



**Dinas a Sir Abertawe**

**Hysbysiad o Gyfarfod**

Fe'ch gwahoddir i gyfarfod

## **Pwyllgor Rhaglen Chraffu**

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

**Dyddiad:** Dydd Llun, 14 Hydref 2019

**Amser:** 4.30 pm

**Cadeirydd:** Y Cynghorydd 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 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](http://www.abertawe.gov.uk/DatgeluCysylltiadau)
- 3 Gwahardd pleidleisiau Chwip a Datgan Chwipiau'r Pleidiau.**
- 4 Cofnodion.** **1 - 8**  
Cymeradwyo a llofnodi, fel cofnod cywir, gofnodion y cyfarfod blaenorol.
- 5 Cwestiynau gan y cyhoedd.**  
Rhaid i'r cwestiynau ymwneud â materion ar ran agored agenda'r cyfarfod, ac ymdrinnir â hwy o fewn 10 munud.
- 6 Sesiwn Holi Aelod y Cabinet: Aelod y Cabinet dros Wella Addysg, Dysgu a Sgiliau (y Cynghorydd Jennifer Raynor)** **9 - 43**

<b>7</b>	<b>Adroddiadau Cynnydd y Panel Craffu Perfformiad: Addysg (y Cynghorydd Lyndon Jones, Cynullydd).</b>	<b>44 - 47</b>
<b>8</b>	<b>Adroddiad Blynnyddol 2018/19 - Diogelu Corfforaethol.</b>	<b>48 - 76</b>
<b>9</b>	<b>Adroddiad Blynnyddol Craffu 2018/19.</b>	<b>77 - 119</b>
<b>10</b>	<b>Aelodaeth Paneli a Gweithgorau Craffu.</b>	<b>120 - 122</b>
<b>11</b>	<b>Rhaglen Waith Craffu ar Gyfer 2019/20.</b> Trafodaeth am: a) Gynllun Gwaith y Pwyllgor. b) Cyfleoedd Craffu Cyn Penderfynu. c) Cynnydd gyda Phaneli a Gweithgorau Craffu	<b>123 - 153</b>
<b>12</b>	<b>Llythyrau Craffu.</b>	<b>154 - 159</b>
<b>13</b>	<b>Cynllun Gwaith y Pwyllgor Archwilio (Er Gwybodaeth).</b>	<b>160 - 162</b>
<b>14</b>	<b>Dyddiad ac Amser Cyfarfodydd Paneli/Gweithgorau Sydd ar Ddod.</b>	<b>163</b>

**Cyfarfod nesaf:** Dydd Llun, 11 Tachwedd 2019 ar 4.30 pm

*Huw Evans*

**Huw Evans**

**Pennaeth Gwasanaethau Democrataidd**

**Dydd Llun, 7 Hydref 2019**

---

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

# Agenda Item 4



City and County of Swansea

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

Council Chamber - Guildhall, Swansea

Thursday, 1 August 2019 at 4.30 pm

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

### **Councillor(s)**

C Anderson  
L S Gibbard  
W G Lewis

### **Councillor(s)**

M Durke  
D W Helliwell  
G J Tanner

### **Councillor(s)**

E W Fitzgerald  
T J Hennegan

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

D Anderson-Thomas      A Roberts

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

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

### **Also Present**

Councillor Andrea Lewis      Cabinet Member for Homes & Energy

### **Officer(s)**

Lynda Grove	Strategic Housing Customer and Service Development Manager
Jane Harries	Landlord and Community Housing Services Manager
Mark Wade	Head of Housing & Public Health
Samantha Woon	Democratic Services Officer

### **Apologies for Absence**

Councillor(s): P K Jones and E T Kirchner

---

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

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

## **27 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.

## **28 Public Question Time.**

There were no public questions.

## **29 Housing Commissioning Review Progress**

The Cabinet Member for Homes and Energy stated that the purpose of the Housing Commissioning Review was to focus on improving and modernising the Housing Service. It was noted that following the historic tenant ballot, the decision had been made to retain the Housing Service 'in-house'.

The Head of Housing and Public Health provided a presentation which included:

- The Purpose of the Update.
- Main Aims of the Review.
- Service Purpose.
- Service Characteristics.
- Service Priorities.
- Review Scope.
- Review Framework and Stakeholder Engagement.
- Headline Review Findings.
- Service Specific Findings.
- Sustainability of Offices.
- Conclusion.

