local economy; impact of local procurement on regeneration / jobs; financial savings to Council; collaboration etc)</p> <p>Follow Up of Previous Inquiries:</p> <p>1. Regional Working 2. Equalities</p>	<p>1. Brexit (Council preparedness and resilience; how is this being discussed; what plans / contingencies are being put in place given possible impact, relationship with Wales / UK Government)</p> <p>2. Employee Health & Wellbeing (how the Council supports members of staff; issues around staff sickness; pressures)</p> <p>3. Road Safety (hot spots; work to improve safety; preventative measures; speed controls; safety of cycling routes; partnership working)</p> <p>4. Digital Inclusion (follow up on previous -Mar 2017- discussion around digital transformation, the Council's digital inclusion strategy, and how well prepared both the Council and the public is to use and communicate / engage via digital technology to avoid exclusion / poor access)</p>	<p>1. Service Improvement & Finance (monthly)</p> <p>2. Education (monthly)</p> <p>3. Adult Services (monthly)</p> <p>4. Child & Family Services (every two months)</p> <p>5. Development & Regeneration (every two months)</p> <p>6. Natural Environment (quarterly)</p> <p>7. Public Services Board (twice yearly)</p> <p>Specific issues to pick up:</p> <ul style="list-style-type: none"> • Service Improvement & Finance: <ul style="list-style-type: none"> - Budget (spend / sustainability) - Waste & Recycling (incl. issues around plastic waste, civic amenity site provision; influence on commercial organisations) - Embedding Welsh Language Measures - Archives Service (concern about accommodation issues and their effect on current/future service) - Co-production (Council's approach to improving involvement and engagement, embedding Well-being of Future Generations Act) • Education: <ul style="list-style-type: none"> - Additional Learning Needs (impact of new legislation) - Performance of Children on Free School Meals • Adult Services: <ul style="list-style-type: none"> - Commissioning of Residential Care (quality of service / contracts; financial stability) 	<ul style="list-style-type: none"> • Specific discussions: <ul style="list-style-type: none"> - Corporate Safeguarding - Housing Commissioning Review • Cabinet Member Q & A Sessions (issues to pick up): <ul style="list-style-type: none"> - Policy Commitments - Poverty Reduction - Regional Working - 5G Roll-out & Health Concerns (local impact; council involvement re. testing and response) - Fires on Kilvey Hill - Beach / Cliff Incidents - Youth Work - Homelessness Strategy & Action Plan Progress - Council Housebuilding • Crime & Disorder Scrutiny: <ul style="list-style-type: none"> - Child Sexual Exploitation / County Lines (size / scope of problem & efforts to tackle) - Community Cohesion / Hate Crime • Follow Up on Previous Working Groups: <ul style="list-style-type: none"> - Welfare Reform - Environmental Enforcement - Anti-Social Behaviour - Tourism

Appendix 3 - Draft Scrutiny Work Programme 2019/20

	<p>Reserve List:</p> <ul style="list-style-type: none"> • Active Travel (are we meeting obligations of Welsh Government Active Travel Act; encouragement of cycling / walking) • Leisure Facilities (assessment of the leisure offer to residents and visitors; discussion around issues; gaps; work to cater for the young e.g. skateboard parks) • Services for the Disabled and their Carers (Council's overall approach to inclusion / access to information, advice, and services, improving quality of life, progress with Carers Strategy; compliance with legislation) 	<ul style="list-style-type: none"> - Quality of Needs Assessments / Care Plans - Charging - Availability of Specialised Dementia Beds in Care Homes - Waiting Lists for Care in the Community • Child & Family Services: <ul style="list-style-type: none"> - Youth Offending Service (effectiveness of new local arrangements following critical regional inspection) • Development & Regeneration: <ul style="list-style-type: none"> - Inward Investment (concern about retail collapse in city centres; advice/support to SMEs) - City Deal & Wider Regeneration - Management of Gower AONB - Regeneration Projects in Deprived Communities - Seafront Proposals - Student Accommodation Developments (managing impact) • Natural Environment: <ul style="list-style-type: none"> - Follow up on Inquiry Recommendations - Local Flood Risk Management - Pollution Control - Use of Glyphosate for Weed Spraying - Council action on Climate Change 	
<p>Regional Scrutiny</p> <ul style="list-style-type: none"> • ERW (Education through Regional Working) • City Deal (Swansea Bay City Region Joint Scrutiny Committee) 			

Scrutiny Programme Committee – Work Plan 2019/20

Standing / Recurring Agenda Items:

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

ACTIVITY	8 July 2019	29 July 2019*	12 August 2019	9 September 2019	14 October 2019	11 November 2019
Scrutiny Work Programme	<ul style="list-style-type: none"> • Role of the Committee • Draft Work Programme for Agreement • Scrutiny / Audit Committee Coordination 					
Cabinet Member Question & Answer Sessions			Business Transformation & Performance (Deputy Leader)	Homes & Energy	Education Improvement, Learning & Skills	Children Services (Early Years and Young People)
Other Cabinet Member / Officer Reports		Housing Commissioning Review				
Scrutiny Performance Panel Progress Reports			Service Improvement & Finance	Adult Services	Schools	Child & Family Services
Pre-decision Scrutiny						
Final Scrutiny Inquiry Reports	Equalities					
Scrutiny Reports to Council			Scrutiny Annual Report 2018/19			Scrutiny Dispatches Impact Report

