



Dinas a Sir Abertawe

Hysbysiad o Gyfarfod

Fe'ch gwahoddir i gyfarfod

Pwyllgor Rhaglen Craffu

Lleoliad: Siambr y Cyngor - Neuadd y Ddinas, Abertawe

Dyddiad: Dydd Llun, 12 Awst 2019

Amser: 4.30 pm

Cadeirydd: Y Cyngorydd Mary Jones

Aelodaeth:

Cynghorwyr: 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, G J Tanner a/ac W G Thomas

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

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

Gweddarlledu: Gellir ffilmio'r cyfarfod hwn i'w ddarlledu'n fyw neu'n ddiweddarach drwy wefan y cyngor. Drwy fynd i mewn i Siambr y Cyngor, rydych yn cytuno i gael eich ffilmio ac i'r delweddau a'r recordiadau sain hynny gael eu defnyddio at ddibenion gweddarlledu a/neu hyfforddiant o bosib.

Agenda

Rhif y Dudalen.

- 1 Ymddiheuriadau am absenoldeb.**
- 2 Datgeliadau o fuddiannau personol a rhagfarnol.**
www.abertawe.gov.uk/DatgeluCysylltiadau
- 3 Gwahardd pleidleisiau chwip a datgan chwipiau'r pleidiau.**
- 4 Cofnodion.** **1 - 5**
Cymeradwyo a llofnodi cofnodion y cyfarfod(ydd) blaenorol fel cofnod
- 5 Cwestiynau gan y cyhoedd.**
Rhaid i'r cwestiynau ymwneud â materion ar ran agored agenda'r cyfarfod, ac ymdrinnir â hwy o fewn 10
- 6 Sesiwn Holi Aelod y Cabinet: Trawsnewid Busnes a Pherfformiad (Y Cyngorydd Clive Lloyd)** **6 - 33**
- 7 Adroddiad cynnydd y Panel perfformiad craffu: gwella** **34 - 37**

gwasanaethau. (Y Cynghorydd, Chris Holley, Cynullydd

- | | | |
|-----------|--|------------------|
| 8 | Aelodaeth paneli a gweithgorau craffu. | 38 - 48 |
| 9 | Rhaglen Waith Craffu 2019/20.
Trafodaeth am:
a) Gynllun Gwaith y Pwyllgor.
b) Cyfleoedd Craffu Cyn Penderfynu.
c) Cynnydd gyda Phaneli a Gweithgorau Craffu
d) | 49 - 82 |
| 10 | Llythyrau craffu. | 83 - 100 |
| 11 | Cynllun Gwaith y Pwyllgor Archwilio (Er Gwybodaeth). | 101 - 103 |
| 12 | Dyddiad ac amser cyfarfodydd paneli/gweithgorau sydd ar ddod. | 104 |

Cyfarfod nesaf: Dydd Llun, 9 Medi 2019 ar 4.30 pm

Huw Evans

Huw Evans

Pennaeth Gwasanaethau Democrataidd

Dydd Llun, 5 Awst 2019

Cyswllt: Y Gwasanaethau Democrataidd Ffôn (01792) 636923

Agenda Item 4



City and County of Swansea

Minutes of the **Scrutiny Programme Committee**

Council Chamber - Guildhall, Swansea

Monday, 8 July 2019 at 4.30 pm

Present: Councillor M H Jones (Chair) Presided

Councillor(s)

M Durke
D W Helliwell
E T Kirchner
W G Thomas

Councillor(s)

E W Fitzgerald
T J Hennegan
W G Lewis

Councillor(s)

L S Gibbard
P K Jones
G J Tanner

Also Present

Paula O'Connor Chair of Audit Committee

Councillor Co-opted Member(s)

P M Black J W Jones

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

Statutory Co-opted Member(s): D Anderson-Thomas

Councillor Co-opted Members: C A Holley and L R Jones

15 Disclosures of Personal & Prejudicial Interest.

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

Paula O'Connor – Agenda as a whole – Head of Internal Audit at Swansea Bay University Health Board.

16 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.

17 Minutes.

Resolved that the Minutes of the Scrutiny Programme Committees held on 9 May 2019 and 13 May 2019 be approved and signed as correct records.

18 Public Question Time.

There were no public questions.

19 Role of the Scrutiny Programme Committee.

The Chair presented a report on the 'Role of the Scrutiny Programme Committee'.

The Chair welcomed new Members to Scrutiny Programme Committee and also welcomed Paula O'Connor, Chair of Audit Committee, to this meeting.

20 Final Scrutiny Inquiry Report: Equalities (Councillor Louise Gibbard, Convener).

Councillor Louise Gibbard, Convener, presented the final report of the scrutiny inquiry into Equalities.

She thanked the members of the Inquiry Panel for their time, commitment and support to this topic and for the assistance and input from Michelle Roberts, Scrutiny Officer in supporting the inquiry. She stated that leading this inquiry has been a very rewarding experience as an elected councillor, and was pleased that the inquiry was able to take wide-ranging evidence and reach out to many different people and groups.

The inquiry focused mainly on whether the Council was meeting its obligation under the Equalities Act 2010. The report set out recommendations, broken down as quick wins, medium term actions and longer term goals. Consideration had been given to resource implications of the recommendations made.

Discussions and questions centred around: -

- Improvement of contact and engagement across the whole Council
- Improvement of accessibility of council services for all
- Input from groups affected by issues of racism and religious intolerance

It was noted that different versions of the report would be produced to ensure it was accessible, for example, an infographic version for young people and easy read versions. The report would be presented to Cabinet in September to allow time for this work to be completed.

The Chair and Committee Members commended the comprehensive report and praised the Inquiry Panel for their work.

Resolved that the report be agreed for submission to Cabinet.

21 **Scrutiny Work Programme 2019/20.**

The Chair presented a report on the Scrutiny Work Programme 2019/20 for consideration and noted the papers from the Work Planning Conference held on the 10 June 2019, which were attached to the report.

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

Inquiry Panels

Procurement – this would be a new Inquiry for this municipal year.

The Regional Working and Equalities inquiry panels would need to be followed up this municipal year.

Performance Panels

Natural Environment – a new performance panel would be set up on the Natural Environment and the terms of reference were set out at Appendix 6 of the report.

Working Groups

There was a debate about the list of suggested topics and priority order. It was agreed that Brexit would be the first topic. Working groups would also be arranged to look at: Employee Health & Well Being; Road Safety and Digital Inclusions.

It was noted that Rural Economy would be looked at under the Development & Regeneration Performance Panel.

There was a discussion regarding further work relating to the Equalities Act 2010 not covered by the Inquiry, namely socio-economic inequality and poverty and implications and pressure across all areas of the Council. The need for the Council to be mindful of and respond to the Equalities and Human Rights Commission report 'Is Wales Fairer 2018' was stressed, and should feed into the Council's Equality Plan. It was suggested that this topic could be discussed, as a key theme, with relevant Cabinet Members when they attend for question and answer sessions.

The Committee noted that a Special Scrutiny Programme Committee was scheduled for 1 August 2019 for consideration of the Housing Commissioning Review.

The next Cabinet Member Q & A session would be with the Cabinet Member for Business Transformation & Performance on 12 August 2019.

Agreed that:

- 1) the draft work programme for 2019/20 be agreed.
- 2) a new Performance Panel be set up on Natural Environment with the terms of reference as set out in Appendix 6 of the report.

3) expressions of interest be invited from non-executive councillors to participate in the new inquiry / working groups.

22 Membership of Scrutiny Panels and Working Groups.

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

The Performance Panels had been asked to appoint their conveners for the 2019/20 municipal year and the Committee noted the following: -

- Councillor Lyndon Jones be appointed as Convener of the Education Performance Panel
- Councillor Peter Black be re-appointed as Convener of the Adult Services Performance Panel
- Councillor Chris Holley be re-appointed as Convenor of Service Improvement & Finance Performance Panel
- Councillor Paxton Hood-Williams be re-appointed as Convenor of the Child & Family Services Performance Panel

Resolved that the following be agreed: -

- 1) Child & Family Services Performance Panel – Add Councillors Erika Kirchner and Wendy Lewis.
- 2) Development & Regeneration Performance Panel – Add Councillor Will Thomas
- 3) Education Performance Panel – Remove Councillor Fiona Gordon.
- 4) Natural Environment Performance Panel – the membership, as outlined at Paragraph 4 of the report, be noted. The Convener would be appointment at the first meeting of the new panel.

23 Scrutiny Letters.

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

There was a discussion further to the Letter to the Cabinet Members for Better Communities dated 3 June 2019. The discussions focused on the Weed Spraying Programme, and Council funding of organisations to support projects such as 'Faith in Families' beneficiaries of Welsh Government Legacy Fund which is being phased out.

The Deputy Chief Legal Officer stated she would look at the funding streams for 'Faith in Families' and report back at the next Scrutiny Programme Committee.

Resolved that the scrutiny letters log be noted.

24 Audit Committee Work Plan (For Information).

The Audit Committee Work Plan was **noted**. The importance of Committee's awareness and close working was highlighted to avoid duplication / gaps in activity.

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

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

A Special Scrutiny Programme Committee which was originally scheduled for the 29 July 2019 had been rearranged to 1 August 2019.

The meeting ended at 5.10 pm

Chair

Agenda Item 6



Report of the Chair

Scrutiny Programme Committee – 12 August 2019

Cabinet Member Question Session

Purpose:	To enable the Committee to question Cabinet Members on their work. The Committee's questions will broadly explore Cabinet Members' priorities, actions, achievements and impact in relation to areas of responsibility.
Content:	The following Cabinet Member will appear before the Committee to participate in a question and answer session: a) Councillor Clive Lloyd, Cabinet Member for Business Transformation & Performance
Councillors are being asked to:	<ul style="list-style-type: none">• Question the Cabinet Member on relevant matters• Make comments and recommendations as necessary
Lead Councillor:	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer:	Tracey Meredith, 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:	Amanda Thomas

1. Introduction

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

Cllr Rob Stewart	- Economy & Strategy (Leader)
Cllr Clive Lloyd	- Business Transformation & Performance (Deputy Leader)
Cllr Alyson Pugh	- Better Communities - People
Cllr Andrew Stevens	- Better Communities - Place
Cllr Mark Child	- Care, Health & Ageing Well
Cllr Elliot King	- Children Services - Early Years

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

1.2 By acting as a 'critical friend' scrutiny has the opportunity to challenge the Cabinet and individual cabinet members on their actions and performance in relation to their areas of responsibilities.

1.3 Cabinet Member Question Sessions have become a main feature of Committee meetings. At least one cabinet member is scheduled to appear at each monthly Committee meeting, ensuring all Cabinet Members appear before the Committee over the course of a year, in order to ask questions on their work. Questions will focus on their priorities, actions, achievements and impact.

2. Cabinet Member Question Session

2.1 The following Cabinet Member will appear before the Committee:

a) Councillor Clive Lloyd, Cabinet Member for Business Transformation & Performance

2.2 Councillor Lloyd is Deputy Leader of the Council and has the following specific portfolio responsibilities:

- Agile Rollout Programme Lead
- Community Safety
- Contact Centre
- Equalities & Diversity
- Financial Services
- Health & Safety Policy
- Human Resources
- Information & Business Change (inc. Better ICT)
- Leader's Representative on Public Services Board (PSB)
- Legal Services
- Modernisation of Council Services
- Organisational Development
- Pensions Lead
- Performance Management & Improvement
- Procurement & Frameworks
- Risk & Resilience
- Strategic Estates & Property Management Lead
- Sustainable Swansea - Fit for the Future Programme Lead

NB - All Cabinet Members have shared responsibility for Lead Elements of Sustainable Swansea & Poverty Reduction

3. Approach to Questions

3.1 At each Cabinet Member Question Session the Committee will generally ask Cabinet Members about:

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

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

- Well-being of Future Generations Act – impact on their work / decisions e.g. what they are doing to achieve the well-being goals and ways of working, e.g. focus on long-term thinking, collaboration / involvement etc.; any regional / collaborative working relevant to their portfolio responsibilities.
- Public Services Board (PSB) – their relationship with the work of the PSB; how the PSB impacts on their portfolio and how it is making a difference etc.
- Poverty Reduction – their contribution to the commitment to tackle poverty.
- Sustainable Swansea – their contribution to the transformation programme.

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

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

- Follow up, where necessary, on progress with relevant Scrutiny Working Group recommendations to assess impact / outcomes
- Raise any outstanding actions in respect of any other scrutiny activities / recommendations.

- Ask about future key decisions so the Committee can identify any issues which they may want to discuss at an earlier stage than cabinet reporting.
 - Encourage Cabinet Members to consider reporting to scrutiny / consulting on significant issues and planned decisions at an early stage to enable views of scrutiny to be taken.
- 3.5 Following each session the chair will write to Cabinet Members in order to capture the main issues discussed, views expressed by the Committee, and any actions for them to consider.
- 3.6 If the Committee wishes to conduct more detailed scrutiny of any of the issues raised during the Q & A session then this should be agreed through the normal work planning process and planned for a future meeting. This will also allow proper time for preparation.

4. Previous Scrutiny

- 4.1 The correspondence with Cllr. Lloyd following last year's Q & A session (September 2018) is attached. Taking account of any portfolio changes since last year, the following issues still relevant to the current portfolio were discussed, and Committee Members may wish to follow up:
- Pension Fund
 - Commissioning Reviews
 - Agile Working
 - Risk & Resilience
 - Budget
 - Civic Centre
 - Liberty Stadium Lease Agreement
 - Council Modernisation
 - Strategic Estates & Property Management
 - Capital Programme, and
 - Zero-Hour Contracts.
- 4.2 Members may also wish to follow up, as necessary, on the Cabinet Member's engagement with relevant Scrutiny Panels / Working Groups over the past year:
- Service Improvement & Finance – Having responsibility for Performance Management & Improvement and Financial Services, Councillor Lloyd is involved on an on-going basis with the work of the Service Improvement & Finance Scrutiny Performance Panel. The Panel has written to Councillor Lloyd about various matters, including Corporate Complaints, and the Wales Audit Office report on Local Government Use of Data.