In response to Member questions, Officers stated that:

- Housing Staff currently enjoyed a good relationship with the Welfare Rights Unit and extensive training had/would be undertaken regarding Universal Credit issues. The impact of Universal Credit had placed more pressure on Housing staff as tenants needed assistance with the intricacies of the manner in which the new benefit worked.
- The structure of the service had taken into account the impact of Universal Credit, however it still remained a significant challenge.
- Ward Member engagement involved all Members who had Council Housing within their wards. Those without stock had also been communicated with.
- Laptops had been provided to staff and work was ongoing regarding WIFI. Progress was being made around mobile technology. Examination and procurement of software will take place in due course.
- Redundancies were not anticipated as a result of the Housing Commissioning Review. Resources were likely to be reallocated to new tasks to improve the service.
- The Tend and Mend Service was available to older residents.
- The tenant survey was undertaken in 2017-2018, 2,800 responses were received from a population of 13,500 tenants. Whilst no targets had been set for the return rate, 100% was always strived for. Engagement could be difficult, but positive feedback was being received as a social landlord.
- Letters had been circulated to all tenants and households regarding the proposed changes. A report would be submitted to Cabinet in which authority to undertake formal consultation would be sought. Stakeholder consultations would be undertaken as part of this process.

- The review of waiting lists and identifying those in greatest need was a huge amount of work and it was very important that it was done right. There was a shortage in supply of affordable housing in Swansea as well as nationally. Meeting the requirements of those on the needs register was a significant challenge.
- There was potential to develop the Tend and Mend Service and the feasibility of creating a community social enterprise around the service would be investigated.
- TV licences for sheltered housing was complicated and controversial as the procedure differs from a residential home.
- The issue of tenants missing furniture removals was costly and labour intensive. Whilst tenants were reminded via letter and text, it was proposed that a charge of £20 would be levied if a prearranged delivery is missed.

The Chair thanked the Cabinet Member for Homes and Energy and Officers for their informative presentation.

**Resolved** that the Scrutiny Programme Committee would carry out pre-decision scrutiny when the report comes back to Cabinet in November 2019.

#### **Letter to Cabinet Member - Housing Commissioning Review**

The meeting ended at 5.42 pm

**Chair**



City and County of Swansea

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

Council Chamber - Guildhall, Swansea

Monday, 9 September 2019 at 4.30 pm

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

**Councillor(s)**

C Anderson  
D W Helliwell  
G J Tanner

**Councillor(s)**

E W Fitzgerald  
T J Hennegan

**Councillor(s)**

L S Gibbard  
P K Jones

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

D Anderson-Thomas      A Roberts

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

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

**Also Present**

Councillor Andrea Lewis      Cabinet Member for Homes & Energy  
Councillor Clive Lloyd      Cabinet Member for Business Transformation & Performance

**Officer(s)**

Sarah Caulkin	Chief Digital & Transformation Officer
Scott Dummett	Senior Lawyer
Jo Harley	Digital Services Manager
Kate Jones	Democratic Services Officer
Brij Madahar	Scrutiny Team Leader
Debbie Smith	Deputy Chief Legal Officer

**Apologies for Absence**

Councillor(s): M Durke, E T Kirchner, W G Lewis and W G Thomas  
Councillor Co-opted Members: L R Jones

---

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

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

**42 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.

**43 Minutes.**

**Resolved** that the Minutes of the Scrutiny Programme Committee held on the 12 August 2019 be approved and signed as a correct record.

**44 Public Question Time.**

There were no public questions.

**45 Cabinet Member Question Session: Cabinet Member for Homes & Energy (Councillor Andrea Lewis).**

The Cabinet Member for Homes & Energy presented a report on the key headlines of her portfolio and highlighted the following: -

- Empty Properties – this target had been exceeded by 3.3% with 100 properties being brought back into use in 2018/19
- Homelessness Prevention – 75.4% of families had been prevented from homelessness in 2018/19, which exceeded the target of 67% and had increased from 68.8% in 2017/18
- Voids – The number of voids had reduced with 196 voids in 2018/19 compared to 241 in 2013/14