ACTIVITY	9 December 2019	13 January 2020	10 February 2020	9 March 2020	20 April 2020	11 May 2020
Scrutiny Work Programme						<ul style="list-style-type: none"> • Annual Work Programme Review • Progress on Scrutiny Improvement Objectives
Cabinet Member Question & Answer Sessions	Care, Health & Ageing Well	Economy & Strategy (Leader)	Environment & Infrastructure Management	Investment, Regeneration & Tourism	Better Communities (People and Place)	Delivery
Other Cabinet Member / Officer Reports						
Scrutiny Performance Panel Progress Reports	Development & Regeneration	Service Improvement & Finance	Adult Services	Schools	Natural Environment	Public Services Board
Pre-decision Scrutiny						
Final Scrutiny Inquiry Reports						
Scrutiny Reports to Council			Scrutiny Dispatches Impact Report			Scrutiny Dispatches Impact Report

* denotes extra meeting

To Be Arranged:

Scrutiny / Audit Committee Coordination	<ul style="list-style-type: none"> • Chair of Audit Committee to attend to share work plan of Audit Committee / Annual Report. Discussion to ensure: <ul style="list-style-type: none"> - mutual awareness and understanding of respective work plans and co-ordination - issues relating to work programmes can be discussed
Wales Audit Office Reports	<ul style="list-style-type: none"> • Corporate Safeguarding Arrangements
Final Scrutiny Inquiry Report(s)	<ul style="list-style-type: none"> • tbc

Specific Recurring Reports to Committee:

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

Appendix 5: Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Revenue Financial Outturn 2018/19	To report on revenue outturn for 2018/19, including the delivery of budget savings.	Ben Smith	Cabinet Member - Economy and Strategy (Leader)	Cabinet	18 Jul 2019	Open
Revenue Outturn 2018/19 – Housing Revenue Account (HRA).	To report on revenue outturn for 2018/19, compared to budget for the HRA.	Aimee Dyer	Cabinet Member - Economy and Strategy (Leader)	Cabinet	18 Jul 2019	Open
Capital Outturn and Financing 2018/19	To report on capital outturn and financing for 2018/19	Ben Smith	Cabinet Member - Economy and Strategy (Leader)	Cabinet	18 Jul 2019	Open

Appendix 5: Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Re-imagining Wind Street.</p>	<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</p>	<p>Lisa Wells, Paul Relf</p>	<p>Mandy Evans, Cabinet Member - Investment, Regeneration & Tourism</p>	<p>Cabinet</p>	<p>18 Jul 2019</p>	<p>Open</p>

Appendix 5: Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Relocation of Lifelong Learning from Bryn House.	The relocation of the Lifelong Learning Service from Bryn House, Uplands to other Council and Community buildings.	Amy Hawkins	Cabinet Members - Better Communities	Cabinet	18 Jul 2019	Open
Residents Parking Policy Changes.	This report includes an overview of the Residents Parking Scheme and how it currently operates. The report also sets out recommendations to the existing policy that seek to make the scheme more operationally efficient.	Richard Mears	Cabinet Member - Environment & Infrastructure Management	Cabinet	18 Jul 2019	Open

Appendix 5: Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
2019 Play Sufficiency Assessment.	Under the Child & Families (Wales) Measure 2010, each Local Authority is required to undertake a Play Sufficiency Assessment every three years. The 2019 Assessment reports on a series of RAG graded measures as well as consultation and engagement with service users and partners. The Assessment details what is going well in Swansea and what areas will require work over the next 3 years.	Stephen Cable	Cabinet Members - Children Services	Cabinet	18 Jul 2019	Open
Contract Award Report - Award of Framework Agreement for the Provision of Domiciliary Care and Respite at Home Services for Older People and Younger Adults with Physical Disabilities.	This report will detail the outcome of a tendering process to appoint Providers onto a Framework Agreement for Domiciliary Care and Respite at Home Services for Older People and Younger Adults with Physical Disabilities in accordance with Contract Procedure Rules	Lee Morgan (Procurement)	Cabinet Member - Care, Health & Ageing Well	Cabinet	18 Jul 2019	Fully exempt

Page 109

Appendix 5: Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Disposal Programme Update.	Update and background information on the Corporate Disposal Programme- the planned disposal strategy for the Councils surplus property assets.	David Turner	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	18 Jul 2019	Fully exempt
Compulsory Purchase Order to Facilitate Highway Improvements.	The report seeks Cabinet authority to prepare Compulsory Purchase Orders for a Highway Improvement scheme.	Stuart Davies	Cabinet Member - Environment & Infrastructure Management	Cabinet	18 Jul 2019	Fully exempt
Annual Performance Monitoring Report 2018/19.	To report the performance indicator results and summarise the Council's performance meeting its priorities for the financial year 2018/19.	Richard Rowlands	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	15 Aug 2019	Open
Revenue and Capital Budget Monitoring 1st Quarter 2019/20.	To note any significant variations from the agreed budget 2019/20 and savings plan and the actions planned to achieve a balanced budget.	Ben Smith	Cabinet Member - Economy and Strategy (Leader)	Cabinet	15 Aug 2019	Open

Appendix 5: Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Establishing a Partnership Agreement for Pooled Funds for Care Homes.	To seek approval from Cabinet to enter into a partnership agreement under S33 National Health Service (Wales) Act 2006 (“NHSA”) with NPT Council and Swansea Bay Health Board for the purposes of creating a regional pooled fund for care homes.	Peter Field	Cabinet Member - Care, Health & Ageing Well	Cabinet	15 Aug 2019	Open
Contract Award Report for the Provision of Taxi Services.	The report details the outcome of tenders for taxi services and seeks approval to award.	Cath Swain	Cabinet Member - Environment & Infrastructure Management	Cabinet	15 Aug 2019	Open
Award of Contract for Principal Contractor for the Hafod Morfa Powerhouse and Outbuildings Redevelopment Project.	Following the tender exercise and evaluation to source an appropriately skilled and experience Principal Contractor for the Hafod Morfa Powerhouse and Outbuildings Re-development, the report will be seeking approval of the winning tenderer.	Tracy Nichols	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	15 Aug 2019	Fully exempt