- Public Services Board – Councillor Lloyd is designated as the Leader’s Representative on Public Services Board (PSB). Councillor Lloyd attended the most recent PSB performance panel to provide an update on the new Governance Review and the Annual Report 2017/18.

5. Future Scrutiny

5.1 The Committee should note that the Cabinet Members will be engaged in the following planned / future activity:

- Service Improvement & Finance Performance Panel – Councillor Lloyd will continue to be involved in the Panel’s work / Councillor Lloyd reports annually to the Service Improvement & Finance Performance Panel on End of Year Performance Monitoring Report, Corporate Complaints Annual Report, Charges and from this year the Equality Review Report. Future scrutiny may also include upcoming WAO reports.
- Public Services Board – Councillor Lloyd will be invited to PSB meetings and written to after each one.
- Equalities Inquiry Follow Up – Councillor Lloyd is now portfolio lead for equalities and will therefore be involved in responding to the scrutiny recommendations and providing follow up report(s) as required.
- Staff Health & Well-Being – As lead for the Agile Rollout Programme, Health & Safety, Human Resources & Organisational Development, Councillor Lloyd will be involved in scrutiny discussion by the Staff Health & Well-being Scrutiny Working Group.

6. Other Questions

6.1 For each Cabinet Member Q & A Session the Committee invites members of the public and other scrutiny councillors (not on the Committee) to suggest questions. It is up to the Committee how to deal with any suggested questions within the Session.

6.2 On this occasion, the Committee has been requested by a councillor not on the Committee to ask the Cabinet Member about:

- What is being done about safety for children around our schools.
- What can be done by the Council to get some sort of financial banking services to come to the communities that have lost all their banks.

7. Next Session

7.1 The next scheduled Cabinet Member Question Session, on 9 September, is with the Cabinet Member for Homes & Energy, Councillor Andrea Lewis. The Committee should identify specific questions / key themes, which it wishes to cover in that session. Based on previous discussion the Committee may wish to focus on the following:

- Homelessness Strategy & Action Plan Progress
- Council Housebuilding
- Housing Commissioning Review Progress

7.2 As usual, all scrutiny councillors and members of the public will be able to suggest questions.

8. Legal Implications

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

9. Financial Implications

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

Background Papers: None

Appendices:

Appendix 1: Key Headlines: Cabinet Member for Business Transformation & Performance

Appendix 2: Previous Correspondence



Report of the Cabinet Member for Business Transformation and Performance, Cllr Clive Lloyd

Scrutiny Programme Committee – 12 August 2019

Key Headlines: Cabinet Member for Business Transformation and Performance

Purpose: This report outlines notable activities and achievements in terms of ensuring the delivery of key priorities within the Business Transformation and Performance portfolio. It describes key activities within the portfolio and how they are implemented in line with the Well-being of Future Generations Act. The report also identifies objectives, key challenges and decisions which are anticipated for Cabinet over the next 12 months.

Report Author: Suzy Richards

Finance Officer: Paul Roach

Legal Officer: Debbie Smith

Equality Officer: Rhian Millar

For Information

1.0 The Portfolio for Business Transformation and Performance

1.1 Key responsibilities within the portfolio include;

- Agile Rollout Programme Lead
- Community Safety
- Contact Centre
- Equalities & Diversity
- Financial Services
- Health & Safety Policy
- Human Resources
- Information & Business Change (inc. Better ICT)
- Legal Services

- Modernisation of Council Services
- Organisational Development
- Pensions Lead
- Performance Management & Improvement
- Poverty Reduction
- Procurement & Frameworks
- Risk & Resilience
- Strategic Estates & Property Management Lead
- Sustainable Swansea Fit for the Future Programme Lead

1.2 This report highlights the progress made in relation to key priorities within the portfolio and other notable achievements. The report also considers the impact of the Well-being of Future Generations Act (Wales) 2015 and Swansea's PSB on the delivery of key activities within this portfolio.

2.0 Sustainable Swansea - Fit for the Future

2.1 An Annual Review has been undertaken and the programme subsequently revised. As a result, revised governance is in now place in the form of a Re-Shaping Board. A new programme has been developed with three tiers of projects: Continuous improvement, New Models of Delivery and Re-shaping Reviews. New areas of focus form the Future Council strand including regional working and workforce development.

2.2 Seventeen commissioning reviews have been undertaken. Fifteen of these review are in implementation, one new review is underway and one has been adjusted for new statutory legislation. Cross-cutting reviews in now in their second year of delivery.

2.3 In the year ahead delivery of the programme will be taken forward. In particular there will be a focus on increasing communication of what Sustainable Swansea is delivering and the impact. The Future Generation's Commissioner's Frameworks have been used to guide the implementation of programmes.

3.0 Agile Programme

3.1 The roll out of agile and mobile working has been a key focus over the past year. The transition to enable staff to work more flexibly is ongoing and is being rolled out to the Guildhall end of the year. The programme has helped release significant space which has facilitated partnership working and income generation. In addition, staff are able to work more effectively reducing the need for business travel to meetings and reducing commuting to work. These trends lead to positive impacts on carbon emissions, work life balance and finance. The logical next step of the agile programme is to move towards an outcome based approach to working as opposed to a time based system. Three teams are currently piloting this new way of working.

3.2 Moving forward there will be a further roll out and embedding of these key corporate changes. A Report is planned on Heads of Terms for released accommodation. The potential annual income is estimated at around £500,000. The Agile Programme's use of sustainable development principles has been used as a national case study to exemplify good practice by the Future Generations Commissioner. Significant collaborative opportunities are being taken forward working with public sector partners.

4.0 Strategic Estates & Property Management Lead

4.1 This service has experienced significant challenges due to the requirement to maximise returns on both revenue and capital in the context of reducing staff resources. However, through the recently created Property Investment Board, a commercially minded approach has led to major successes in terms of investment acquisitions generating in excess of £600,000 per annum. Continued activity is taking place on disposals alongside the investigation of the feasibility of a proactive approach to development.

4.2 Moving forward there will be specific actions relating to the proposed completion of a major office investment acquisition. Proposals for major land sale will be finalised and a report to Cabinet on Prior Information Notice responses for a potential development joint venture.

5.0 Information and Business Change (Inc. ICT)

5.1 Achievements this year include the development of the Digital Inclusion Strategy and attainment of security certification and accreditations including Public Service Network certification and Cyber Essentials Plus with a 'silver' award.

5.2 Over 119 projects have been in flight since the beginning of the year, 24 of which have already been completed. Other highlights include the digital roll out of Office 365 tools to support agile and mobile working and the delivery of a new Customer Relationship Management system. A new secure website for free childcare and a digital application to support the Fleet Wheel Service have been delivered.

5.3 The Council's core infrastructure has been improved and increased. The implementation of new digital systems in services has improved processes and reduced licence costs, e.g. for checking and validating care home invoices. We are working regionally and pan-Wales including for the new schools Investment Grant for Digital. Implementation has begun of the all-Wales integrated social care and health system.

5.4 Our work is informed by future trends and analysis of changing technology and future generations, including changing demographic data and digital inclusion. The next year will see the revision of our Digital Strategy.

6.0 Financial Services

- 6.1 The Minimum Revenue Provision (MRP) Policy Statement Review has been successfully delivered. This responded to a change from regulation to guidance on how local authorities account for capital expenditure on assets with a life expectancy of over one year.
- 6.2 The Well-being of Future Generations Act was explicitly considered as a material factor influencing this change in policy. The adoption of 'prudent annual charge' will reduce the historic liability on future generations and generate short term savings. For the 2018/19 financial year and for the period of the Medium Term Financial Plan 2019/20 to 2022/23, revenue savings of circa £2.7 million per annum are projected.
- 6.3 This year Financial Services achieved the fastest ever accounts closure meeting challenging new deadlines. It is an achievement that core services maintained in face of reducing real terms budgets. The service budget significantly underspent contributing to overall council budget position.
- 6.4 The Council has undertaken substantial borrowing to lock in at historically low rates of interest to protect future generations who will benefit from large scale planned capital investment. Moving forward the focus is to continue to maintain services and to live within budget.

7.0 Pensions

- 7.1 In January 2019, the City & County of Swansea Pension Fund became one of the first Pension Fund's in the UK to adopt an Environmental, Social & Governance policy which commits the pension fund to reduce its already low exposure to carbon based fossil fuel investments by up to 50% over the next 4 years. In doing so, it accepts that investing in new green energy, infrastructure and socially responsible investments offers the best sustainable financial return for members of the pension fund over the long term.
- 7.2 Alongside its carbon reduction programme in its listed equity portfolio, the fund also actively seeks to invest in energy-efficient infrastructure projects (renewables, solar, alternative fuels) and clean tech in other parts of its portfolio, always seeking to optimise its return, whilst having a positive environmental impact.
- 7.3 Swansea is a member of the Wales Pension Partnership and continues to work closely with the other seven pension funds. Swansea also represents all Welsh Treasurers on the CIPFA Pensions Panel for England and Wales

7.4 Pension assets are now in excess of £2 billion. In future continued pooling will take place with the Wales Pension Partnership. There is scope for exploring greater infrastructure investment exposure. Planned Government changes regarding the exit cap and revaluation cycles for pension funds will require a response. While we will respond to growing calls for climate emergency action whilst preserving our core duty to achieve return and protect member pension fund assets whilst delivering the Environmental Social and Governance policy. This Policy explicitly recognises the duty on protecting future generations around exposure to carbon, climate change emergency, and the government aim of net zero carbon by 2050.

8.0 Performance Management and Improvement

8.1 Corporate Performance indicators have been reviewed for 2019/20 following the publication of the refreshed Corporate Plan, including performance indicators to measure the new Corporate Well-being Objective on Natural Resources and Biodiversity.

8.2 It has been challenging to identify appropriate and suitably robust performance indicators to fully and quantitatively measure the Council's contribution to improving environmental well-being through the new Corporate Well-being Objective on Natural Resources and Biodiversity. Work will continue to explore further data development opportunities during 2019/20.

8.3 The Council's End of Year 2018/19 Performance Monitoring Report and the Annual Review of Performance 2018/19 report will be approved at Cabinet on 15th August and 17th October respectively. Performance is measured through the lens of the sustainable development principle's five ways of working and contribution to the national well-being goals.

9.0 Risk and Resilience

9.1 Work has continued during 2019/20 to improve compliance to the Council's Risk Policy and Framework, which has been regularly kept under review by the Audit Committee. This includes the establishment of an internal steering group to help manage the risks to the Council associated with the UK's decision to exit the European Union.

9.2 A new Risk Register application has been developed and has been tested prior to being rolled out incrementally across the Council. Progress and optimum development of the application has been somewhat hampered by available ICT resources and competing priorities for the ICT service. However, roll out will provide opportunities to improve compliance to the Council's Risk Policy and Framework and progress the timeliness and quality of risk information recorded in the Council's risk registers.

9.3 The Council's ability to manage the risks associated with Brexit has, as with other public bodies, been limited by the uncertainty on the likely outcome from the UK's negotiations with the EU. The Council has sought however to prepare as far as possible and has followed the lead of the WLGA and Welsh / UK Governments and liaised with others in order to do this as comprehensively as possible.

9.4 The Council has specifically considered longer-term strategic risks and trends when undertaking the annual review of Corporate Risks ready for 2019/20 in line with the Future Generations Act.

10.0 Human Resources and Organisational Development

10.1 The Council has maintained and improved upon delivery of strategic Human Resources and Organisational Development services within new operating model and reduced resources. The Service has led on the successful recruitment of senior management appointments. It is implementing a programme for the review and delivery of human resources policies. A pay award was delivered for 2019/20. In addition, a new Employee Benefits Programme has been introduced.

10.2 Over the coming year, we will continue to maintain and improve delivery of operational and strategic services within budget. It is expected that proposals for savings on employee costs and Pay Policy will be taken to Cabinet/ Council. This will consider recommendations identified by the Equalities Scrutiny Enquiry Panel. Informal discussions will be held with Councillors regarding a response to the National Living Wage.

10.3 Our contribution to 'A Prosperous Wales' can be demonstrated through the introduction of an apprenticeship policy and review of our approach to recruitment to support employment opportunities in the Council for our residents.

10.4 We are piloting flexible working with a key indicator to reduce business travel and, therefore, carbon emissions which contributes to 'A Resilient Wales'. We work to ensure that our pay mechanisms and policies are in line with equalities measures and ensure progress in closing the gender pay gap. This contributes to 'A More Equal Wales'. While we have established a Welsh Language Training and Support Group to develop and encourage the use of the Welsh language in the workplace contributing to 'A Wales of vibrant Culture and Thriving Welsh Language'.

11.0 Health and Safety

11.1 The Corporate Health, Safety, Emergency Management and Wellbeing Service is a specialist integrated unit, providing professional support, advice and the ability to respond to accidents, emergencies and liaison with emergency services and other agencies on behalf of Swansea Council (SC).