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

**Electric / Green Vehicles**

- Difficulties of supplying electric vehicles charging points for staff (question from member of the public)
- The Council had recently been awarded £89,000 funding from Welsh Government from the Local Transport Fund for the provision of publically accessible, electric vehicle charging points in a number of Council-owned parking interchanges across Swansea.
- New car parks would have electric charging points
- Agile working was reducing the need for travelling and reducing the carbon footprint
- Use of Prior Information Notices to determine best strategic places to locate charging pillars
- Potential charges for parking as well as electric used
- Possibility of on street charging points
- Development and use of hydrogen vehicles and hydrogen fuel points
- Free charging points had been supplied in other areas, e.g. Milton Keynes, however significant funding had been received for that purpose and they had not been funded from budgets
- Increased drain on electric vehicles in winter, when using the air conditioning / heating and motorway driving
- Possible revenue streams from charging points

**Green Energy**

- Progress, location and funding of a Solar Farm – It is a project with guaranteed return, but is in its very early stages

- Progress / development of the refit programme of energy efficiency measures in homes

- Progress on homes as power stations City Deal project

#### Homelessness / Housing First Project

- Referral system to Housing First Project – intention to support the most entrenched rough sleepers in the City
- Start date for Housing First Project – in its early stages
- Contributions, engagement and involvement from third parties e.g. Health Board, Crisis Skylight South Wales
- Evaluation of the Housing First Project over the three years with a final analysis at the end of the three years to decide how to take forward

#### Empty Properties

- Identifying empty properties and encouraging take up of Welsh Government funded Landlord Loans to bring them back into use

#### Rental Properties / Tenancies

- Renting Homes Act – standardisation of contracts and resource implication of issuing new contracts to all tenants
- Tenancy enforcement – rent arrears, anti-social behaviour
- Development of a noise monitoring App.

#### Housing Adaptions and Renewals

- Disabled Facility Grants – offering within statutory timescales

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

## **46 Pre-decision Scrutiny: Enterprise Resource Planning (ERP) System Upgrade.**

The Cabinet Member for Business Transformation & Performance, the Chief Digital & Transformation Officer, and the Digital Services Manager were present for the Committee's consideration of the Enterprise Resource Planning (ERP) System Upgrade.

The Cabinet Member highlighted the following: -

- Digital Strategy
- The risks of Oracle version R.12.1
- Options or upgrade, move to Oracle Cloud or move to other systems
- The Infosys evaluation and due diligence work had deduced that only Oracle Cloud could meet all requirements
- Due Diligence Exercise
- Resources required
- Service Transformation Opportunities
- Savings and Efficiency Opportunities
- Governance
- Financial Implications

The Committee asked questions of the Cabinet Member who, together with the Chief Digital & Transformation Officer and the Digital Services Manager, responded accordingly. Questions and discussions focused on the following:-



- How the project would be funded
- Accuracy of the Financial Implications outlined in Appendix A of the report
- Confidence in the new system and benefits
- Effective monitoring of the potential savings
- Re-charging model
- Section 151 Officer assurance on funding
- Cloud storage would be based in the UK
- Impact on disaster recovery – greater resilience
- Savings generated from processing time, paperless processing and potential for staff reductions / re-allocations
- Introductions of Cloud technology and enhancements for paperless processes, which had previously not been delivered / provided
- Adaptability of system and integration with new technologies such as Artificial Intelligence
- Engagement / Consultation on the re-charge model across all Council services

**Resolved that: -**

- 1) The Chair of the Scrutiny Programme Committee writes to the Cabinet Member outlining the views of the Committee which will be presented to Cabinet ahead of its decision on this matter;
- 2) The Committee be provided with updated Financial Implications set out at Appendix 1 of the report; and
- 3) The Committee be provided with sight of the assurance from the Section 151 Officer referred to during the discussion.

**47 Scrutiny Performance Panel Progress Report: Adult Services (Councillor Peter Black, Convener)**

Councillor Peter Black, Convener, presented a report on 'Adult Services Scrutiny Performance Panel Update'. He specifically highlighted issues around the Council's contract with RNIB as well as the meeting held on the 24 September 2019 on Supported Living for Mental Health and Learning Disability which has been supported by the Panel engaging directly with Carers / Service Users recently through focus groups arranged by the Scrutiny Team, which has provided Panel Members with another perspective on the quality of services and performance.

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

The Chair presented a report on 'Membership of Scrutiny Panels and Working Groups'. She noted that further to the written report provided, Councillor Lesley Walton was to be removed from the Natural Environment Performance Panel.