Appendix 5: Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Swansea Central Phase 1 – Final Delivery Report.</p>	<p>The report provides a business case for Swansea Central Phase 1 demonstrating the economic and social benefits of the scheme and its ability to stimulate further inward investment and regeneration in Swansea city centre to help meet the Corporate Priority of Transforming our Economy & Infrastructure. Stage 4 designs will be presented.</p> <p>The report will seek authority for the capital funding to enter into the building contract with the main contractor to deliver the scheme together with approval of revenue budget for ongoing operation and maintenance.</p> <p>Part of the report will need to be in camera as the construction figures will be a confidential negotiation with the contractor.</p>	<p>Huw Mowbray</p>	<p>Cabinet Member - Investment, Regeneration & Tourism</p>	<p>Cabinet</p>	<p>15 Aug 2019</p>	<p>Fully exempt</p>

Appendix 5: Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Scrutiny Inquiry into Equalities.	Contains a response to the conclusions and recommendations resulting from a scrutiny inquiry into equalities	Michelle Roberts	Cabinet Members - Better Communities, Louise Gibbard	Cabinet	19 Sep 2019	Open
Quarter 1 2019/20 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the first quarter period April 2019 – June 2019.	Richard Rowlands	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	19 Sep 2019	Open
Annual Equality Review 2018/19.	To publish the Council's Annual Equality Review for 2018/19 in line with the Public Sector Equality Duty and reporting regulations for Wales.	Richard Rowlands	Cabinet Members - Better Communities	Cabinet	19 Sep 2019	Open
Relocation of Existing Park and Ride Facility and Development of Alternative Site.	The proposed project will enable the authority to relocate an existing Park and Ride facility to assist the wider redevelopment whilst delivering a new Park and Ride facility at minimal cost due to the additional revenue being created.	Geoff Bacon	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	19 Sep 2019	Fully exempt

Appendix 5: Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Annual Review of Performance 2018/19.	To report the Council's compliance with its statutory obligations to make arrangements to secure continuous improvement as set out under Part 1 of the Local Government (Wales) Measure 2009 and the Well-being of Future Generations (Wales) Act 2015.	Richard Rowlands	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	17 Oct 2019	Open
Housing Service Commissioning Review Option Appraisal Report.	To inform Members of the findings of the Commissioning review process in the Housing Service. To seek approval for the proposals, progress to implementation and to undertake formal tenant consultation.	Lynda Grove	Cabinet Member - Homes & Energy	Cabinet	21 Nov 2019	Open
Quarter 2 2019/20 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the second quarter period July 2019 – September 2019.	Richard Rowlands	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	19 Dec 2019	Open

Appendix 5: Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Quarter 3 2019/20 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the third quarter period October 2019 – December 2019.	Richard Rowlands	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	19 Mar 2020	Open

Draft Terms of Reference

Natural Environment Scrutiny Performance Panel

1. Name:

Natural Environment Scrutiny Performance Panel

2. Why this topic is important?

- Links to Corporate Priorities – Maintaining and enhancing Swansea's **natural resources and biodiversity** - so that we maintain and enhance biodiversity, reduce our carbon footprint, improve our knowledge and understanding of our natural environment and benefit health and well-being
- Links to Well-being of Future Generations Act
- Public Concerns about the Environment and Climate Change

3. What is the purpose of the panel?

The Panel will be responsible for ongoing monitoring of council performance in relation to the natural environment, examining relevant performance indicators that may cover issues, for example, such as Local Flood Risk Management, Pollution Control, Biodiversity, and Climate Change.

The Panel may request relevant reports on activities, performance and information that will help it to assess progress regarding the Councils work, commitments and implementation of agreed plans.

On behalf of the Panel, the convener will write to relevant Cabinet Member(s) raising issues of concern, comments and recommendations for response as appropriate following Panel meetings. This will facilitate the ongoing performance conversation with cabinet members.

4. Meetings:

The Panel will be expected to meet on a quarterly basis.

The Panel will report periodically on progress to the Scrutiny Programme Committee.

Agenda Item 9



Report of the Chair

Scrutiny Programme Committee – 8 July 2019

Membership of Scrutiny Panels and Working Groups

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

1. Introduction

- 1.1 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 Child & Family Services Performance Panel.

ADD Councillors Erika Kirchner and Wendy Lewis

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

Labour Councillors: 7

Cyril Anderson	Peter Jones
Mike Durke	Wendy Lewis
Yvonne Jardine	Des Thomas
Erika Kirchner	

Liberal Democrat/Independent Councillors: 2

Kevin Griffiths	Susan Jones
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Conservative Councillors: 1

Paxton Hood-Williams (CONVENER)	
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2.2 Development & Regeneration Performance Panel.