- 11.2 It is a designated category one responder under the Civil Contingencies Act and Competent person/advisor under the Health & Safety at Work Act and subordinate legislation. The service is now sub divided into 6 teams since the inclusion of Community Safety in June this year and two unique volunteer services, namely Helping Hands and Bully Buddies which are trained and managed by the Stress Management & Counselling team.
- 11.3 The service also develops and monitors the delivery of two corporate action plans on behalf of the Authority. Namely the Health, Safety & Wellbeing action plan which is submitted to the Health & Safety Executive (HSE) and an annual Emergency Management plan to ensure the Council is legally compliant and ready to respond to and recover from any major incident.
- 11.4 The forward work plan includes A Major incident Exercise, Rest Centre Exercise, COMAH Exercise, Brexit planning and response, partnership working to improve high street, and more on-line development,. Brexit will again become a significant resource challenge in the Autumn and beyond
- 11.5 Across the service, almost everything is geared towards the Well-being of Future Generations Act, from training and development, staff and public safety, organisational and community resilience, responding to emergencies, community cohesion, support to the private sector, supporting regeneration work and wellbeing initiatives from the Stress Management, Occupational Health and Helping Hands services, we're looking at increasing collaboration with partners, particularly the universities, safer Swansea partnership, and Civil Service Sports Council
- 12.0 Poverty**
- 12.1 A commitment has been made to establish a Swansea Poverty Truth Commission, bringing together civic leaders and key decision makers with people with lived experience of poverty. Cllr Lloyd and Cllr Pugh are championing the PTC and will become Commissioners. The Start Up Group is to be established in July 2019
- 12.2 Swansea Working providing a single entry point to employability support in Swansea. There has been greater internal collaborative working, utilising the 'Policy in Practice' data set to target households with specific offers of support. Swansea's first Learning Festival took place comprising over 200 events with 9,000 people taking part in activities. A Pension Credit take-up campaign targeting mixed aged couples regarding changes to government policy from 15 May 2019 has been implemented. The internal Swansea Poverty Forum has been re-established with the Deputy Chief Executive as Chair.

- 12.3 In the next year 'Policy in Practice' Data will be used to target households regarding the Welsh Government's Child Care Offer, and Swansea Working employability support. Swansea Working partnership will be working with Swansea Prison to support suitable inmates to be ready for work. This work supports Swansea PSB 'Stronger Communities' Local Well-being Objective.

13.0 Equalities and Diversity

- 13.1 The new publication of the Annual Equality Report 2018/19 will take place following approval at Cabinet on 19th September 2019. A network of Equality Champions are in place across Council services and are proving a means of integrating equalities best practice.
- 13.2 A Scrutiny Inquiry into Equalities and Diversity has been undertaken and recommendations will significantly inform the revised Strategic Equality Plan 2020/24. The Council will soon start the development of the Strategic Equality Plan to be published in 2020. The Plan will need to be an appropriate response to the Scrutiny Inquiry into Equalities that took place during 2018/19, as well as address the key issues outlined in the EHRC publication 'Is Wales Fairer?' The new Strategic Equality Plan will demonstrate appropriate linkages to the sustainable development principle.
- 13.3 Plans for this year include the development of a new co-production strategic framework for the whole Council.

14.0 The Contact Centre

- 14.1 The Welsh Translation Unit and Complaints have moved over to Customer Services. This team is exploring new ways of working and partnership approaches to meet a challenging volume of work. The third Welsh Language Annual Report completed and is online with good progress continuing on implementing the standards.
- 14.2 The Contact Centre is seeing a significant channel shift with more people using online. Moving forward, a revised Customer Contact Strategy linking with the Digital Strategy will be developed. Taking account of the long term underpins changes in customer contact, including the Welsh translation services that enable a thriving Welsh language. Our strategies are informed by future trends analysis and changing demand as a result of new digital technologies.
- 14.3 This year has seen the roll out and embedding of GDPR and first annual report of the Data Protection Officer.

15.0 Community Safety

- 15.1 A Critical Incident Task & Finish Group has been established to address issues and concerns on the High Street. This will use the seven national well-being goals and five ways of working as an approach. This links to a Street Vulnerability Multi Agency Risk Assessment Conference (MARAC) supporting 24 individuals.
- 15.2 An Anti-Social Behaviour coordinator now attends IAA weekly so improved sharing of information and co-ordination is taking place with the Youth Justice Team, EVOLVE, Social Services and South Wales Police.
- 15.3 Safer Swansea have challenged the existing community safety priorities to consider whether our current crime prevention initiatives were relevant and effective. Swansea's Pupil Voice Forum facilitated a workshop and Q & A session to explore what young people saw as risks to them from a community safety standpoint. It was interesting to see that the themes identified did not reflect our current expectations or planning assumptions.
- 15.4 The crime prevention themes highlighted were bullying, safety online, respect/homophobia, healthy relationships, substance misuse and personal safety. These were significantly different to traditional community safety areas of anti-social behaviour and arson. Outcomes from this successful project will help inform our work, as there are good opportunities to take forward regarding awareness campaigns and future engagement.
- 15.5 Moving forward we need to consider our role in supporting the National Serious Violence Strategy and the establishment of a Violent Reduction Unit in Wales (Swansea has been identified as one of five violent crime hotspots).
- 15.6 A CCTV review and option appraisal paper is being prepared. The current system will fail within 18-36mths so this needs to be considered as part of the wider city centre regeneration project.
- 15.7 The High Street Critical Incident Task & Finish Group will be accountable to the Safer Swansea Partnership, who in turn, are accountable to the PSB. Elements of our programme of work will support the Local Well-Being Plan's – Stronger Communities Objective.

16.0 Swansea Public Services Board

16.1 For the past year, Cllr Lloyd has acted as Vice Chair of Swansea PSB and now chairs the PSB as it moves into a new phase of delivery. A review of governance and subsequent significant reform has taken place with new Terms of Reference and governance structure agreed. This change focuses on placing the four Local Well-being Objectives at the heart of the PSB, each co-ordinated by a Statutory member accountable for its delivery.

16.2 The PSB operates through working groups consisting of public services, third and private sector partners. Swansea PSB's first Annual Report was published in July and summarises the partnerships progress towards improving Well-being in Swansea through collective action.

17.0 Financial Implications

17.1 There are no financial implications associated with this report.

18.0 Legal Implications

18.1 There are no legal implications associated with this report.

19.0 Equalities Implications

19.1 There are no equalities implications associated with this report.



**To/
Councillor Clive Lloyd
Cabinet Member for Business
Transformation & Performance**

BY EMAIL

cc Cabinet Members

*Please ask for:
Gofynnwch am:*

*Direct Line:
Linell Uniongyrochol:*

*e-Mail
e-Bost:*

*Our Ref
Ein Cyf:*

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

Scrutiny

01792 637257

scrutiny@swansea.gov.uk

SPC/2018-19/4

16 October 2018

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member following the meeting of the Committee on 10 September 2018. It is about Pension Fund, Commissioning Reviews, Agile Working, Risk & Resilience, Budget, Civic Centre, Liberty Stadium Lease Agreement, Council Modernisation, Strategic Estates & Property Management, Capital Programme and Zero-Hour Contracts.

Dear Councillor Lloyd,

Cabinet Member Question Session – 10 September

Thank you for attending the Scrutiny Programme Committee on 10 September 2018 and answering questions on your work as Cabinet Member for Business Transformation & Performance.

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

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

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

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

Pension Fund

You were asked last year about progress with divestment of the Council's Pension Fund from fossil fuel companies. Following up on this, the Committee wanted to know current policy and whether any decision has been taken by the Pension Fund Committee. Bearing in mind the need for due diligence, we were interested to know what advice has been considered by the Pension Fund Committee regarding divestment.

You confirmed that the Pension Fund Committee has discussed the matter along with other considerations, not least the fiduciary duty of the Committee. We heard that workshops were held to ensure the Pension Fund Committee had full understanding of the issues, and had engaged with Friends of the Earth. You stated that officers had provided information to the Committee about the extent of investment in fossil fuel companies, which showed it was already 9% below average. Furthermore, in March 2018 Environmental Social Governance (ESG) Policy was adopted by the Committee which would mean a commitment towards a reduction by up to 50% over the next 5 years, and will be reviewed annually. You added that it was one of the first Pension Fund Committees in Wales to adopt such policy.

Committee members questioned the appropriateness of continued investment in fossil fuel companies, with growing concerns about climate change, and felt the extent and pace of change could be greater. You assured the Committee the position will be reviewed each year which may in the future lead to an acceleration of change depending on information and circumstances at that time.

Commissioning Reviews

You spoke about work on Commissioning Reviews, new models of delivery and lessons learnt, including feedback from scrutiny, that have helped to shape the new programme. The Committee is interested in post-implementation outcomes and effectiveness from completed Commissioning Reviews. It is important that the impact from Commissioning Reviews are closely monitored. We have scheduled to receive a report on this at the Committee meeting on 10 December and look forward to that discussion with you and relevant officers.

You mentioned the current 'Services in the Community' pilot project and engagement of Public Service Board partners in development of a Community Hub, which aims to co-locate and integrate a range of services provided by the Council and other key partners. We heard that this project (being piloted in Clydach) has featured significant involvement from Councillors, staff, trade unions, and residents / service users in the pilot design and delivery. This approach has informed the Council's Co-production Strategy and approach to future consultation and engagement.

You stated that that co-production was not new to the Council, as it was evident in some parts of the Council, however the focus was on developing and spreading the approach across the Council. Asking about progress you told us that things were at an early stage in this process.

Agile Working

Your written report to the Committee mentioned that the agile working programme is well underway with more than 400 staff at the Civic Centre now working in an agile environment. You talked about this representing a significant cultural / behavioural change for the Council and its employees. You acknowledged that it may have also represented a challenge to some, but you were confident that new ways of working were being embraced as they provided greater flexibility for staff and contributed to better work/life balance, particularly for those able to now work from home, and ultimately better productivity.

We asked about the impact on lone working policy in light of increased agile working and safeguards to protect staff. You clarified that agile working did not necessarily mean lone working. However, you told us that there is plenty of advice and support available to those that are now agile working. You stressed that managers are still responsible for employees and their working arrangements / whereabouts and wellbeing and safety, and they would ensure that there is regular contact between team members.

Risk & Resilience

You reported that Cabinet now has joint-ownership with Corporate Management Team of the Corporate Risks, with all Cabinet Members having access to the Council's Corporate Risk Register. We noted this is reviewed each month, and will be jointly reviewed by Corporate Management Team and Cabinet each quarter. As well as this the Audit Committee each quarter looks at the overall status of risk in the Council and is provided with access to the Corporate Risk Register.

Following a question you confirmed that the Council's Risk Register does incorporate risks relating to Brexit and the City Deal, and could elaborate further on this in writing. We felt it would be beneficial for the Corporate Risk Register be shared with all Councillors. We understood that it may be accessible on the Council's intranet site, but would appreciate if you could confirm where the Register can be viewed by all Councillors.

Budget

You highlighted to us the continuing difficult financial position and challenges facing the Council, and strategies to deal with this. You spoke about the ongoing Sustainable Swansea – Fit For the Future Programme, and the pressure to make financial savings. You recognised the need for greater consultation and engagement with residents and stakeholders on the future of the Council.

We expressed some concern about morale amongst staff, particularly on the front-line, with continued austerity and its impact on Organisational Development. It is very important for Cabinet Members and Corporate Management Team to engage with staff to ensure understanding and awareness of the decisions that are being taken. You recognised that there has been significant change in the last few years due to financial pressures and many experienced staff have left the organisation through early retirement and voluntary redundancy, resulting in more pressure on teams to deliver services with available reduced resources. We heard that budget events / road shows will continue to be organised, and staff surveys will help tell us how staff are feeling.

You felt a lot of good work has been done through the Innovation Programme with staff at all levels getting involved and sharing knowledge and experience to identify solutions, and the innovation community may need to be refreshed or re-invented to ensure it provides a way for staff to be better engaged and informed about the future of the Council. You accepted that more could be done by Cabinet Members / Councillors to be more visible and engage with staff. Despite difficult times, you spoke passionately about the need to develop an Organisational Development Strategy that makes the Council an attractive employer.

Civic Centre

We asked about the timetable for the sale of the Civic Centre and development plans. You stated that there were no immediate plans or timetable but the Civic Centre site was part of an overall programme of development in the City Centre. However this would follow other regeneration work that is planned, including the St. David's site e.g. digital arena.

You reported that in the meantime the introduction of agile working has released significant office space within the building – 2000m² to date. This has enabled a lease with Swansea University's School of Management, providing much needed income - £350k per annum of revenue income with a further £40k of savings on business rates for the Authority. You added that a lease agreement was also being negotiated with the Welsh Government for office accommodation, with the potential for more public sector partners taking space in the future as more is released. You estimated that a further 1400m² would be available by mid-2019.

You added that these would be short term deals and therefore would not negatively affect future development plans. You told us you would confirm the exact length of leases that have been given. Although no firm decisions have been made you confirmed that should development plans progress at the Civic Centre a site would be looked at for a new Civic Centre building. We are also interested in where the Archives Services would relocate to.

Liberty Stadium Lease Agreement

Following the lease agreement with Swansea City Football Club we asked about progress with the delivery of 3G pitches. You confirmed that as part of the lease agreement two full sized 3G pitches would be constructed every 5 years. We understood that due to the relegation of the Club from the Premier League in May the construction of any proposed, but unfunded 3G pitch would be postponed. However, you told us that you were looking at an alternative way forward to deliver on this policy commitment, though this will take longer than originally anticipated.

Council Modernisation

You spoke about the Digital Agenda and developments over the last 18 months, both for the public and for staff. For example you referred to improvements to the Council website, improvement to digital tools (e.g. Skype for Business, Office 365 & Office 2016), increased self-service capabilities, and implementing service specific digital projects such as the All Wales Community Care Information System which is integrating social care and health around service users / patients. You also highlighted that the resilience of ICT systems used by the Council have been strengthened, with new hardware installed to limit outages.