**Resolved** that Councillor Lesley Walton be removed from the Natural Environment Performance Panel.

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

The Chair presented the Scrutiny Work Programme for 2019/20.

She noted that the Cabinet Member Question Session for the next Scrutiny Programme Committee would be with the Cabinet Member for Education Improvement, Learning & Skills and invited discussion on the key topics of focus for that session. The Committee identified a number of areas that they wished to explore with the Cabinet Member: -

- Attendance – recording attendance across the City
- Efforts to tackle problem of vehicles / air pollution outside schools
- School Governors – idea of allocation of specific environmental responsibility with governing bodies and encouragement of pupils around environmental opportunities and responsibilities.
- Not in Education, Employment or Training (NEET)
- Skills and Talent project for the City Deal

**Resolved** that the Scrutiny Work Programme be noted

**50 Scrutiny Letters.**

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

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

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

The Audit Committee Work Plan was **noted**. The Chair was due to attend Audit Committee on 8 October 2019, however indicated that this would need to be re-arranged.

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

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

The meeting ended at 6.10 pm

**Chair**

# Agenda Item 6



## Report of the Chair

Scrutiny Programme Committee – 14 October 2019

### Cabinet Member Question Session

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

#### 1. Introduction

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

1.2 There are 10 Cabinet portfolios:

	<b>Cabinet Portfolio</b>	<b>Cabinet Member</b>
1	Economy & Strategy (Leader of the Council)	Cllr Rob Stewart
2	Delivery & Performance (Joint-Interim Deputy Leader)	Cllr David Hopkins

3	Homes, Energy & Service Transformation (Joint-Interim Deputy Leader)	Cllr Andrea Lewis
4	Better Communities	Cllr Alyson Pugh (People – Lead) Cllr Andrew Stevens (Place – Lead)
5	Care, Health & Ageing Well	Cllr Mark Child
6	Children Services	Cllr Elliot King (Early Years - Lead) Cllr Sam Pritchard (Young People – Lead)
7	Education Improvement, Learning & Skills	Cllr Jennifer Raynor
8	Environment & Infrastructure Management	Cllr Mark Thomas
9	Investment, Regeneration & Tourism	Cllr Robert Francis-Davies
10	Resilience & Strategic Collaboration	Cllr Clive Lloyd

NOTE:

- All Cabinet Members have responsibility for Lead elements of Sustainable Swansea & Poverty Reduction
- Better Communities and Children Services Portfolios operate under a job share system with two named Councillors sharing the workload, split into 2 specialist knowledge areas, however, formally they remain as one cabinet portfolio. Each individual holds office for a rolling 3 month period and during that time assume responsibility for the overall portfolio. However, the workload in gathering information and learning will be shared.

- 1.3 The above listing has been updated following changes announced at Council on 26 September by the Leader of the Council to the Cabinet Portfolios, with effect from 1 October. The changes see Cllr Clive Lloyd stepping down as Deputy Leader of the Council for personal reasons. This is a temporary arrangement until further notice. Cllrs David Hopkins and Andrea Lewis take on the Deputy Leader of the Council role on a Joint-Interim basis. Cllrs David Hopkins, Clive Lloyd and Andrea Lewis have all had their Cabinet Portfolio titles changed. Additionally, some Cabinet Portfolio responsibilities have shifted between these three Councillors. There have also been some additional ones added.
- 1.4 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.

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

## **2. Cabinet Member Question Session**

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

- a) Councillor Jennifer Raynor, Cabinet Member for Education Improvement, Learning & Skills

- 2.2 Councillor Raynor has the following specific portfolio responsibilities:

- 21st Century Schools Programme inc. School Building Upgrades
  - Apprenticeships Lead
  - Catchment Review
  - City of Learning - Member of UNESCO COL Steering Group
  - CYP Board Member
  - Education Charter
  - Education Services from 3 to 19
  - Further Education
  - Future Schools Estate Scoping & Delivery
  - Inclusion & Learner Support
  - Leader's Representative on Education Regional Working (ERW)
  - NEETS Prevention (Not in Education, Employment or Training) Lead
  - Quality in Education (QEd) Programme
  - Readiness for Work Lead
  - Regional Workforce Planning & Skills Development
  - School Improvement
  - Schools Estate Planning & Resources Planning
  - Schools' Organisation & Performance
  - Skills & Talent Project (City Deal)
- 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 Amongst key themes / questions from the Committee is the intention to ask about:

- Attendance – how attendance is recorded across schools and consistency
- Pupil Health & Safety - efforts to tackle problem of vehicles / air pollution outside schools (following on from raising this with the Cabinet Member at last year's Q & A session), as well as improving safety around schools
- School Governors – ideas around possible allocation of specific environmental responsibility within governing bodies and encouragement of pupils around environmental opportunities and responsibilities.
- Not in Education, Employment or Training (NEETS) - activities and achievements to help NEETS and reduce numbers
- Skills and Talent project for the City Deal - progress in relation to the project

3.5 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.

3.6 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.

3.7 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 Councillor Raynor following last year's Q & A session (October 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:

- Pupil Health
- Local Development Plan
- 21st Century Schools Programme
- School Closures
- School Funding
- Pupil Development Grant
- School Maintenance
- Safeguarding, and
- Schools Admissions

4.2 Councillor Raynor was also called before the Scrutiny Programme Committee in March 2019 to respond to scrutiny call-in of her cabinet report on 21st Century Schools Programme - New Build For Gorseinon Primary School. The correspondence resulting from this meeting is also attached for information.

- 4.3 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:

Education Scrutiny Performance Panel – There is regular correspondence with the Cabinet Member, who was written to over the past year about the following issues:

- Wellbeing in Schools, Dylan Thomas Secondary School
- Individual School Scrutiny: Ysgol Crug Glas, Gowerton Primary, Morriston Primary and Burlais Primary Schools
- Pre-decision scrutiny of the Ethnic Minority Achievement Service changes
- Education Other Than at School Service changes and the Wellbeing Behaviour Strategy
- School Improvement Service
- Pupil Deprivation Grant Spend
- Pre-decision on Small Schools Review
- Annual Budget as it related to education
- Looked After Children education outcomes
- Annual Education Performance Data and categorisation
- Science in Schools in Swansea

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

## **5. Future Scrutiny**

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

Education Scrutiny Performance Panel – the Cabinet Member will continue to be involved as the Panel monitors and challenges school improvement. She will also be attending the Panel to discuss:

- 21<sup>st</sup> Century Schools Programme including progress with EOTAS new build - in Dec 2019
- Annual Education Performance and school categorisation - in Jan 2020
- Annual Budget as it relates to education matters - Feb 2020

## **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 member of the public to ask the Cabinet Member about learning opportunities for adults with disabilities. Whilst the Cabinet Member may be prepared to comment, given the specific nature of the information received, and health issues the individual refers to, it may be a matter for Social Services who can signpost the individual to relevant services / support that may benefit them.

## **7. Next Session**

- 7.1 The next scheduled Cabinet Member Question Session, on 11 November, is with the Cabinet Member for Children Services, Councillor Elliot King (Early Years – Lead) and Councillor Sam Pritchard (Young People - Lead). The Committee should identify specific questions / key themes, which it wishes to cover in that session.
- 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 Education Improvement, Learning & Skills

**Appendix 2:** Previous Correspondence



## Report of the Cabinet Member for Education Improvement, Learning and Skills

**Scrutiny Programme Committee – 14 October 2019**

### **Key Headlines: Cabinet Member for Education Improvement, Learning and Skills**

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

**Report Author:** Nick Williams – Director of Education

**Finance Officer:** Chris Davies

**Legal Officer:** Debbie Smith

#### **For Information**

### **1.0 The Portfolio for Education Improvement, Learning and Skills**

**1.1** The key responsibilities within the portfolio for Education Improvement, Learning and Skills include:

- Education Services from 5 to 19
- Inclusion & Learner Support
- Education through Regional Working (ERW)
- School Improvement
- Schools' Organisation & Performance
- Apprenticeships lead
- 21st Century Schools Programme / Quality in Education (QEd) Programme
- Band B scoping and delivery
- Schools Estate Planning & Resources Planning
- Catchment review

- City of Learning - Member of UNESCO COL steering group
- Education Charter
- Further Education
- Lead Elements of Sustainable Swansea
- NEETS Prevention (lead)
- Readiness for work lead
- Regional Workforce Planning & Skills development
- Skills & Talent project (City Deal)

- 1.2 This report highlights the progress made in delivering key Directorate priorities for 2018-2109, Band B scoping and delivery, Education Regional Working (ERW), School Improvement and School Estate Planning and Resources. This report also considers the impact of Well-being of Future Generations Act (Wales) and Swansea's PSB on the delivery of key activities within this portfolio.