ADD Councillor Will Thomas

Following this change the revised membership of this Panel will be 15:

Labour Councillors: 4

Joe Hale	Peter Jones
Terry Hennegan	Mike White

Liberal Democrat/Independent Councillors: 7

Peter Black	Jeff Jones (CONVENER)
Wendy Fitzgerald	Mary Jones
Chris Holley	Susan Jones
Lynda James	

Conservative Councillors: 4

Steve Gallagher	Paxton Hood-Williams
David Helliwell	Will Thomas

2.3 Education Performance Panel.

REMOVE Councillor Fiona Gordon

Following this change the revised membership of this Panel will be 16:

Labour Councillors: 5

Cyril Anderson	Beverley Hopkins
Mike Durke	Hazel Morris
Louise Gibbard	

Liberal Democrat/Independent Councillors: 3

Mike Day	Susan Jones
Lynda James	

Conservative Councillors: 5

Steve Gallagher	Myles Langstone
David Helliwell	Linda Tyler-Lloyd
Lyndon Jones (CONVENER)	

Statutory Co-optees: 3

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

3. Performance Panel Conveners

- 3.1 In accordance with the Committee's wishes, the following Performance Panels have met and appointed a convener for the 2019/20 municipal year, noted as follows:

Performance Panel	Convener
Education (13 June)	Councillor Lyndon Jones (newly appointed)
Adult Services (20 June)	Councillor Peter Black (re-appointed)
Service Improvement & Finance (24 June)	Councillor Chris Holley (re-appointed)
Child & Family Services (26 June)	Councillor Paxton Hood-Williams (re-appointed)

These Councillors will therefore attend Committee meetings as co-opted members.

NB – the Development & Regeneration Performance Panel will meet on 17 July.

4. New Performance Panel

- 4.1 Expressions of interest were invited from all non-executive Councillors to participate in a Natural Environment Performance Panel. Subject to the Committee agreeing to establish this Panel, the following 12 councillors would like to take part in this work:

Labour Councillors: 6

Peter Jones	Mary Sherwood
Hazel Morris	Christine Richards
Joe Hale	Lesley Walton

Liberal Democrat/Independent Councillors: 2

Wendy Fitzgerald	Mary Jones
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Conservative Councillors: 3

Brigitte Rowlands	Linda Tyler-Lloyd
Will Thomas	

Uplands Councillors: 1

Irene Mann	
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In accordance with the Committee wishes the Panel will be invited to appoint a convener at its first meeting.

5. Guiding Principles

5.1 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.
- To ensure that all political groups have opportunities and are engaged.
- 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.
- The Committee should reflect on the existing 'balance' of conveners to help inform future appointments.
- A minimum of three members should be present at all meetings.

6. Legal Implications

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

7. Financial Implications

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

Background Papers: None

Appendices: None

Agenda Item 10



Report of the Chair

Scrutiny Programme Committee – 8 July 2019

Scrutiny Letters

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

1. Introduction

- 1.1 The 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:

	Activity	Meeting Date	Correspondence
a	Local Flood Risk Management Working Group	4 Apr	Letter to Cabinet Member for Better Communities (People)
a	Committee (Cabinet Member Q & A)	8 Apr	Letter to Cabinet Members for Better Communities

3.3 Key Points:

- 3.3.1 Local Flood Risk Management Working Group - The Working Group, convened by Councillor Sam Pritchard (in Councillor Peter Jones' absence), met on 4 April. This was an additional meeting to receive an update on progress made on the recommendations from the Working Group's last meeting on 8 October 2018.

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

- Providing opportunity for Working Group members to visit the natural flood risk management site in Neath Port Talbot.
- Updating scrutiny on the Green Infrastructure project.
- Improving information available by providing general advice on the Council's website to minimize effects of flooding and to promote best practice and prevention.
- Co-ordinating with National Media e.g. Wales Online, so that live updates on flooding can be made available, in addition to Council's own social media, particularly when incidents are out of usual working hours.
- Amending flooding advice pages to reflect that Swansea Council Advice is given priority.
- Commitment to providing scrutiny with a comprehensive annual update on progress with both the Sustainable Drainage and Flood Risk Management Plan.

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 (10 May 2019 - 28 May 2020)

Ave. Response Time (days): 9 (target within 21 days) % responses within target: 100

No.	Committee / Panel / Working Group	Meeting Date	Main Issue(s)	Cabinet Portfolio	Letter Sent	Response Received	Days Taken	Reported to SPC (if applicable)
1	Adult Services Performance Panel	16-Apr	Adult Services Improvement Plan and follow up on recommendations in WAO report on commissioning of accommodation services	Care, Health & Ageing Well	13-May	22-May	9	n/a
2	Child & Family Services Performance Panel	29-Apr	Performance Monitoring and WG's LA LAC Reduction Expectation	Children Services - Early Years	14-May	n/a	n/a	n/a
3	Committee	08-Apr	Cabinet Member Q & A Session	Better Communities	03-Jun	n/a	n/a	08-Jul
4	Schools Performance Panel	02-May	Joint Schools and Child and Family Services to look at outcomes of LAC	Education Improvement, Learning & Skills	10-Jun			
5	ERW Scrutiny Cllr Group	03-Jun	ERW Improvement Programme	Education Improvement, Learning & Skills	24-Jun		n/a	n/a
6								
7								



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

Please ask for: Scrutiny
Gofynnwch am:
Scrutiny Office 01792 637314
Line:
Llinell
Uniongyrchol:
e-Mail scrutiny@swansea.gov.uk
e-Bost:

Date 24 April 2019
Dyddiad:

Summary: This is a letter from the Local Flood Risk Management Working Group to the Cabinet Member for Environment and Infrastructure Management following the meeting of the Working Group on 4 April 2019. It is about progress on the recommendations made at the last meeting in October 2018.

Dear Cllr Thomas

The Local Flood Risk Management Scrutiny Working Group met on 4 April to receive an update on progress made on the recommendations from the Working Group's last meeting on 8 October 2018. This letter provides you with feedback from that meeting.

We would like to thank you and Mike Sweeney for attending to present the update and to answer our questions. We appreciate your engagement and input.

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

- We were informed that all new developments will have to have strategic planting and enhance biodiversity in future, with the introduction of the new statutory duty requiring Sustainable urban Drainage Systems (SuDS). The nature conservation team are aware that they will need to be involved in SuDS to give advice when applications are received.
- We heard that Green Infrastructure projects are going to be undertaken by the Authority and Natural Resources Wales in partnership and that one project is currently being consulted on which is for the city centre only.