We asked about savings that have been realised from ICT projects and future projections from digital investment. You undertook to provide a written response.

Strategic Estates & Property Management

At the Q & A session with you last year we discussed the universal review of all council land which you told us was carried out to identify sites that could be marketed to generate capital and reduce revenue costs. We asked what progress has been made on this i.e. revenue received from sale of surplus land following this review. You agreed to confirm this in writing.

Capital Programme

We queried some information in your written report regarding the Swansea Bay City Deal. We understood from your report that the City Deal is progressing through the UK and Welsh Government's business case assessment process but your report then indicated that the business cases have been signed off, grant terms have been received and grants have been sent to the four Councils. You agreed to confirm current status in writing.

You also reported on future capital programme ambition and development of capital strategy in conjunction with technical developments proposed by CIPFA. You agreed to elaborate on this in writing.

Zero-Hour Contracts

Since our meeting I am also writing to you about concerns that have been expressed to me regarding the use of zero-hour contracts and a call for scrutiny to look at this. We are aware of the ruling administration's commitment to the UNISON's Ethical Care Charter which includes prohibition of zero-hour contracts, and that the Council has in recent past confirmed that no staff are employed on zero-hour contracts, although many are employed on casual / relief basis. However I am led to believe that there are staff on zero-hour contracts employed by partners, including Ambassador Theatre Group who are going to run the Indoor Arena, and Freedom Leisure, who have taken over the running of our Leisure Centres.

I would be grateful if you could provide some clarity to this. We would like you to confirm whether we have employees, either directly employed or by external partners, on zero-hour contracts. Could you also confirm whether any employees have annualised hours contracts.

Your Response

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

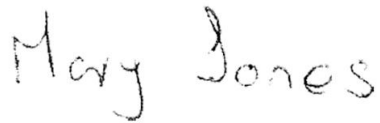
- how all Councillors can access the Corporate Risk Register;
- the exact length of lease for Civic Centre office space that has been given to partners;
- savings realised from ICT modernisation / digital investment and future projections;
- what revenue has been received from sale of surplus land following the universal review of all council land;
- clarify the current status of the Swansea Bay City Deal business cases / receipt of grant funding;
- indicate what technical developments have been proposed by CIPFA in relation to the development of capital strategy; and

- confirm the situation regarding employee contracts.

Please provide the response to this and any other comments about our letter by 6 November. We will then include both letters in the agenda of the next available Committee meeting.

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

Yours sincerely,

A handwritten signature in black ink that reads "Mary Jones". The letters are cursive and slightly slanted.

COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ cllr.mary.jones@swansea.gov.uk

Councillor Mary Jones
Chair
Scrutiny Programme Committee

BY EMAIL

Please ask for: Councillor Clive Lloyd
Direct Line: 01792 63 7443
E-Mail: cllr.clive.lloyd@swansea.gov.uk
Our Ref: CL/CM
Your Ref:
Date: 6th November 2018

Dear Councillor Jones

CABINET MEMBER QUESTION SESSION – 10TH SEPTEMBER

Thank you for your letter dated 16th October 2018 which you sent following my attendance at the September Scrutiny Programme Committee. My responses to your questions are as follows:

All Councillors Accessing the Corporate Risk Register:

Cabinet members and Audit Committee Members have access to the corporate risk register but unfortunately there are ICT limitations that would make it difficult to share access more widely with Members using the current system.

However, the Council is working on developing a new ICT solution that would enable all Members to have access to the Corporate Risk Register.

In the interim, Members will still be able to view the Corporate Risk Register, which is publically available and published in the Audit Committee Public Reports Pack.

Exact length of Lease for Civic Centre Office Space that has been given to Partners:

The lease Swansea University of part of the 3rd Floor of the Civic Centre runs until 31st January 2021.

Savings Realised from ICT Modernisation / Digital Investment and Future Projections:

A full review of benefits and savings is currently underway as part of the revised Digital Strategy, which will be presented to Cabinet in the New Year. This will include the new forward plan and will prioritise those digital developments that will deliver savings in the MTFP across all Directorates over the next four years and beyond.

Examples of savings and efficiencies already delivered include:

- Oracle Order Management for Fleet Wheel service: The Oracle Team built an application which enabled the Fleet Wheel Service to save £50k
- Accounts Payable Recovery Audit: Digital Services built a solution which will enable the business to recoup funds on late payment recovery. It is expecting to achieve refunds between £10k to £80k. This will be confirmed following data analysis
- Late Settlement Payments: This solution identifies late payments to remove late payment penalties. This enables efficiencies for the team with reduced resources
- Retrospective Purchase Orders: In 2016 an internal invoice processing analysis reported that retrospective purchase orders increase the cost of invoice processing. A new digital solution is now in place to monitor and drive down the cost of invoice processing
- Database Administration Management Changes within ICT: A new digital process has been developed which provides a saving of 2.5 days per system clone. This is equivalent to 70 days of officer times saving per year
- Domiciliary Care: A solution has been developed to enable automated checking of care home invoices to take validation from less than 1% of all received invoices to 100%
- Skype for Business (SFB): Rollout formed part of the agile working programme and enables staff and Councillors to use instant messaging, internet voice calls, video conferencing and virtual meetings. This new technology has enabled the Council to improve efficiency and effectiveness and will reduce travel time and expense claims, supporting the Transportation Service in their delivery of reducing both in and out of county travel claims
- Customer Relationship Management System (CRM): Digital Services developed a new system to replace the previous solution provided by Cardiff Council. This has realised a £70,000 savings per annum
- Linking and integrating of Systems: By integrating the council's environmental web forms directly into the back office system, almost 2000 service requests per month are being automatically logged in the system. Previously this was a manual exercise that could take as long as 2 minutes to enter per form. This has saved almost 70 hours of labour, two weeks' worth of effort per month
- Building Control: The Digital Services team has been responsible for data cleansing and migration of all existing building control data to the new system. The project has provided the service with the ability to make software licence savings from the old system
- Free Child Care – Child Provider Invoicing: The team developed a new secure web site which enables all child providers currently involved in the scheme to submit their invoices. The solution drastically reduces processing time from the current effort of two to three weeks per month, to one day.

What revenue has been received from sale of surplus land following the universal review of all Council land:

The Disposal programme is a four year rolling programme which identifies potential Council owned land that provides property disposal opportunities. The aim is to ensure maximum capital receipts in the shortest timescale. There are various strands to the programme which include the Universal Review i.e. smaller sites that have previously been identified as part of a portfolio wide review of the Council's property ownership which could provide opportunities to generate capital receipt. We are currently awaiting planning advice prior to bringing sites forward for disposal, which could be by auction. Whilst these have not been progressed as a priority due to the relatively low sums involved, a number of small sites are still actioned for disposal. Since April 2016 in excess of 40 small plots have been sold generating circa £300,000 of capital receipts.

The Current Status of the Swansea Bay City Deal Business Cases / Receipt of Grant Funding:

Although the report to the SPC stated that the City Deal Business Cases had been signed off by UK and Welsh Government, this was based on an optimistic view on my part that this would be completed by the time of my attendance. Although, the business case is still being assessed and no grant has yet been received from UK/Welsh Government, I am still optimistic that this will be completed over the coming weeks. I do apologise for this.

What Technical Developments have been proposed by CIPFA in relation to the development of Capital Strategy?

The Authority is already required to produce, consider and approve at Council:

- Revenue budget
- HRA Revenue budget
- Capital budget
- Medium term financial plan
- Treasury Management Investment Strategy and MRP Policy Statement

In formulating the above, the Authority must give due regard to The CIPFA Prudential Code which was developed by CIPFA (following the Introduction of the Prudential Framework in the Local Government Finance Act 2003) to provide a clear framework to support local authority decision making in relation to capital investment plans to ensure those plans are affordable, sustainable and prudent.

Following a revision of the Prudential Code in 2017, local authorities are now required to produce a 'Capital Strategy'. The purpose of the Capital Strategy is to firmly place decisions around borrowing in their context of the overall longer-term financial position of the authority and to provide improved links between the revenue and capital budgets. It seeks to tell a story that gives a clear and concise view of how a local authority determines its priorities for capital investment, decides how much it can afford and sets out its risk appetite, making clear links with its corporate plans and priorities and informed by its medium and long term funding position. It is recognised that no two authorities' capital strategies shall be alike. Council shall have the opportunity to

consider and debate this strategy alongside the other papers in its annual budget cycle deliberations.

Employment Contracts

The Council has no employees who are on zero-hour contracts. There are employees with casual/ relief contracts and they are covered by the Council's HR policy. This was discussed with the Transformation & Future Council Policy Development Committee (PDC) on 25th September where the following definitions on contractors was presented;

Definitions

- "Permanent";
 - employed as a permanent employee of the Authority
- "Temporary";
 - Employed for a fixed period of time
- "Relief/ Casual"
 - The Council's Casual Relief Employment Policy defines the relationship between the Authority and the individual and details the responsibilities of both parties upon entering into this contractual relationship.
 - It ensures there is an equitable and harmonised process in place to employ casual/relief staff
 - It enables individuals who are unable to commit to fixed or regular hours to undertake working arrangements which suit their personal circumstances and provides the Authority with an additional resource in order to react to organisational demands.
 - There is no obligation for employers to offer work, or for employees to accept it.
 - A Casual/Relief contract will give employment status for the duration of the assignment. And will have the same employment rights as regular employees, although they may have breaks in their contracts, which affect rights that accrue over time.

In respect of annualised contracts we currently have one employee on this type of contract working in our outdoor centres.

I am not in a position to comment on the employment status of our current or prospective partners but can advise that in relation to our agency workers, our corporate provider, Staffline advise that all their workers "are engaged on a contract for service, which means they have access to all available assignments they are suitable for. As an example, if we cannot provide enough hours on a particular assignment, workers will be offered assignments in other departments or organisations. Occasionally some workers only want the work allocated in certain environments and we will always prioritise what the worker wants, if it is available".

An E-learning Module on Ethical Employment in Supply Chains has been circulated for completion to selected staff which covers fair employment practices which complies with the Welsh Government Code of Practice in relation to “Unfair use of umbrella schemes and zero hours.

Yours sincerely



**COUNCILLOR CLIVE LLOYD DEPUTY LEADER & CABINET MEMBER FOR
BUSINESS TRANSFORMATION & PERFORMANCE**

Agenda Item 7



Report of the Chair

Scrutiny Programme Committee – 12 August 2019

Scrutiny Performance Panel Progress Report

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

1. Introduction

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

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

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

1.4 This report is about the following Performance Panel:

a) Service Improvement & Finance

To focus the discussion a short written report has been provided by the convener of the Panel, and is **attached**. This updates on work over since the last update was provide in January 2019. This includes a summary of Panel activities, correspondence between the Panel and relevant Cabinet Members, recommendations and impact.

1.5 The Service Improvement & Finance Performance Panel has a membership of 10, as follows:

Councillors:

Labour Councillors: 3

Phillip Downing	Des Thomas
Peter Jones	

Liberal Democrat/Independent Councillors: 4

Chris Holley (CONVENER)	Mary Jones
Lynda James	Jeff Jones

Conservative Councillor: 2

Paxton Hood-Williams	Brigitte Rowlands
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Uplands Councillor: 1

Irene Mann	
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2. Legal Implications

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

3. Financial Implications

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

Background Papers: None

Appendices:

Appendix 1 – Scrutiny Performance Panel Update

Service Improvement & Finance Scrutiny Performance Panel Update

1. Remit of the Panel

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

2. Introduction

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

3. Key Activities

The Panel held 5 meetings between February 2019 and July 2019. These meetings included a range of issues including budget monitoring, Annual Reports and Wales Audit Office Reports. This has resulted in 7 convener’s letters being sent to Cabinet Members. The issues covered were as follows:

February	<ul style="list-style-type: none"> • Budget Proposals
March	<ul style="list-style-type: none"> • Friends of Community Centres/Green Spaces Report • Corporate Complaints Annual Report 18/19
March	<ul style="list-style-type: none"> • Wales Audit Office Report – Welsh Housing Quality Standards • Welsh Library Standards Annual Report 18/19
May	<ul style="list-style-type: none"> • Commissioning Reviews – An Overview
June	<ul style="list-style-type: none"> • Wales Audit Office Report – Local Government Use of Data

4. Achievements / Impact

The continued close scrutiny of budgets has continued as again the Council has had a very challenging financial year in line with other Local Authorities. The monitoring of performance and the impact of these cuts has formed a large part of the Panel’s work. In addition to the annual reports and general performance monitoring, there has been the inclusion of reports compiled by the Wales Audit Office and their associated response and action plans for the Panel to consider.

The Panel has had a very busy year with some complex and substantial agenda items and has continued to provide effective scrutiny.

Budget and performance monitoring

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

Reserves: The Panel are still closely monitoring the Council's reserves and what they are allocated against. We are concerned about this issue and will be visiting the issue on a regular basis.

Budget: The Panel understand that difficult decisions need to be made in respect to the budget again this year but the Panel will be looking intently at the changes and impact of these decisions including the formal budget meetings in February. We will be asking service groups for their views and impact on their services.

Wales Audit Office Reports: the Welsh Housing Quality Standards Wales Audit Office Report came to the Panel in March along with the associated response and action plan. The Panel were very pleased with all of the progress made to date and praised the team for their hard work and commitment to the WAO recommendations. We expect more to come to the Panel in the coming year.