## 2.0 Education Directorate Priorities 2018-2019

### **Improve teaching and learning with a particular focus on reducing inequalities for the most vulnerable.**

- 2.1 Nearly all schools inspected during the 2018-2019 academic year received an 'excellent' or 'good' judgement for teaching and learning experiences.

Standards and particularly at key stage 4 are strong relative to Wales and similar local authorities. Support for improving the quality of teaching is well received by schools. Focused, direct observation of teaching to support schools with their own monitoring is provided.

The spring cross-phase headteacher conference had a strong focus on supporting vulnerable learners and effectively emphasised appropriate strategies. Research evidence from the Education Endowment Foundation was delivered, input from Sir Alastair McDonald (Raising Achievement Advocate for Wales) and best practice was shared by three Swansea schools.

Strong secondary networks facilitated by local authority (LA) have considered research based evidence on teaching and learning. There is strong monitoring of the implementation of new professional standards for teachers.

We need to continue to share the best features of teaching effectively across the school/schools via the good practice directory, networks, conferences and meetings.

We must provide more opportunities for pupils to work independently and to make choices in relation to their learning by promoting the teaching/ learning principles outlined in the Curriculum for Wales 2022 and in new professional standards.

We should ensure that teachers continue to target the most vulnerable learners with effective strategies to support learning by evaluating the quality of school provision/interventions/planning for looked after children (LAC), free school meal learners (FSM), English as an additional language (EAL) learners.

**Strong progress, addressing the priority in most aspects. Only minor aspects require further attention.**

**Improve leadership and school governance.**

- 2.2 Nearly all schools inspected during the 2018-2019 academic year received an 'excellent' or 'good' judgement for leadership and management. Strengths and areas for development in leadership are clearly identified and noted during monitoring visits. This includes a strong focus on the roles of both senior and middle leaders.

There is a good programme in place for new and acting headteachers Swansea had a 100% success rate for the headteacher qualification in 2018-2019, a higher percentage than nearly all LAs.

There is an effective programme of support and training in place for primary deputy headteachers. This has resulted in strengthening distributed leadership in our schools.

There are strong secondary networks for senior leaders on looking at curriculum development and self-evaluation.

A proactive approach to mandatory governor training has resulted in an increased attendance from 71 governors attending in autumn 2017 to 214 governors attending in autumn 2018.

One school had adequate leadership in their Estyn inspection though had a coherent action plan for improvement. Estyn found that the school was already working on the recommendations the inspection identified. The school has made good progress with this plan.

We need to support leadership of a transformational curriculum. A draft strategic implementation plan for the curriculum is currently being developed and will be considered at the education and skills policy development committee in the near future.

We need to ensure that all schools are developed as learning organisations by raising awareness of the need to have a strong vision for teaching and learning and use of external influence to improve.

Non-mandatory governor training sessions are positively received by those in attendance. However, attendance figures are low compared to the number of governors / governing bodies. We need to continue to

promote these sessions to improve attendance. We will pilot a termly governor newsletter.

**Strong progress, addressing the priority in most aspects. Only minor aspects require further attention.**

**Work in partnership to develop a sustainable education system.**

- 2.3 Swansea has maintained the quality of educational provision for learners against a challenging financial context and continuing funding uncertainty.

We have continued to engage constructively with stakeholders through the School Budget Forum, School Improvement Board and other working groups, encouraging an increasingly 'self-supporting' school network, sharing good practice, experience and ideas.

Swansea has continued to prioritise (relatively) the delegated schools budget and areas of pupil specific support, maintaining the consistent longer term 'one education budget' strategy and the principles approved with the Council budget.

We have successfully reviewed and implemented new models of service provision, in line with budget strategy and the medium term financial plan.

We have successfully progressed statutory school proposals to better balance the demand for, and availability of appropriate provision for learners.

Uncertainty regarding funding arrangements is a great challenge and a huge concern. It threatens the sustainability of the whole school system and the Education Directorate.