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

- We agreed to provide you with contact details for Sion Brackenbury to arrange to visit a nature based flood risk scheme in NPT. When a visit is arranged working group members are interested in attending.
- You informed us that you recently went to the opening of a flood defence scheme in Mawr and was very impressed.
- We received confirmation that the Authority cannot legislate on use of non-permeable materials in domestic gardens but the Authority could give advice. The introduction of SuDS will require that any contractors or developers will have to manage run off in the future. Permeable materials would achieve this, so it is likely they will be used by default anyway.
- We were pleased to hear that approval has been given to the initial staffing structure to undertake the delivery of SuDS. This is for 4 members of staff. One senior engineer is in place, an assistant engineer and administrative support officer will be appointed shortly and a site inspector will be employed at a later date, when sites begin to be developed.
- We were informed that the Council's Flood Advice pages on the website do not currently contain a section on 'Help us prevent flooding'. We feel the Authority needs to be proactive to help prevent flooding in domestic properties. It would be useful to have a link from the Flood Advice pages on the website to a 'Prevention' section, with wording like, 'What can I do to minimise the effect of flooding in my own property/local area?' And giving examples, such as, planting of trees, use of permeable materials for drives/patios, retaining grassed areas in the garden. We would like to see this written in straightforward language that everyone can understand. We also feel that on the Flood Advice pages, Swansea Council's advice and guidance should appear first, followed by the contact information for NRW.
- We heard that the Authority does not currently show 'live' local flooding information on its webpages as a 'live banner' or advertise it on Twitter. You agreed to explore if this can be done and if not if we can have a link to third parties live information.
- We were pleased to hear that work is ongoing to establish existing maintenance regimes for water courses and gullies across the Authority and that Highways, Parks and Housing do have maintenance regimes in place. We also heard however, that some departments are unclear about the levels of flood risk to their assets and therefore the maintenance schedules that need to be put in place and that approaches are not consistent across the Authority. We were pleased to hear that the department will continue to look into the development of a consistent approach. However you feel, and we agree, that prevention is far better than cure.

- We informed you that under section 2.2 of the briefing report (page 7), reference to the new corporate wellbeing objective for the maintenance and enhancement of natural resources and biodiversity has been omitted. You informed us that this was an oversight.
- We informed you that under section 6.12 (page 12), it would be have been useful for the report to state what is currently happening - that work is progressing, ward members have been contacted etc. You agreed with this suggestion.

The Working Group discussed progress and agreed the following conclusions and recommendations:

1. We are pleased to hear the Authority is keen to visit other local authorities that have used nature based solutions to flood risk, to explore further the opportunities for Swansea. We will provide the appropriate contact details to enable a visit to be arranged to a scheme in Neath Port Talbot. Working Group members are also interested in attending the visit and would like to be informed of the date once arranged.
2. We are pleased with the update that 4 members of staff are being employed for the delivery of SuDS. We will want to monitor progress on the delivery of SuDS at future meetings.
3. We are interested to hear more about Green Infrastructure projects and would like to have an update, on the project that is currently out to consultation, at our next meeting.
4. The Working Group feels the Authority needs to move away from a legislative basis to a more advisory role for flood risk management, for example, in respect of use of non-permeable materials. We think this is a better way to engage the public and take best practice forward.
5. We would like to see the Authority better promote prevention of flood risk and feel the Authority should look into having a link to a 'Prevention' section from the Flood Advice pages on the website.
6. We feel the Authority should explore having 'live' information on local flooding on its website, or having it provided by a third party.
7. The Working Group feels the information on the Flood Advice pages should be changed around so that Swansea Council advice and guidance appears first followed by contact details for NRW.
8. We would like to see the Authority explore ways to advertise the work that it has carried out to reduce flood risks locally, in order to get positive messages out. Ward members can be used more to get messages out to the public by distributing this information in their wards.
9. We would like an update at our next meeting on the Local Flood Risk Management plan and progress made.
10. We will recommend to Scrutiny Programme Committee that the LFRM Working Group meets on a twice-yearly basis in future in order to monitor progress, especially on delivery of SuDS, and more generally on delivery of nature based solutions to flood risk.

Your Response

We hope that you find this letter useful and informative. We are interested in hearing your thoughts about the issues raised and would ask that you respond to our conclusions and recommendations by Wednesday 15 May 2019.

Yours sincerely

COUNCILLOR SAM PRITCHARD
ACTING CONVENER, LOCAL FLOOD RISK MANAGEMENT SCRUTINY WORKING GROUP
CLLR.SAM.PRITCHARD@SWANSEA.GOV.UK

**Councillor Peter Jones Convener – Local
Flood Risk Management
Scrutiny Working Group**

Please ask for: Councillor Mark Thomas
Direct Line: 01792 63 6926
E-Mail: cllr.mark.thomas@swansea.gov.uk
Our Ref: MT/KH
Your Ref:
Date: 16th May 2019

Dear Councillor Jones

Thank you for your letter from the Scrutiny working Group held on 4th April 2019.

Firstly, I am pleased to hear that the working group is keen to visit the example of a Natural Flood Risk Management site in Neath Port Talbot. To increase our awareness into the opportunities which can arise in using nature based solutions will allow the Authority to consider where appropriate similar flood mitigation measures in Swansea. I will confirm a date for a site visit and will seek interest from the working group on who wishes to attend.

With regard to the setting up of new staff structure to support the Sustainable Drainage Approval Body, you were informed that whilst there is staff in place to deal with current number of SAB enquiries, staff numbers will increase throughout the year as the demand for resources is needed. I hope the working group were satisfied to hear that the new legislation will not only help in reducing flood risk but also will ensure that all new developments over a 100m² will be able to provide benefits for our Environment and provide better Well Being for our residents in Swansea.