Libraries: The Panel were concerned about the changes to library services as they form integral 'hubs' and a wealth of information for communities. The Panel met with the relevant Cabinet Member in March and are disappointed by the changes in hours. We will be minded to look again at the impact of this service change.

Capital Spend: The Panel are monitoring the Capital Spend closely and the impact of this on performance. They are also looking at any slippage in the Capital Spend and will be asking questions relating to this. We are concerned about how performance has not improved. The Panel are looking to set up a working group to look at how capital spend it being undertaken and have greater scrutiny

Well-being and Future Generations Act: As a SIF Panel we are looking to see how the WBFGA principles are being embedded into policies and decisions from a finance and performance perspective.

5. New Items

The Panel also have some new items coming to the Panel for monitoring in the remainder of this year, including but not limited to;

- Equality Review Report
- Archives
- Wales Audit Office Reports

Agenda Item 8



Report of the Chair

Scrutiny Programme Committee – 12 August 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:	Amanda Thomas

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 Development & Regeneration Performance Panel.

ADD Councillor Philip Downing

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

Labour Councillors: 5

Philip Downing	Peter Jones
Joe Hale	Mike White
Terry Hennegan	

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

3. Performance Panel Conveners

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

Performance Panel	Convener
Development & Regeneration (17 July)	Councillor Jeff Jones (re-appointed)

As with the other Performance Panel conveners, Councillor Jeff Jones will continue to attend Committee meetings as co-opted member, and be a member of the Public Services Board Scrutiny Performance Panel.

NB – the first meeting of the Natural Environment Performance Panel will arranged as soon as possible, in order that a convener can be appointed and work plan discussed / agreed.

4. New Panels and Working Groups

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

- Inquiry Panel
 - Procurement
- Working Groups
 - Brexit
 - Staff Health & Well-being
 - Road Safety

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

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. Membership List of Existing Scrutiny Panels / Working Groups

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

7. Legal Implications

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

8. Financial Implications

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

Background Papers: None

Appendices: None

APPENDIX 1

PROPOSED MEMBERSHIP LIST (as at 5 August 2019)

1. Inquiries:

Procurement Scrutiny Inquiry Panel (11)

Labour Councillors: 5

Philip Downing	Mary Sherwood
Mandy Evans	Mike White
Peter Jones	

Liberal Democrat/Independent Councillors: 3

Wendy Fitzgerald	Jeff Jones
Chris Holley (CONVENER)	

Conservative Councillors: 2

Lyndon Jones	Brigitte Rowlands
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Uplands Councillors: 1

Irene Mann	
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2. Working Groups:

Brexit Scrutiny Working Group (11)

Labour Councillors: 3

Peter Jones	Gloria Tanner
Paulette Smith	

Liberal Democrat/Independent Councillors: 4

Wendy Fitzgerald	Jeff Jones
Chris Holley	Mary Jones

Conservative Councillors: 4

David Helliwell	Myles Langstone
Lyndon Jones	Brigitte Rowlands

(Note – A convener will need to be identified / appointed by the Committee. Councillors Mary Jones, Chris Holley and Peter Jones have expressed interest in acting as convener)

Staff Health & Well-being Scrutiny Working Group (13)

Labour Councillors: 9

Cyril Anderson	Hazel Morris (CONVENER)
Mike Durke	Paulette Smith
Louise Gibbard	Gloria Tanner
Joe Hale	Lesley Walton
Yvonne Jardine	

Liberal Democrat/Independent Councillors: 4

Chris Holley	Susan Jones
Lynda James	Cheryl Philpott

Road Safety Scrutiny Working Group (13)

Labour Councillors: 3

Philip Downing	Mike White
Louise Gibbard	

Liberal Democrat/Independent Councillors: 6

Mike Day	Chris Holley
Wendy Fitzgerald	Lynda James
Kevin Griffiths	Susan Jones

Conservative Councillors: 3

Steve Gallagher	Linda Tyler-Lloyd
Lyndon Jones	

Uplands Councillors: 1

Irene Mann	
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(Note – A convener will need to be identified / appointed by the Committee)

**SCRUTINY PANEL / WORKING GROUP
MEMBERSHIP LIST (as at 5 August 2019)**

1. Current Inquiries:

**Equalities
Scrutiny Inquiry Panel (9)**

Labour Councillors: 6

Mandy Evans	Yvonne Jardine
Louise Gibbard (CONVENER)	Hazel Morris
Terry Hennegan	Erika Kirchner

Liberal Democrat/Independent Councillors: 1

Susan Jones	
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Conservative Councillor: 1

Lyndon Jones	
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Uplands Councillor: 0

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Cooptees: 1

Dr. Gideon Calder	
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2. Follow Up of Completed Inquiries:

Regional Working Scrutiny Inquiry Panel (8)

Labour Councillors: 4

Joe Hale	Mo Sykes
Mandy Evans	Mike White

Liberal Democrat/Independent Councillors: 2

Chris Holley	Mary Jones
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Conservative Councillor: 2

Lyndon Jones (CONVENER)	Brigitte Rowlands
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Uplands Councillor: 0

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Natural Environment Scrutiny Inquiry Panel (9)

Labour Councillors: 4

Louise Gibbard	Peter Jones (CONVENER)
Yvonne Jardine	Hazel Morris

Liberal Democrat/Independent Councillors: 2

Wendy Fitzgerald	Jeff Jones
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Conservative Councillor: 2

Paxton Hood-Williams	Will Thomas
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Uplands Councillor: 1

Irene Mann	
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3. Performance Panels:

Service Improvement & Finance Scrutiny Performance Panel (10)

Councillors:

Labour Councillors: 3

Phillip Downing	Des Thomas
Peter Jones	

Liberal Democrat/Independent Councillors: 4

Chris Holley (CONVENER)	Mary Jones
Lynda James	Jeff Jones

Conservative Councillor: 2

Paxton Hood-Williams	Brigitte Rowlands
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Uplands Councillor: 1

Irene Mann	
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Education Scrutiny Performance Panel (16)

Councillors:

Labour Councillors: 5

Cyril Anderson	Beverley Hopkins
Mike Durke	Hazel Morris
Louise Gibbard	

Liberal Democrat/Independent Councillor: 3

Mike Day	Susan Jones
Lynda James	

Conservative Councillor: 5

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

Uplands Councillor: 0

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Other:

Statutory Co-opted Members: 3

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

Child & Family Services Scrutiny Performance Panel (10)

Councillors:

Labour Councillors: 7

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

Liberal Democrat/Independent Councillors: 2

Kevin Griffiths	Susan Jones
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Conservative Councillor: 1

Paxton Hood-Williams (CONVENER)	
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Uplands Councillor: 0

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Public Services Board Scrutiny Performance Panel (fixed Panel)

Councillors:

Mary Jones (CONVENER)	Chair of Scrutiny Programme Committee
Terry Hennegan	Vice-Chair of Scrutiny Programme Committee
Lyndon Jones	Convener of Education Performance Panel
Chris Holley	Convener of Service Improvement & Finance Performance Panel
Peter Black	Convener of Adult Services Performance Panel
Jeff Jones	Convener of Development & Regeneration Performance Panel
Paxton Hood-Williams	Convener of Child & Family Services Performance Panel
Name to follow	Convener of Natural Environment Performance Panel

Other:

Partner Representatives: 3

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

Coopteers:1

Cllr Peter Jones (for duration of Natural Environment Scrutiny Inquiry)

Adult Services Scrutiny Performance Panel (14)

Councillors:**Labour Councillors: 7**

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

Liberal Democrat/Independent Councillors: 4

Peter Black (CONVENER)	Jeff Jones
Chris Holley	Susan Jones

Conservative Councillor: 1

Paxton Hood-Williams	
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Uplands Councillor: 0

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Coopteers: 2

Tony Beddow	Katrina Guntrip
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Development & Regeneration Scrutiny Performance Panel (15)

Councillors:**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 Councillor: 4

Steve Gallagher	Paxton Hood-Williams
David Helliwell	Will Thomas

Uplands Councillor: 0

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Cllr Phil Downing to be added – report to SPC 12 Aug

Natural Environment Scrutiny Performance Panel (12)

Councillors:

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 Councillor: 3

Brigitte Rowlands	Linda Tyler-Lloyd
Will Thomas	

Uplands Councillor: 1

Irene Mann	
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4. Other Panels / Working Groups:

Digital Inclusion Scrutiny Working Group (6)

Labour Councillors: 3

Louise Gibbard	Lesley Walton (CONVENER)
Hazel Morris	

Liberal Democrat/Independent Councillors: 2

Chris Holley	Jeff Jones
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Conservative Councillors: 1

David Helliwell	
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Uplands Councillor: 0

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Agenda Item 9



Report of the Chair

Scrutiny Programme Committee – 12 August 2019

Scrutiny Work Programme 2019/20

Purpose	This report presents the agreed Scrutiny Work Programme for 2019/20, which the Committee is responsible for monitoring.
Content	The agreed 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 attached.
Councillors are being asked to	<ul style="list-style-type: none">• plan for the committee meetings ahead• consider opportunities for pre-decision scrutiny• review the scrutiny work programme (including progress of current Panels and Working Groups)• consider the public request for scrutiny (see para 5).
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:	Amanda Thomas

1. Introduction

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

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

1.3 The broad aim of the scrutiny function is to:

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

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

It also needs to be:

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

2. Scrutiny Work Programme 2019/20

- 2.1.1 Following discussion at the committee meeting on 8 July the agreed scrutiny work programme for 2019/20 is set out in **Appendix 1**.
- 2.1.2. The following paragraphs break down the work programme by specific ways of working to provide a brief overview.
- 2.2 Scrutiny Programme Committee:
- 2.2.1 The Committee work plan for the year ahead is attached as **Appendix 2**. This should be kept under review to ensure it represents a robust

and effective plan. The plan includes a schedule of future Cabinet Member Question & Answer Sessions.

2.2.2 Committee members should review and confirm items for the next and future meetings giving specific consideration to who should attend so that meetings are always well planned and prepared for, e.g. information required and key questions that the Committee wishes to ask.

2.2.3 The main item(s) scheduled for the next Committee meeting on 9 September are:

- Cabinet Member Question Session: Cabinet Member for Homes & Energy - Councillor Andrea Lewis.

2.2.4 The Committee will have the opportunity to review priorities and introduce issues of concern as and when they arise, e.g. pre-decision scrutiny or call-in which may require extra meetings.

2.2.5 Pre-decision scrutiny – this is carried out by the Committee unless delegated elsewhere. The Committee is invited to consider the available information on future cabinet business and any opportunities for pre-decision scrutiny, taking into account strategic impact, public interest, and financial implications (see Cabinet Forward Plan attached as **Appendix 3**). Any requests will require discussion with relevant cabinet member(s) to confirm timescales and window of opportunity for scrutiny involvement. Pre-decision scrutiny enables scrutiny to develop understanding about and ask questions on proposed Cabinet reports to provide ‘critical friend’ challenge and influence decision-making.

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

2.3 Inquiry Panels:

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

In Progress / Planned	Completed (follow up stage)
1. Equalities (final report to be presented to Cabinet 19 Sep) 2. Procurement (initial meeting to be arranged)	1. Regional Working (Oct 2019) 2. Natural Environment (tba)

2.4 Performance Panels:

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

Performance Panel	Convener
1. Service Improvement & Finance (monthly)	Cllr. Chris Holley
2. Schools (monthly)	Cllr. Lyndon Jones
3. Adult Services (monthly)	Cllr. Peter Black
4. Child & Family Services (every two months)	Cllr. Paxton Hood-Williams
5. Development & Regeneration (every two months)	Cllr. Jeff Jones
6. Natural Environment (quarterly)	tbc
7. Public Services Board (multi-agency) (twice yearly)	Cllr. Mary Jones

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

2.5 Working Groups:

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

1. Brexit	3. Road Safety
2. Staff Health & Wellbeing	4. Digital Inclusion

2.6 Regional Scrutiny:

2.6.1 **Education Through Regional Working** - Swansea scrutiny is involved in a regional scrutiny arrangement with the six councils participating in the 'Education Through Regional Working' (ERW) school improvement consortium. A Scrutiny Councillor Group has been in existence since 2016 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 via Service Level Agreement. Swansea is represented by the chair of the Scrutiny

Programme Committee and convener of the Education Performance Panel. The next meeting, taking place on 23 September 2019, will be hosted by Ceredigion Council.

2.6.2 Swansea Bay City Region 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 Scrutiny Committee is serviced by Neath Port Talbot Council. The next meeting, taking place on 2 September 2019, will be hosted by Neath Port Talbot Council.

2.6.3 Launch of Joint Scrutiny Handbook - The Committee should note that recently there was a national launch of a Joint Scrutiny Handbook (second edition) which was attended by the Chair of the Scrutiny Programme Committee, convener of the Development & Regeneration Performance Panel, and members of the Scrutiny Team.

The handbook includes guidance on establishing joint working arrangements, key lessons from joint scrutiny practitioners, and references good practice. This includes the regional arrangements for ERW scrutiny and Swansea's multi-agency PSB Scrutiny Performance Panel.