Maintaining the speed of progress to deliver enhanced facilities and accommodation for learners against a context of continuing 'gaps' in capacity across the Council (for example, legal, corporate building services, finance, procurement and within the Education Directorate) is a challenge.

**Strong progress, addressing the priority in most aspects. Only minor aspects require further attention.**

**Embed the new additional learning needs (ALN), wellbeing and behaviour strategies.**

- 2.4 All schools inspected during the 2018-2019 academic year received an 'excellent' or 'good' judgement for care, support and guidance.

The draft Behaviour Policy has been approved by the Education Other Than At School (EOTAS) Steering Committee setting out a graduated response to meeting the emotional and behavioural needs of learners in Swansea with an emphasis on understanding needs at an early stage so as to align interventions that prevent an escalation that requires statutory services, education otherwise than at school or independent/out of county education.

The Pupil Referral Unit was inspected and achieved good judgements in all inspection areas.

The review of EOTAS services has progressed and a structure approved by EOTAS Steering Group.

The Well-being Strategy is drafted in terms of a definition, principles, model of understanding but does now need an implementation plan that aligns with the proposed developments in integrated family support services.

The additional learning needs (ALN) strategy is in place and good progress has been made in raising awareness and engaging schools with the school readiness survey. There has been well-regarded contributions at a regional level and new regional strategy has been developed. An ALN Strategy and Implementation Steering Group has been set up and met twice. Capacity in the ALN team is constrained by problems recruiting to key posts as well as the volume of operational work and potential for litigation. This has hampered further development work however, good progress was made in the summer term. Regional working has been affected by queries regarding grant funding and allocation.

The impact of the implementation of the ALNET Act 2018 and Code has been flagged as a risk to the Council.

The contractor for the new build PRU went into receivership delaying the delivery of the new build. The closure of the Brondeg KS4 site and the inspection hampered progress over the year along with some key staffing issues. These have now been resolved.

The Behaviour Policy and Plan is to be discussed by Cabinet and Corporate Management Team and consultation on the new EOTAS structure commenced.

Further work on the Well-Being Strategy to align with integrated family services is needed.

Emotional and mental well-being will be a key theme in our work with schools in the 2019-2020 academic year including a theme for a cross-phase headteacher conference.

**Satisfactory progress, addressing the priority in many aspects. A few significant aspects require significant attention.**

**Ensure all learning opportunities take place in safe environments.**

- 2.5 All schools inspected by Estyn during the 2018-2019 academic year met requirements and gave no cause for concern for safeguarding.

Good quality child protection training has been provided in Swansea schools with 98% positive feedback rate.

The safeguarding and child protection training has been reviewed and is now more aligned with the messages being delivered corporately and on a multi- agency level.

There is improved collaboration between the Child Protection and Safeguarding Officer in Education and the Health & Safety Officer for Schools which has improved the oversight of the LA on safeguarding and general safety in schools.

Safe recruitment training is provided by human resources (HR). Not all schools have recruited safely but these are few in number. We challenge governors when this occurs.

Not all schools include contact details for designated safeguarding people to the back of child protection policies. Again, few in number and we challenge governors when this occurs.

**Strong progress, addressing the priority in most aspects. Only minor aspects require further attention.**

### **3.0 Band B Scoping and Delivery**

- 3.1 The programme to transform Swansea's schools' estate continues with access to capital investment through the approved Council's 21<sup>st</sup> Century Schools Strategic Outline Programme (SOP). The approved programme envelope is £149.7m, since amended to £149.5m, to reflect the reciprocal increase in the Band A programme. This is subject to the approval of individual project business cases. The individual forecast project cost at SOP stage is subject to review as the project intelligence is increased with for example ground investigations, other surveys, and the identification of abnormal costs. This is defined in the strategic and outline business cases and finally the full business case when approval of the final project cost is sought from Cabinet and Welsh Government (WG)
- 3.2 Gorseinon Primary is carried over from Band A. This is a new build 1.5 form entry primary school future proofed to 2 form entry to replace the current category C and C- condition buildings that are currently located across split sites. The revised FPR7 and change request to WG for the

value of £6,882,392 were approved in February 2019. Work started on site in June 2019, and the new playground was completed and opened to the public in July 2019. The car park installation, foundations, contractor cabins, vibro-piling, and footings are completed and the steel frame is now being erected. South Wales Sports Grounds have commenced their works to the all-weather and MUGA. The school is on schedule to open to pupils in September 2020.