I agree that an update about the Green Infrastructure project and I will seek assurances that an update can be made to the group at the next working group meeting.

In terms for the Authority providing a more advisory role and moving away from legislative basis. I do appreciate your comments regarding more of an advisory role and whilst this does go on between officers and members of public during site visits, the advice can somewhat be limited as to ensure that the Authority is not accountable for any liability. Consequently, the current obligation is to fulfil the statutory requirements but I agree that there is scope to improve the information available by providing general advice on our website to minimize the effects of flooding and to promote best practice and prevention.

I refer to the point raised to having 'live' information on local flooding on the website. I wish to confirm that the Authority currently uses social media such as twitter and facebook as a mechanism to inform the residents of Swansea should major issues be encountered. Consequently, I wish to confirm that if appropriate, significant flooding

events, which cause disruption, will be communicated in the same way, but within normal working hours. Outside of normal working hours the use of live information becomes more difficult to convey, and will rely on the out of hours emergency teams to deliver messages to the local areas affected by flooding. Noting reference to third party updates, I understand that National Media e.g. Wales Online, has the capacity to deal with live updates on flooding and I will enquire if appropriate links to these pages can be set up. Web links to severe weather warnings are currently shown on the flooding advice pages on the council's website to allow residents to prepare for flooding. I would also like to confirm that Natural Resources Wales are equipped to provide advanced flood warnings to areas which are considered to be susceptible to high flood risk from main rivers and sea with residents being encouraged sign up to this free 24hr a day service via their website.

I agree that the flooding advice pages should be amended to reflect that Swansea Council Advice is given priority.

I support your recommendation on using ward members to assist in advertising and disseminating information on work related to reducing flood risk in order to get positive messages out in the ward. I would expect that members are contacted as a matter of course on any potential scheme, which will have a positive impact in their ward.

I will ask for an update at the next meeting on the local Flood Risk Management Plan.

To conclude, I would suggest that the next meeting should be arranged on an annual as opposed to a twice- yearly basis due to limited resources. I also consider that the working group would be provided with a more comprehensive update session into both how the Suds and Flood Risk Management Plan are progressing at the end of a 12month period.

Hope that I have responded to the points you have raised and look forward to meeting up again for the annual update.

Yours sincerely



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

To/
Councillors Alyson Pugh & Andrew
Stevens
Cabinet Members for Better
Communities

BY EMAIL

cc Cabinet Members

Please ask for:
Gofynnwch am:

Direct Line:
Llinell Uniongyrochol:

e-Mail
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Our Ref
Ein Cyf:

Your Ref
Eich Cyf:

Date
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Scrutiny

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SPC/2018-19/12

03 June 2019

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Members following the meeting of the Committee on 8 April 2019. It is about Communities First, Weed Spraying Programme, Allotments, Welfare Rights, Equalities & Diversity, Community Cohesion, Co-production, and Digital Inclusion.

Dear Councillor,

Cabinet Member Question Session – 8 April

The Committee is writing to you following a Q & A session held in April focussing on the Better Communities cabinet portfolios. At the time we heard from, and put questions to, Councillors June Burtonshaw and Mary Sherwood. Recognising that you are now portfolio holders following a cabinet reshuffle, we need to share with you the issues arising from the discussion, and views of the Committee, including any outstanding concerns / actions for your response as responsible cabinet members.

Councillors Burtonshaw and Sherwood each provided the Committee with a written paper in support of their appearance, and helped the Committee to explore priorities and achievements in relation to the wide-ranging areas of responsibility within both portfolios.

They highlighted activities relating to the following: -

- Leading on the Well-being of Future Generations Act (embedding across the Council)
- Equalities & Diversity (Strategic Equality Plan)

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- Allotments (transfer of management to Allotment Associations)
- Localised Services / Community Hubs (pilot hub in Clydach)
- Community Asset Transfer / Working with Community Groups / Community Centres
- Community Grass Cutting – Tend and Mend (opening up services beyond council tenants)
- Libraries (annual performance presented to scrutiny, efforts to keep libraries open despite financial pressures)
- Litter / Community Cleansing (guidance has been sent to members)
- Member Community Budget Scheme (managing the scheme)
- Weed Control (careful use of glyphosate, in line with guidelines – recognising reported concern about harm)

The main issues from the meeting are summarised below:

Communities First

We asked about the transition from the now ended Communities First Programme and legacy. There was some concern about the sustainability of the Legacy Fund projects and need for alternative sources of funding as Welsh Government legacy funding is phased out e.g. supporting the activities of the 'Faith in Families' organisation, which focusses on supporting children, young people and parents.

We were assured that the Council is keen to preserve the good work and will look at alternative grants from Welsh Government. We heard that there has been some discussion about the whether there was scope for the work delivered by Faith in Families to be commissioned on a different basis, given its links to council objectives. The Committee suggested that the Council should have dialogue with Housing Association partners about what financial support they could provide in ensuring the work of organisations such as Faith in Families can survive given their impact in areas of council and other social housing. We were told that this, and other aspects of joint working, could be picked at the existing Swansea Poverty Partnership Forum.

Weed Spraying Programme

There have been widely reported concerns about the use of glyphosate-based herbicide for weed control and the need for a precautionary approach. It is apparent that a number of other Councils are looking for alternatives and possible phasing out of the use of such weed-killing products. One of these new approaches appeared to be involve the use of acetic acid. There is also an argument for leaving things alone, i.e. significantly reducing or ceasing cutting / weeding, to support the biodiversity / ecosystem, and protect the natural environment. This issue has been raised in other scrutiny meetings and we were told, by relevant cabinet members that the minimum strength of product is used.