The book emphasises the need for joint scrutiny activities, whichever way they are set up, to have a clear strategic purpose. The book describes the benefits of joint scrutiny:

- To provide a check and balance to regional decision making
- To test the extent to which regional services are responsive to local circumstances and provide value for money
- To influence policy developments at the regional level by providing a forum for debate
- To improve public confidence and transparency in shared service delivery
- To support greater innovation, risk taking, commercialism and entrepreneurial drive through the provision of integrated accountability
- To pool scrutiny talent and expertise to maximise the benefits of effective scrutiny
- To ensure a strategic, longer-term approach is taken, e.g. in line with the Well-being of Future Generations (Wales) Act 2015

Seven steps to effective joint scrutiny are featured:

1. Selecting the right model
2. Designing shared rules
3. Preparing councillors
4. Setting-up officer support

5. Reviewing processes
6. Co-ordinating the evidence-gathering
7. Reporting arrangements

The book concludes with ten lessons for joint scrutiny teams:

1. Joint scrutiny does not mean reinventing the wheel
2. The success of joint scrutiny is not the sole responsibility of scrutiny officers and non-executive councillors
3. Building a collegiate sense of purpose amongst scrutiny teams is vital
4. Joint scrutiny is a front-loaded process
5. The function of joint scrutiny needs to be agreed, supported and coproduced by multiple partners
6. Joint scrutiny needs firm and clear coordination
7. Scrutiny chairs need to be confident ambassadors in selling and telling the benefits of joint scrutiny
8. Joint scrutiny should be fair and objective
9. Joint scrutiny requires clear and agreed reporting arrangements
10. Joint scrutiny teams should be self-aware throughout.

The book will be published on-line shortly and will be shared with the Committee when it is available.

The event featured discussion on effective regional governance and sharing of experiences across Wales, and input from the Centre for Public Scrutiny on the English experience. The event also included roundtable discussions on the following topics:

- a) Sharing experiences of Public Service Board Scrutiny*
- b) Lessons from Joint Scrutiny of School Improvement Consortia*
- c) Early learning from Cardiff Capital Region City Deal Joint Scrutiny.
- d) Developing ground rules for future Joint Scrutiny.

* Swansea played a lead role in facilitating this group discussion.

Main points to note:

- Swansea is one of the most established in terms of its PSB Scrutiny
- Swansea has an established Panel in place and work plans which have looked at the Well-being Assessment, Well-Being Plan and the delivery of activity under the 'steps'
- There is a variety of Panel configurations and approaches from other Councils
- There was interest in practice in Swansea around our approach to the Sustainable Development Principle informing the direction and content of the Panel.
- The direct engagement of the Future Generations Commissioner with Swansea scrutiny was a surprise to other Councils and may encourage them to do the same

- There were lots of questions asked about how, what and why we scrutinise the way we do
- The whole idea of PSB scrutiny is new and developing and every Council seems to be finding what suits them
- We highlighted the requirement for the WBFGA principles to be underpinning ALL scrutiny activity as they should underpin ALL policies and plans
- Some discussion about sharing best practice of PSB scrutiny as it is a developing area of work and there are some interesting ideas being delivered by other scrutiny teams
- Regional Education Consortia across Wales are all very different. Other Councils were interested in how we do scrutiny across the ERW region including how scrutiny is arranged, who attends and how it is supported (in ERW case it is by Swansea). Only two out of the four consortia have a well-developed scrutiny processes for their consortia.

3. Monitoring the Work Programme

- 3.1 The Committee is responsible for monitoring progress of work undertaken by the informal Panels and Working Groups and findings to ensure that this work is effective and has the required visibility.
- 3.2 **Appendix 4a** provides a timetable of all scrutiny activities (projected or actual where dates are known). Lead councillors and officers are also noted within.
- 3.3 **Appendix 4b** provides a snapshot of progress with all of the Panels and Working Groups established by the Committee and their current position.
- 3.4 Policy Development Committee Work Plans - Distinction between the work of scrutiny and the Council's Policy Development Committees is important. To ensure awareness and check for any potential issues regarding duplication, it is beneficial for the Committee to receive information about Policy Development Committees work plans. As far as known the topics that these Committee are planning to discuss are shown in **Appendix 5**, for any comment or observations.

4. Public Requests for Scrutiny / Councillor Calls for Action

- 4.1 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. In accordance with agreed protocol 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.
- 4.2 Public Request - a public request for scrutiny has been received from residents of Mayals with concern about nuisance from seagulls and anti-social behaviour of people feeding the gulls within communities

and urban areas. There is concern that the Council is failing to safeguard residents' well-being, health and safety by not deterring those feeding the birds.

- 4.3 The members of the public have already been in contact with the Council about the issues being experienced in their community but to date have been advised the Council is unable to take any action, such as carrying out a public campaign. The Committee will note that Swansea had a campaign a few years ago to get the public to 'feed the bins, not the birds'. The Committee should note that this issue was reported upon in the South Wales Evening Post (Front Page and p5, 18 July 2019) and has also been raised at Welsh Government level by Dr Dai Lloyd, AM for South Wales West in order that there is a consistent approach across Wales by local councils. A copy of the press article is **appended**.
- 4.4 Chair's Proposal - it is proposed that this matter be included in a future Scrutiny Programme Committee agenda, as soon as practicably possible, in order that the Committee can consider the issue, which affects residents across Swansea, hear from relevant persons, and discuss possible solutions. At a minimum the Committee will invite the persons making the request for scrutiny to outline the issues, and call the relevant Cabinet Member (with support from relevant officers) to account for the Council's position on this matter and respond. The Committee may also wish to seek advice from others, for example local representative of the RSPB etc. Following discussion the Committee will be able to make recommendations to the Cabinet Member.

5. Financial Implications

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

6. Legal Implications

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

Background papers: None

Appendices:

Appendix 1: Agreed Scrutiny Work Programme 2019/20

Appendix 2: Scrutiny Programme Committee Work Plan 2019/20

Appendix 3: Cabinet Forward Plan

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

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

Appendix 5: Policy Development Committee Work Plans

Appendix 6: South Wales Evening Post Article 'Seagulls' attacks on children and pets spark call for action' published 18 July 2019

Agreed 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 - Rural Economy • 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

Agreed 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 	<ul style="list-style-type: none"> - Tourism
<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

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ACTIVITY	8 July 2019	1 August 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 3 – Cabinet Forward Plan 2019-20

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Agreed Heads of Terms for Third Party Occupation of Civic Centre.	The report sets out the agreed Heads of Terms for two parties to temporarily occupy Civic Centre	Geoff Bacon	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	15 Aug 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
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 ("NHS") 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
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 3 – Cabinet Forward Plan 2019-20

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
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 Member - Business Transformation & Performance (Deputy Leader)	Cabinet	19 Sep 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	19 Sep 2019	Fully exempt
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	19 Sep 2019	Open
Depot Rationalisation Project.	To update on current progress of the depot rationalisation project and to seek authority to acquire a leasehold interest to enable relocation out of Pipehouse Wharf.	Geoff Bacon	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	19 Sep 2019	Fully exempt

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Appendix 3 – Cabinet Forward Plan 2019-20

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Financial Procedure Report Rule 7 – Highways and Transportation Vehicle Replacement Capital Programme 2019/20.	Report seeks approval for capital expenditure on the proposed vehicle replacement programme for Highways and Transportation for 2019/20.	Mark Barrow	Cabinet Member - Environment & Infrastructure Management	Cabinet	19 Sep 2019	Open
HMO Licensing Policy 2020.	The existing HMO Licensing Policy 2016, including designation of the Additional HMO Licensing Scheme for Castle and Uplands wards, was approved by Council on 26th November 2015. The scheme has to be reviewed and, if appropriate, renewed within five years and this requires Council approval.	Paula Livingstone, Mark Wade	Cabinet Member - Delivery	Cabinet	19 Sep 2019	Open
Proposed Purchase of a City Centre Property Investment.	In accordance with the recently formed Property Investment Fund, an opportunity has arisen which will generate a net financial benefit for the Council. This report is to inform of a new opportunity to proceed with.	Geoff Bacon	Cabinet Member - Business Transformation & Performance (Deputy Leader)	Cabinet	19 Sep 2019	Fully exempt

Appendix 3 – Cabinet Forward Plan 2019-20

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

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Appendix 3 – Cabinet Forward Plan 2019-20

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>19 Sep 2019</p>	<p>Fully exempt</p>

Appendix 3 – Cabinet Forward Plan 2019-20

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
Marketing of Strategic Sites Joint Venture Opportunity.	Setting out future regeneration options to build on the catalytic effect of current developments, including the marketing of strategic sites to secure a Joint Venture partner. Also implications for the Council, a description of the delivery process and FPR7 to reallocate existing budget.	Huw Mowbray	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	17 Oct 2019	Open

Appendix 3 – Cabinet Forward Plan 2019-20

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

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Appendix 3 – Cabinet Forward Plan 2019-20

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Welsh Government Self Build Programme at Swansea Council.	The report sets out the new scheme to be launched in the Autumn 2019 by Welsh Government which sits within the scope of the Policy Commitment and Corporate Plan to increase the supply of affordable housing.	Geoff Bacon	Cabinet Member - Homes & Energy	Cabinet	19 Sep 2019	Open

APPENDIX 4a

Activity / Month	JUN 2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2020	FEB	MAR	APR	MAY
Equalities (Cabinet decision: 19/9/19) Lead Scrutiny Councillor: Louise Gibbard Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Clive Lloyd Lead CMT: Sarah Caulkin Lead Head of Service: Tracey Meredith	19 (final report)											
PERFORMANCE PANELS:												
Adult Services (monthly) Lead Scrutiny Councillor: Peter Black Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member Mark Child Lead CMT: Dave Howes Lead Head of Service: Deb Reed (interim)	20	30	20	24	29	19	17	28	25 tba*	17	28	19
Service Improvement & Finance (monthly) Lead Scrutiny Councillor: Chris Holley Lead Scrutiny Officer: Bethan Hopkins Lead Cabinet Member: Rob Stewart / Clive Lloyd Lead CMT: Adam Hill / Ben Smith Lead Head of Service: cross-cutting	24		19	16	21	11	9	20	10	2 30		11
Education (monthly) Lead Scrutiny Councillor: Lyndon Jones Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Jennifer Raynor Lead CMT: Nick Williams Lead Head of Service: cross-cutting	13	11		12	10	14	19	16	13	12	30	TBA

APPENDIX 4a

Activity / Month	JUN 2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2020	FEB	MAR	APR	MAY
Staff Health & Well-being Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Clive Lloyd Lead CMT: Adam Hill Lead Head of Service:												
Road Safety Lead Scrutiny Councillor: tbc Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Mark Thomas Lead CMT: Martin Nicholls Lead Head of Service: Stuart Davies												
Digital Inclusion Lead Scrutiny Councillor: Lesley Walton Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Andrew Stevens Lead CMT: Sarah Caulkin Lead Head of Service: Jo Harley												
REGIONAL SCRUTINY:												
ERW - Education through Regional Working (bi-annual) Lead Scrutiny Councillors: Mary Jones / Lyndon Jones Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Jennifer Raynor Lead CMT: Nick Williams Lead Head of Service: Helen Morgan-Rees Regional Lead: tbc	3			23				27			tba	

APPENDIX 4a

Activity / Month	JUN 2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2020	FEB	MAR	APR	MAY
Swansea Bay City Region Joint Scrutiny Committee (quarterly) Lead Scrutiny Councillor: Arwyn Woolcock (Neath Port Talbot) Swansea Scrutiny Councillors: Jan Curtice / Phil Downing / Jeff Jones Lead Scrutiny Officer: Jason Davies, Neath Port Talbot Council Lead Cabinet Member: Rob Stewart Lead CMT: Phil Roberts / Martin Nicholls Lead Head of Service: Phil Holmes	18			2	28			15		9		6

* denotes extra meeting

Progress Report – Current Scrutiny Panels and Working Groups

1. Inquiry Panels:

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

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

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

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

The final report produced by the Inquiry Panel was approved for submission to Cabinet by the Committee on 8 July, for decision. The report is scheduled to be presented to Cabinet on 19 September. Ahead of that a number of accessible versions of the scrutiny report are being prepared, including easy read, young persons, plain text and Welsh.

Projected End Date: Complete

b) **Procurement** (convener: tbc)

Key Question: tbc

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

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

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

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

The inquiry will be expected to take up to six months to complete, as it will call for wide ranging evidence, and will lead to a report with conclusions and recommendations that will be presented to Cabinet.

2. Follow Up on Completed Inquiries:

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

Inquiry	Cabinet Decision	Recommendations			Follow Up Panel Meeting
		Agreed	Partly	Rejected	
Regional Working	16 Aug 2018	11	0	0	16 Oct 2019
Natural Environment*	18 Jul 2019	18	0	2	tbc

* this inquiry will be followed up within the work of the new Natural Environment Scrutiny Performance Panel

3. Performance Panels:

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

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

This Panel meets every month. A progress report appears separately in the agenda as Item No. 7.

b) **Schools Performance** (convener: Cllr Lyndon Jones)

This Panel meets every month. In July, they visited Dylan Thomas Community Comprehensive School to look at good practice at the school in relation to how they improve the wellbeing of pupils in order to improve attainment. They will next meet on the 12 September where they will discuss the Healthy Schools Initiative and Elective Home Education.

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

This Panel meets every month. The Panel met on 20 June and discussed the WAO report on Housing Adaptations and the correspondence received by the Convener of the panel from RNIB. They also reviewed their year of the Panel and agreed the work plan for 2019/20. At its meeting on 30 July the Panel received an update on West Glamorgan Transformation Programme Arrangements following Review and discussed Performance Monitoring, Review of Final Budget Outturn for Adult Services and the CIW Local Authority Performance Review. The Panel will next meet on 20 August and will discuss Outcomes of the Re-procurement process for Domiciliary Care and Respite at Home and look at the Workforce Development Plan for Adult Services.

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

This Panel meets every two months. The Panel met on 26 June for a Q & A session with the Cabinet Members for Children Services and to agree its work plan for 2019/20. At its next meeting on 28 August the Panel will discuss Performance Monitoring, receive an update on the action plan following the CIW Inspection Report and discuss the CIW Local Authority Performance Review.

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

This Panel meets every two months. The meeting on 17 July looked at the Wales Audit Office report – ‘Local Government Services to Rural Communities’ and the associated Response and Action Plan. The Panel will monitor this closely as the boundary commission review and Brexit will have implications on funding and ward classification. The Panel are writing a letter to Welsh Government to highlight the issue of lack of broadband in rural communities. The 31 July sees a meeting looking at the regular project update report and the transport plan for the City Centre.

f) **Natural Environment** (convener: tbc)

This Panel will meet quarterly. Arrangements are being made for a first meeting of this new Performance Panel. This will enable the Panel to appoint a convener and discuss work plan.

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

This Panel will meet twice yearly. The Public Services Board Panel last met to discuss the new Governance Structure which has been put in place consider the Annual Review. The Panel will look forward to seeing the new action plans and more evidence of outcomes in future meetings.

4. Regional Scrutiny:

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

a) Education Through Regional Working

The Scrutiny Councillor Group will meet on the 23 September 2019 to:

- Discuss progress with reform programme and meeting the national mission with the Lead Chief Executive Phil Roberts
- Discuss the costed ERW business plan
- Speak to the ERW Lead for Digital Learning Systems
- Speak to the ERW Lead for Health and Wellbeing

They will move from 2 to 4 meetings a year to coincide with school terms and the dates of the ERW Joint Committee meetings.

b) Swansea Bay City Region

The Joint Scrutiny Committee will meet on 2 September at the Civic Centre, Neath. The Committee will also have a site visit to the Homes as Power Stations (HAPs) Project.

The Committee will meet in the following dates during 2019/20: 28 October; 15 January; 9 March and 6 May.

5. Working Groups:

a) Tourism (convener: Cllr Peter Jones)

The convener of the Working Group presented a report to Cabinet, on 18 July, which reflected on the Working Group meeting in May. A number of recommendations have been made by the Working Group, and a Cabinet response is awaited.

NEW TOPICS:

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

a) Brexit (convener: tbc)

This will enable information, questions and discussion about Council preparedness and resilience; how this is being discussed; what plans / contingencies are being put in place given possible impact, relationship with Wales / UK Government, etc.

b) **Staff Health & Well-being** (convener: tbc)

This will enable information, questions and discussion on how the Council supports members of staff; issues around staff sickness; pressures, etc.

c) **Road Safety** (convener: tbc)

This will enable information, questions and discussion on hot spots; work to improve safety; preventative measures; speed controls; safety of cycling routes; partnership working, etc.

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

This will enable councillors to follow up on the Working Group meeting originally held in March 2017. At that meeting the Working Group detailed a number of issues to be considered as part of a review of the Council's digital inclusion strategy. Councillors will be able to have a 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)

APPENDIX 5: Policy Development Committee Work Plan Topics 2019/20

Remit:

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

Education & Skills Chair: Cllr Robert Smith Vice-Chair: Cllr Jan Curtice	Economy & Infrastructure Chair: Cllr Mandy Evans Vice-Chair: Cllr Phil Downing	People Chair: Cllr Ceri Evans Vice-Chair: Cllr Mo Sykes	Poverty Reduction Chair: Cllr Mary Sherwood Vice-Chair: Cllr Ryland Doyle	Equalities and Future Generations* Chair: Cllr Louise Gibbard Vice-Chair: Cllr Paulette Smith
<ul style="list-style-type: none"> • New Curriculum <p style="text-align: center;">Page 81</p>	<ul style="list-style-type: none"> • River Corridor Draft Strategy • Transportation Strategy (including City Centre Parking; Active Travel) • Homes as Power Stations • Green Infrastructure Strategy (economic implications) • Swansea's Economy (Tourism) • Public Toilets (predominately in the City Centre). • High Street (empty properties) 	<ul style="list-style-type: none"> • Transition for Children and Young People with a Disability • Strategic Approach to Commissioning Models (Duty to promote social enterprises, co-operatives, user led services and the third sector) 	<ul style="list-style-type: none"> • Poverty Truth Commission • Other possible items: <ul style="list-style-type: none"> - Draft Living Wage Policy - High Interest Lending Action Plan - Food Poverty - Increasing Green Infrastructure in Deprived Neighbourhoods - Benefit Take-Up - Letters to Benefits Claimants 	<ul style="list-style-type: none"> • Work plan to be confirmed

*Council 25 July – agreement to create an Equalities and Future Generations PDC to replace the Transformation & Future Council PDC with same membership

Seagulls' attacks on children and pets spark call for action

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AGGRESSIVE seagulls are making life a misery in Swansea, with children and pets being attacked by the birds.

The creatures have sparked fear among residents in Mayvals and led to a wave of complaints.

Following the attacks by the problem birds, Dr Dai Lloyd, AM for South Wales West, has called on the Welsh Government to roll out a policy right across Wales to deal with the problem of seagulls.

Dr Lloyd, who questioned Welsh Assembly Trefnydd and Finance Minister Rebecca Evans AM over the issue, said: "I have received representations from residents in the Mayvals area expressing concern about the problem of aggressive seagulls in the area.

"Residents are concerned that people feeding the gulls means they are encouraged to the area. Residents of Mayvals have recently been fearing for the safety of their children and pets, who have been targeted and even attacked by the birds."

Dr Lloyd called on the Welsh Government to ensure legislation is effectively applied. We currently have a situation where, in Denbighshire, the council are fining people who are caught feeding gulls and therefore encouraging them to come into closer contact with people," he said.

"I have urged the Welsh Government to take action on this and ensure that councils are consistently applying the legislation in this area.

"In the meantime, Swansea Council must take action and listen to residents of Mayvals who have to put up with these persistent attacks."

But Swansea Council underlined they had a campaign to feed the bins and not the seagulls and other birds.

The council was asked to make a further comment, but had not responded at the time of going to press.

AM Ms Evans said the Welsh Government was looking at ways of tackling the issue.

Residents of Mayvals have recently been fearing for the safety of their children and pets who have been targeted and even attacked by the birds

POLICE are appealing for witnesses after a motorcyclist was seriously hurt in Margam.

The incident happened on Tuesday at around 4.30pm on the A48 close to Margam Park and the roundabout for 138 of the M4.

It involved a black Audi A3 car and a silver Kawasaki motorcycle.

The Welsh Ambulance Service said two rapid response vehicles, an ambulance and an air ambulance were deployed.

Paramedics assessed the male rider at the scene before opting to send him

to Morriston Hospital, Swansea, by road.

The crash happened shortly after a lorry overturned just half a mile up the road. The two incidents were not linked, but the aftermath caused major delays in the area.

A spokeswoman from South Wales Police said: "The rider of the motorcycle has sustained serious injuries.

"We would like to hear from anyone who witnessed the collision or saw the manner in which the vehicles were being driven just prior to the collision, or has dashcam footage of the incident."



A poster on a bin in Swansea.

familiar with the situation in Mayvals.

"I have also had the same representations as you've had.

"The Environment Minister has been here to hear the discussion, and I know she'll look carefully at the different ways in which local authorities are dealing with the issue.

"You've given the example of Denbighshire.

"I know that Conway is also taking a more strict approach.

"The Minister will look at the different approaches at the different approaches that local authorities are taking to address this issue."



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Agenda Item 10



Report of the Chair

Scrutiny Programme Committee – 12 August 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:	Amanda Thomas

1. Introduction

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

2. Reporting of Letters

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

3. Letters Log

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

	Activity	Meeting Date	Correspondence
a	Committee (Cabinet Member Q & A)	13 May	Letter to / from Cabinet Member for Delivery
b	Committee (Cabinet Member Q & A)	13 May	Letter to / from Cabinet Member for Investment, Regeneration & Tourism

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): 18 (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	01-Jul	21	n/a
5	ERW Scrutiny Cllr Group	03-Jun	ERW Improvement Programme	Education Improvement, Learning & Skills	24-Jun	23-Jul	n/a	n/a
6	Service Improvement & Finance Performance Panel	24-Jun	WAO Data Use	Business Transformation & Performance (Deputy Leader)	04-Jul			

7	Adult Services Performance Panel	20-Jun	Work Programme and correspondence received by convener	Care, Health & Ageing Well	08-Jul	26-Jul	18	n/a
8	Adult Services Performance Panel	20-Jun	WAO report on Housing Adaptations	Homes & Energy	08-Jul	29-Jul	21	n/a
9	Committee	13-May	Cabinet Member Q & A Session	Delivery	11-Jul	01-Aug	21	12-Aug
10	Committee	13-May	Cabinet Member Q & A Session	Investment, Regeneration & Tourism	12-Jul	01-Aug	20	12-Aug
11	Public Services Board Performance Panel	04-Jul	Governance Structure and Annual Report	Chair of Public Services Board	16-Jul	n/a	n/a	
12	Service Improvement & Finance Performance Panel	15-May	Commissioning Review Update - Q3 Performance Monitoring Report	Business Transformation & Performance (Deputy Leader)	25-Jul			
13	Development & Regeneration Performance Panel	17-Jul	WAO Services to Rural Communities	Investment, Regeneration & Tourism	30-Jul			
14	Education	11-Jul	Dylan Thomas School re: wellbeing	Education Improvement, Learning & Skills	31-Jul			
15								
16								
17								
18								



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

BY EMAIL

cc Cabinet Members

*Please ask for:
Gofynnwch am:*

*Direct Line:
Linell Uniongyrochol:*

*e-Mail
e-Bost:*

*Our Ref
Ein Cyf:*

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

Scrutiny

01792 637257

scrutiny@swansea.gov.uk

SPC/2019-20/1

11 July 2019

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member following the meeting of the Committee on 13 May 2019. It is about Houses in Multiple Occupation, Private Rented Sector Housing, Natural Environment & Biodiversity and Commercial Services.

Dear Councillor Hopkins,

Cabinet Member Question Session – 13 May

Thank you for attending the Scrutiny Programme Committee on 13 May 2019 and answering questions on your work as Cabinet Member for Delivery.

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

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

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

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

HMOs

The Committee had received concerns from a member of the public about the focus and promotion of Swansea as a student city, the scale of university expansion, and detrimental impact on local communities and families from Houses in Multiple Occupation (HMOs). We raised this with you as you have specific portfolio responsibility for HMOs.

You felt it was important to clarify that HMOs were not exclusively student occupied. We heard about the role you played in terms of licensing and planning process, looking at improving both quality of housing and safety and overall control of HMO levels, working with both landlords and tenants. You argued that there needed to be strategic focus on better accommodation and accessibility rather than on student numbers.

You highlighted the work of the Student Liaison Forum, which involved multi-agency working to discuss and help resolve any issues particular to students, including those that stem from accommodation such as noise / behaviour and waste management. You stated you would keep the issue in focus and stressed the need to integrate students into the city and felt that a lot of proactive work had taken place to improve the situation over a number of years. You added that Swansea would always be a welcoming city and should give our graduates reasons why they should remain in Swansea to work, not leave.

We were also able to hear from Councillor Francis-Davies at this meeting, whose responsibilities involved close working with universities. He pointed out that the increase in new developments of student accommodation in the city were needed and were all being delivered by the private sector, helping the local economy and would increase the vibrancy of the city centre, particular areas such as the top end of High Street. He also felt that Swansea was lucky to have two growing universities.

Private Rented Sector Housing

We were asked by a councillor to raise with you issues around the quality of private rented sector housing, in particular housing for refugees and asylum seekers, and the Council's efforts and its contact with landlords to ensure that all vulnerable tenants have at the very least dry, clean and mould free homes.

We had some information provided to us in advance of the meeting around the relationship between the Council and Home Office, and its contracted partner which provides and manages the temporary accommodation for asylum seekers across Wales. We were told that there are regular review, consultation and liaison meetings between all parties and this would include issues around property condition, and any such properties can be subject to local authority enforcement action as appropriate.

You pointed out difficulties that local councils have generally in tackling issues within the private rented sector but pledged to respond to any specific issues if councillors wished to raise them with you directly.

Natural Environment & Biodiversity

We noted that portfolio responsibility for Biodiversity is now with you – previously being under Cllr Mark Thomas' portfolio. We referred to the recent scrutiny inquiry into the Natural Environment, presented to Cabinet in March, which you would need to respond to. We are pleased to see that Cabinet is discussing the response on 18 July.

We referred to the Council's decision to designate maintaining and enhancing Swansea's natural resources and biodiversity as a priority, and corporate well-being objective. We asked about the impact on, and how this would integrate with, Council planning policy. We also asked about resources available to ensure that planning conditions for environmental protection and enhancement with regard to site development are in place, sufficient, and enforced.

You stressed the commitment to the environment and told the Committee that you would continue the good work overseen by your cabinet colleague, Cllr Mark Thomas. On the specific questions raised, you undertook to provide a response in writing.

At the time of our meeting in May some members raised issue concerning tree removal along Orchard Street, something which had prompted a public petition of objection. We were unclear as to the reasons behind the tree removal, something which you promised to look into, however we can see there has been communication with residents over the plans, all part of improving the city centre green artery along the Kingsway and Orchard Street, with 170 new trees being planted. We understand that tree felling is about removing those which are unhealthy or where heaving roots are causing problems by cracking-up pavements or underground infrastructure. Some that have outgrown the location in which they were planted would also need to be replaced. There has been some concerns the tree removal was linked to the installation of 5G infrastructure but we understand this has been denied.