We invited comment about the latest thinking on this matter by the Council. It was reiterated to the Committee that the Council was aware of health concerns that have been raised and has ensured that current use of glyphosate is within EU / UK guidelines. We heard that the Council has contracted out weed spraying, and as long as its use is licensed it will be difficult to switch to alternatives. However, we noted that the Council is aware of the need to explore alternatives (given possibility of future ban on use), and would be watching intently what other Councils do, but has already reduced use on verges and has taken other steps including the planting of wildflowers.

Another aspect to this we recognised was the need for effective communication with the public, as there are often complaints about overgrowth, so they understand what the issues are and why there may be less weed spraying.

We were told that our concerns would be noted. We were also reminded that individual councillors could be proactive and avoid the need for certain areas to be included in the spraying programme if they are able to tackle weeds in a different way (e.g. through community groups) locally.

Allotments

We were aware that the Council has transferred the management of allotments but asked about the extent of communication around this decision with local communities. Some Committee members felt there was a degree of confusion amongst local people, and asked about liaison with Community Councils.

We noted that allotments are now run by local associations and the response given us was that communication and engagement about allotment provision, opportunities and plans were entirely a matter for these associations, including any dialogue with Community Councils.

Welfare Rights

We discussed the work of the Welfare Rights Team and financial impact. The written report provided to us showed that:

- in the financial year 2017/18 the team raised £1,154,597.16 by securing rights and entitlements to welfare benefits - 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 - worth £3,538,032.85 to the local economy.

There was also discussion around the effect of rising Council Tax on arrears, and the advice / assistance for vulnerable people including ensuring take up of entitlements and benefits. We heard about the new Council Tax Protocol for Wales which is aimed at a more consistent and people-focused approach to debt, arrears and enforcement, across Wales, to help protect the most vulnerable from increasing financial pressures.

We looked at Welfare Reform in a one-off Scrutiny Working Group in January. Having seen Councillor Sherwood's response to this work, we acknowledged her suggestion for scrutiny to look at how well welfare rights support and advice, and commitment to tackling poverty was being delivered across the Council e.g. by staff working in Social Services, Housing and by others in direct contact with vulnerable people. We will be considering the scrutiny work programme for 2019/20 in the next month and this may be included, depending on other competing issues of importance and concern.

Following a query about portfolio responsibilities, and reference to 'Food Banks' we noted that there was no specific role or responsibility within the Cabinet on food banks, which are independent organisations, though of course was something of relevance given the Council's commitment to tackle poverty.

Equalities & Diversity

It was reported to the Committee that work with partners to explore Swansea becoming a Human Rights City has continued. We heard that this aim was also a step contributing to the Stronger Communities Well-being Objective within Public Service Board's Local Well-being Plan. We noted that work has progressed via a Steering Group led by Swansea University and has benefited from the discussion within the Council's Poverty Reduction Policy Development Committee. We were told that a shared 'Statement of Intent' on respecting human rights in Swansea is under development with partners, with potential pilot projects / actions then being developed to change practice.

Please note that an in-depth scrutiny inquiry on Equalities has been carried out over the past year and is at the final report stage. The Inquiry Panel, which has been convened by Councillor Louise Gibbard, will provide conclusions and recommendations on how effectively the Council is meeting and embedding the requirements under the Equality Act 2010 (Public Sector Duty for Wales). We anticipate publication of report at the end of June. The Committee will need to approve its submission to Cabinet for decision. A Cabinet Member response to the recommendations and action plan to take forward agreed recommendations will be expected after the report is presented to Cabinet.

Community Cohesion

The Committee asked whether there was a community cohesion index, or indicator, that measures the level of social cohesion among the people in Swansea. We heard that there was no index of cohesion however noted the practice and activities to support and promote community cohesion. We noted that a Community Cohesion Co-ordinator had been recently appointed and there was a current public survey about people's views and experiences, but had generated a low response level to date. This suggested there is much work to be done on cohesion and making sure that people have the confidence to have a conversation about community cohesion.

Co-production

We discussed ways of improving community consultation and engagement across the Council. We heard that the Council continues to pilot work that allows citizens to influence policy and service delivery through the development of a co-production approach.

The view provided to the Committee however was that public consultation and engagement generally remains patchy, resulting in low levels of involvement in statutory consultation and other interfaces; and was a cause for concern. We noted corporate resources were stretched, however heard that there were pockets of good practice in specific service areas (e.g. social services) in engaging service users and the public in the design and delivery of services.

Co-production is clearly a developing area and everyone in the Council is aware that more can be, and should be, done to improve public engagement and help people to understand the work of the Council. We felt that it was vital for public confidence that when consultation and engagement opportunities are created it must be meaningful, with the possibility that something could change depending on feedback, and therefore mean that the public can have a real impact in the decision-making and direction of the Council.

Digital Inclusion

We asked about progress with the development of a Digital Inclusion Strategy and Implementation Plan. Scrutiny has previously discussed the Council's work and efforts to ensure digital inclusion, and avoid exclusion, as more and more contact between the public and Council is through digital means.

A Scrutiny Working Group gave its views back in March 2017 to inform the development of a strategy. We have been looking to arrange a further meeting this year in order to follow up on this. It will help us to assess progress in helping / preparing the public, as well as Council staff, to effectively communicate and engage via digital technology, and understand the benefits.

We noted that:

- the Council continues to roll out its 'Get Swansea Online' programme
- the Council had a target of 440 attendees of the 'Get Swansea Online' courses and in 2018/19 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.

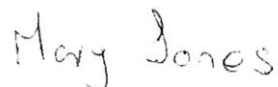
We heard that work on a Digital Inclusion Strategy and Implementation Plan is still in progress, and aimed to integrate with the Welsh Government Digital Inclusion Strategy. We noted that a draft framework would be ready by the end of April 2019. We have not yet agreed the Scrutiny Work Programme for 2019/20 however anticipate that we will need to look at digital inclusion given its importance to both the Council and the public.

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.

Finally, on behalf of the Committee, congratulations on your appointment to the Cabinet and we look forward to your engagement with scrutiny. We will be arranging for a further Q & A session later in the municipal year to follow up on portfolio developments.

Yours sincerely,



COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ cllr.mary.jones@swansea.gov.uk

Agenda Item 11

Audit Committee Work Plan (FOR INFORMATION)

This report provides the Audit Committee work plan for 2019/20.

This information is provided to help develop the relationship between scrutiny and the Audit Committee, aiming to ensure:

- mutual awareness and understanding of the work of scrutiny and audit committee
- respective work plans are coordinated and avoid duplication / gaps
- a clear mechanism for referral of issues, if necessary

The Scrutiny Work Programme is also reported to the Audit Committee.

At least once a year respective chairs will attend the committee in order to discuss work programmes and effectiveness.

Audit Committee Workplan 2019/20

Appendix 1

Terms of Reference	11 June 2019	13 August 2019	8 October 2019	10 December 2019	11 February 2020	14 April 2020
Training	Audit Committee Initial Training	Financial Management & Accounting Risk Management Governance	External Audit	Internal Audit	Counter Fraud	
Governance and Assurance	Election of Chair & Vice Chair Audit Committee Training Programme 2019/20 Audit Committee Terms of Reference	Draft Audit Committee Annual Report 2018/19 Audit Committee Review of Performance 2018/19 Action Plan - Draft Draft Annual Governance Statement	Chair of Scrutiny Programme Committee AC Performance Review 18/19 Action Plan Update	AC Performance Review 18/19 Action Plan Update	AC Performance Review 18/19 Action Plan Update	AC Performance Review 18/19 Action Plan Update
Internal Audit Page 138	Internal Audit Annual Plan 2018/19 - Monitoring Report for the Period 1 January 2019 to 31 March 2019 Service Centre - Accounts Receivable - Update at May 2019	Internal Audit Annual Report 2018/19 Internal Audit Monitoring Report Q1 2019/20 Tracker Report (for both IA and EA recommendations)	Annual Report of School Audits 2018/19 Chief Education Officer response to Schools Audit Report	Internal Audit Monitoring Report Q2 2019/20 Recommendation Tracker Report 2018/19 (for both IA and EA recommendations)	Internal Audit Monitoring Report Q3 2019/20 Internal Audit Annual Plan Methodology Report 2019/20	Internal Audit Charter 2020/21 Internal Audit Annual Plan 2020/21 Social Care Contracts Update
Risk Management & Performance	Overview of the Overall Status of Risk Report Q4 2018/19 Corporate Risk Policy & Framework	Overview of the Overall Status of Risk Report Q1 2019/20 WAO Proposals for Improvement Report – Six Month Update WAO Local Government Use of Data Report – CCS	Performance management framework Partnership performance	Overview of the Overall Status of Risk Report Q2 2019/20 Digital Strategy – progress and performance	WAO Proposals for Improvement Report – Six Month Update Overview of the Overall Status of Risk Report Q3 2019/20	Local Government Use of Data Report - CCS
Counter Fraud			Corporate Fraud Annual Report 2018/19			Corporate Fraud Annual Plan 2020/21
Operational matters / key risks		Update on Internal Control Environment (incl risk management) – Director of Place	Update on Internal Control Environment (incl risk management) – Director of Education	Update on Internal Control Environment (incl risk management) – Director of Social Services	Update on Internal Control Environment (incl risk management) – Deputy Chief Executive and Director of Resources	

Audit Committee Workplan 2019/20

External Audit	Wales Audit Office Recommendations Following Review of Audit Committee Effectiveness		WAO ISA 260 Report 2018/19 – CCS	WAO Annual Audit Letter 2017/18	WAO Grants Report 2017/18	Audit Committee Review of Performance 2018/19
			WAO ISA 260 Report 2018/19 – Pension Fund			WAO Annual Audit Plan 2018/19 CCS & Pension Fund
Financial Reporting		Draft Statement of Accounts 2018/19 – CCS & Pension Fund Letters of Representation 2018/19 CCS & Pension Fund	Budget Report	Budget Report		Budget Report
			Treasury Management Strategy Report & Mid-Year Update	Review of Reserves Report		
			Treasury Management	Trusts & Charities Report 2018/19 Treasury Management Annual Report 2018/19		

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 will be needed between June and August for the AC Performance Review 2018/19 facilitated by WAO.

Reports Carried Over to 2020-2021 Municipal Year

Terms of Reference	Report Title
Risk Management & Performance	Overview of the Overall Status of Risk Report Q4 2019/20

Agenda Item 12

Date and Time of Upcoming Panel / Working Group Meetings

9 July – 12 Aug

- a) 11 July at 2.00pm – Education Scrutiny Performance Panel (visit to Dylan Thomas Community School)
- b) 17 July at 11.00am – Development & Regeneration Scrutiny Performance Panel (Committee Room 3, Civic Centre)
- c) 22 July at 10.00am – Service Improvement and Finance Scrutiny Performance Panel (Committee Room 5, Guildhall)
- d) 30 July at 4.00pm – Adult Services Scrutiny Performance Panel (Committee Room 5, Guildhall)
- e) 31 July at 10.00am – Development & Regeneration Scrutiny Performance Panel (Committee Room 3A, Guildhall)