Commercial Services

We followed up on an issue raised with you during last year's Q & A session, concerning plans for the Mansion House. You reported back in June 2018 that:

- major works were foreseen at the Mansion House in order to turn it into a venue appropriate for commercial use, but that investment would need to be led by the private sector

- a tender process would allow the Council to verify what working with a partner could achieve before any final decisions are made, including business plan, costs and benefits.

You admitted that very little progress has been made, adding that preliminary discussion about private investment suggested that the costs of improvement works necessary may be prohibitive. However, you felt that efforts should continue this year to move things forward, so that the most can be made of the venue, as currently it was not fit (building condition and access) to be let for private use. It would be helpful if you could keep the Committee updated about this.

Your Response

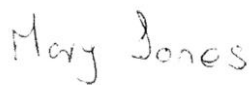
In your response we would welcome your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically respond to:

- our questions about the relationship between the Council's commitment to natural resources and biodiversity and Council planning policy, and resources to ensure environmental protection and enhancement and enforcement of planning conditions; and
- our interest in any developments with the Mansion House.

Please provide the response to this and any other comments about our letter by 1 August. We will then include both letters in the agenda of the next available Committee meeting.

The next Q & A session with you is scheduled for 11 May 2020. We looking forward to following up on portfolio developments then.

Yours sincerely,



COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ cllr.mary.jones@swansea.gov.uk



Cllr Mary Jones
Chair, Scrutiny Programme Committee

Please ask for: Councillor David Hopkins
Direct Line: 01792 63 7439
E-Mail: cllr.david.hopkins@swansea.gov.uk
Our Ref: DH/HS
Your Ref: ref
Date: 1 August 2019

BY EMAIL

Dear Cllr Jones

Cabinet Member Question Session – 13 May

Thank you for your letter dated 11 July 2019. Please find response to the questions below.

Questions about the relationship between the Council's commitment to natural resources and biodiversity and Council planning policy, and resources to ensure environmental protection and enhancement and enforcement of planning conditions.

The Council's Development Management Section ensures that national and local planning policy and guidance in relation to protection of natural resources and biodiversity are fully taken into consideration when determining planning applications. Appropriate conditions are imposed to protect and enhance natural resources and biodiversity when recommending applications for approval and the Section are also responsible for ensuring the subsequent satisfactory discharge and enforcement of these conditions in liaison with the Council's Planning Ecologist as appropriate.

Interest in any developments with the Mansion House

I will keep the Committee updated on the Mansion House.

Yours faithfully

COUNCILLOR DAVID HOPKINS
CABINET MEMBER FOR DELIVERY





**To/
Councillor Robert Francis-Davies
Cabinet Member for Investment,
Regeneration & Tourism**

BY EMAIL

cc Cabinet Members

*Please ask for:
Gofynnwch am:*

*Direct Line:
Linell Uniongyrochol:*

*e-Mail
e-Bost:*

*Our Ref
Ein Cyf:*

*Your Ref
Eich Cyf:*

*Date
Dyddiad:*

Scrutiny

01792 637257

scrutiny@swansea.gov.uk

SPC/2019-20/2

12 July 2019

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member following the meeting of the Committee on 13 May 2019. It is about River Tawe Corridor Development, Swansea Marina, Skyline, New Local and Regional Business Opportunities, Archives Service, Sports Facilities, Parks, Santander Bike Hire Scheme, Swansea at 50, and Seafront Development.

Dear Councillor Francis-Davies,

Cabinet Member Question Session – 13 May

Thank you for attending the Scrutiny Programme Committee on 13 May 2019 and answering questions on your work as Cabinet Member for Investment, Regeneration & Tourism.

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

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

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

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

River Tawe Corridor Development

We discussed progress with the river corridor development. The Committee noted in your written paper that major funding has been secured to support the next stages of regeneration of the Tawe corridor, in particular Hafod and White Rock sites, to help deliver the Penderyn distillery and wider Copperopolis zone. You reported that the total project cost was around £4.6m and included funding for access improvements, including footways and river pontoons, and building refurbishments including the Morfa (Bascule) Bridge. You also stated that discussions were ongoing in relation to the Skyline development on Kilvey Hill which would also contribute to the master plan. Given available budgets you told us that that some riverside improvement works would need to be delivered from S.106 agreements in due course.

We asked you about the refurbishment of the Bascule Bridge, which we understood is going to be lifted and removed from its position for restoration, and projected timescale and costs. You stated you would provide a written response in order to provide more detail about this project, including costs.

Swansea Marina

We discussed the success of Swansea Marina and asked you about current berthing occupancy levels, costs, and the relationship / future plans with the Swansea Yacht & Sub Aqua Club regarding pontoons and moorings on the riverside, in particular the income received by the Council.

We heard from you that the Marina is almost fully occupied, and that the Club, not the Council, controlled the berths in the riverside. We asked you to confirm the Council's financial arrangements with the Club in relation to their management of moorings in the river.

You stressed the Marina was an important part of the jigsaw in terms of overall river corridor development and would benefit from the Skyline Project. You told us that more was needed to make the Marina more of a visitor destination and increase tourism in that area, and its linkage with other developments was important.

Skyline

We asked you to provide update on the Skyline project on Kilvey Hill. You reported that a Heads of Terms was signed with Skyline, the New Zealand leisure company, for a cable car and luge and that scheme design and funding discussions were continuing. You added that the Skyline have visited Swansea on several occasions, undertaken market testing and preliminary cost estimates as part of their feasibility due diligence.

We asked you to clarify whether such discussions were at local level or at Welsh Government level, as we understood that Welsh Government funding was now an important factor in delivering this project. We noted that the development would require grant assistance with the significant upfront capital investment required and the company was currently in discussion with Visit Wales in order to secure funding support. However, you felt that things were close and a final decision may come in the next few months.

New Local and Regional Business Opportunities

We heard that the Council has been selected to lead the regional Targeted Regeneration Investment Programme. You reported that this programme has a value of £27m over 3 years and was already providing opportunities for the private sector to invest. The programme was designed to deliver commercial, residential and strategic development outcomes across the region, and would enable business support activities e.g. start-up workshops, and better liaison with businesses to provide bespoke provision, and support regeneration priorities including improvements to vacant buildings / units in Swansea to make them more attractive to businesses.

Archives Service

We understood that the development of the Civic Centre site has been on hold due to the economic climate however remains a key development plan for the Council. We asked you about the long term plans for the Archive Service, currently situated in the Civic Centre, and what thought has been given to future accommodation for the service.

You stressed that whilst changes were not imminent there have been discussions about future relocation and accommodation needs. Clearly there was a need to provide safe and secure storage for the vast amount of physical documents, records and exhibits, as well as maintaining public access. You stated that one factor was recognising the trend of more people accessing historical information and records on-line, i.e. more virtual visitors than physical customers needing to visit the service in person. You stated that over 90% of archived material was available digitally. Therefore, a city centre location may not necessary in the future.

The Committee was concerned that any future plans should remain public facing and ensure public access given the number of people who visit the Archive Service. You assured the Committee that no decisions have been made, and any firm proposals would be consulted upon.

Sports Facilities

When the Committee met you last year you talked about the proposals for an International Sports Village, in partnership with Swansea University, on the King George V Playing Fields. In May 2018 you reported that a strategic working group had been established with the universities to ensure communications around key projects in the City and alignment of priorities to move projects forward – one of which would be an International Sports Village incorporating the Wales National Pool. We noticed that your written paper on this occasion did not make any reference to this project and the Committee asked about this.

You stated that the vision and key issue here was one of branding the facilities already in place as an 'International Sports Village', and subsequent improvement. It was not about putting a new building on the site. We heard that you were still working with the University on issues such as shared use of facilities and promotion of the site as an integrated sports facility.

Parks

We were interested to learn that the Council has developed a draft licence agreement to formally engage with the Friends of Parks groups in order to improve the governance and arrangements between Council and various groups and increase opportunities to obtain grants.

Santander Bike Hire Scheme

We discussed the bike hire scheme and recognised it has proved to be popular. Given its success, we asked whether there were any plans to expand the number of hubs, particular in locations further along the seafront and Mumbles.

You stated that the Santander scheme was effectively a scheme to connect the University campuses, rather than a total system for Swansea, and one which has benefitted from the Council's support. You referred to the vast cycle network in Swansea and agreed that there should be more hubs.

Swansea at 50

The Committee looked forward to the various events and activities planned to celebrate the 50th anniversary of Swansea's city status. The Council has encouraged local communities to get involved and asked whether there was any financial support for community events. You argued that this was a city-wide celebration, not a Council celebration, therefore hoped that everyone would join in. You stressed that there were no extra resources, but acknowledged the amount of excellent volunteers across Swansea who would be supported in other ways, including with branding. You also reminded

councillors that they could utilise their community budgets in order to help support any such community events celebrating the anniversary.

Seafront Development

The Committee was aware that the Council was consulting on possible small-scale development at a number of council-owned sites along the seafront in order to generate income and make the prom a more attractive place to visit for locals and tourists, and enhance the bay. The sites in question being: Land on the Mumbles side of the West Cross Inn; Land around the skate ramp, West Cross; Blackpill Lido; Sketty Lane car park, and two of the six Langland tennis courts.

Parallel to public consultation in order to gather ideas, we were aware that the council had published a Prior Information Notice (PIN) on the Welsh Government procurement portal Sell2Wales, aimed at potential development partners. You told the Committee that this process was about gathering ideas and a sounding exercise to test the market without any commitment, starting with a blank sheet of paper. You were clear that this was not about selling off any land, but working with partners to produce ongoing revenue from our land.

There were some comments from committee members about what would or would not be acceptable to the Council, and perhaps whether the Council should have been more specific about what it wanted. There were also concerns about detrimental impact on the current enjoyment of views of the bay around West Cross.

You told the Committee that the Council should not pre-judge the planning process and it was important to get views in first. You recognised that there were mixed views about future development of the seafront but feedback from people calls for more facilities along the bay, such as the former 360 café.

Overall the Committee welcomed discussion on the future of the seafront to improve amenities, including better facilities for the disabled and public toilets, and the quality of the bay. The Committee asked that you engage with it further along the process about the seafront development. Clarification about the decision making process would be appreciated. Nevertheless, we would like a discussion with you once you have a clearer picture of what has emerged in response to the PIN notice and consultation, and the ideas that have been generated. Therefore please consider this and let us know when we should arrange a committee meeting with you, at the earliest opportunity.

Your Response

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

- provide more detail about the restoration of the Bascule Bridge, including costs;
- confirm the Council's financial arrangements with the Swansea Yacht & Sub Aqua Club in relation to their management of moorings in the river; and
- come back to the Committee to further discuss possible development of the seafront, following feedback from the PIN Notice and public consultation.

Please provide the response to this and any other comments about our letter by 2 August. We will then include both letters in the agenda of the next available Committee meeting.

We look forward to specific discussion on seafront development in due course. In addition, the next Q & A session with you is scheduled for 9 March 2020. We look forward to following up on overall portfolio developments then.

Yours sincerely,

Mary Jones

COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ cllr.mary.jones@swansea.gov.uk

Cllr Mary Jones
Chair, Scrutiny Programme Committee

Please ask for: Cllr Robert Francis-Davies
Direct Line: 01792 63 7440
E-Mail: cllr.robert.davies@swansea.gov.uk
Our Ref: RFD/HS
Your Ref:
Date: 1 August 2019

BY EMAIL

Dear Cllr Jones

Cabinet Member Question Session – 13 May

Thank you for your letter dated 12 July 2019. Please find responses to the question below.

Provide more detail about the restoration of the Bascule Bridge, including costs

The Morfa “Lifting Bascule” Bridge works consisting of the bridge removal, restoration and reinstatement; including restoration of the timber substructure are to be completed within the TRI funding programme April 2018 to March 2021 as the main funder of the scheme. The Bridge removal, restoration and reinstatement is being undertaken under the Swansea Highway Partnership, with Alun Griffiths Contractors as the main contractor. The lifting ‘bascule’ element of the bridge was successfully removed for repair on Sunday 14 July and has been transported to local firm Afon Engineering. Initial detailed survey works have been undertaken which will be used to establish the scale of restoration required now that close access and inspection can be safely undertaken. This will include review and hopefully reinstatement of the lifting mechanism, to be automated as a working attraction. A considered methodology of works is being scoped and agreed working

Confirm the Council’s financial arrangement with the Swansea Yacht & Sub Aqua Club in relation to their management of moorings in the river

Part of the river is leased to Swansea Yacht and Sub Aqua Club. The rent is £45,855 pa.

Come back to the Committee to further discuss possible development of the seafront, following feedback from the PIN Notice and public consultation

As a result of the PIN process and a concurrent public consultation exercise, one of the sites which is adjacent to The West Cross was removed from any further consideration.

Officers are hoping to bring a report to Cabinet in September/October to summarise responses and recommendations for future actions.

Yours sincerely



COUNCILLOR ROBERT FRANCIS-DAVIES
CABINET MEMBER FOR INVESTMENT, REGENERATION & TOURISM

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 102	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	Budget Report	Budget Report		Budget Report
		Letters of Representation 2018/19 CCS & Pension Fund	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

13 August – 9 September

- a) 19 August at 9.30am – Service Improvement and Finance Scrutiny Performance Panel (Committee Room 5, Guildhall)
- b) 20 August at 4.00pm – Adult Services Scrutiny Performance Panel (Committee Room 5, Guildhall)
- c) 28 August at 4.00pm – Child & Family Services Scrutiny Performance Panel (Committee Room 5, Guildhall)
- d) 2 September at 1.00pm – Swansea Bay City Region Joint Scrutiny Committee (Neath Civic Centre)
- e) 9 September at 10.00am – Development & Regeneration Scrutiny Performance Panel (Committee Room 5, Guildhall)