- 3.3 The £9.642m new build, bespoke Pupil Referral Unit (PRU) facility on the Cockett House site is now under construction. The PRU is scheduled for completion in August 2020 and is due to open to pupils in September 2020. The proposed new build for Welsh medium YGG Tan-y-lan at Beaconsview Road, Clase obtained planning permission in May 2019 and has now been tendered and it is anticipated that the construction phase will commence in January 2020. This new build will enable the capacity to increase from 130 to 420 places plus nursery; an additional 290 places plus nursery. The total estimated cost of the new build for YGG Tan-y-lan is £9,899,873.67. Of that £1,018,548 is to be 100% funded by WG against the Welsh-medium grant, with £8,881,325.67 remaining cost against the overall Band B programme envelope. It is expected that the new school build will open to pupils in September 2021, subject to Cabinet and Welsh Government approvals.
- 3.4 The proposed new build for another Welsh medium primary; YGG Tirdeunaw obtained planning permission in September 2019 and is due to be tendered in early October 2019. This new build will enable the capacity to increase from 420 to 525 places plus nursery; an additional 105 places plus nursery. The school is currently situated at the former Daniel James Comprehensive School site. The new build will be co-located on part of the current YGG Bryntawe site in Penlan. The total estimated cost of the new build for YGG Tirdeunaw at outline business case stage was £12,207,153. Of that £1,270,265 is to be 100% funded by WG against the Welsh-medium grant, with £10,936,888.28 remaining cost against the overall Band B programme envelope. Once a contractor is appointed and the construction programme is available the date that the school is likely to open to pupils will be confirmed.
- 3.5 The proposed extension and remodelling to Welsh medium secondary school Ysgol Gyfun Gŵyr to increase capacity by creating an additional 195 giving an overall capacity of 1273, obtained planning approval in May 2019 and is due to be tendered by the end of September 2019. The total estimated cost of the project for Ysgol Gyfun Gŵyr at outline business case stage was £7,413,255. It is planned to commence construction in spring 2020 with a phased handover from April to September 2021.
- 3.6 The first stage contract has been awarded for the pre-construction phase works for the remodelling, refurbishment and extension of Bishopston Comprehensive School to address condition and suitability issues. The total estimated cost of the project at outline business case



stage was £11,865,981.7. At this stage, it is anticipated that work will start on site in summer 2020, with a phased completion extending to spring 2022.

- 3.7 The strategic outline business case for the provision of a new special school is progressing. The project team, which includes key stakeholders, has explored possible options and the scope of the project is currently being refined.
- 3.8 The new school build will be intended to meet the increased demand for pupils with Profound and Multiple Learning Difficulties, Moderate Learning Difficulties and Autistic Spectrum Disorder (ASD).
- 3.9 The requirements for residential accommodation are being assessed in consultation with Social Services.
- 3.10 The needs and impact on other groups of learners is currently being assessed notably for pupils with high functioning ASD and Social and Emotional and Behavioural Disabilities (SEBD) and Emotional and Behavioural Disabilities (EBD) pupils, but also considering the impact on Specialist teaching Facilities (STF) and EOTAS provision.
- 3.11 It is planned to submit the strategic outline business case to WG this term, and to seek approval to consult on the amalgamation of the existing special schools and increased planned places and associated provision to meet the needs of the existing and future pupils within the county in spring 2020.
- 3.12 The Well-Being of Future Generations (Wales) Act underpins the programme to transform Swansea's schools by taking a long-term approach to the development, maintenance and improvement in schools in relation to demographic trends and household projections. We work closely with Corporate Building services and other services within the Council to ensure that developments will meet demands in the future and any new and existing buildings are as energy efficient as possible and/or carbon neutral.

#### **4.0 Education Regional Working (ERW)**

- 4.1 ERW is a partnership of six local authorities: Swansea, Neath Port Talbot, Powys, Ceredigion, Carmarthenshire, and Pembrokeshire Councils. The purpose of consortia is outlined in the national model for regional working and seeks to outline how ERW will deliver a single school improvement service on behalf of Swansea. Key functions of ERW include; developing school improvement strategies that improve learning and teaching and leads to improvements to pupil attainment at all levels and across all contexts. It includes data collation, analysis, and delivery of the model of national categorisation. It includes supporting the development of school leadership and delivery of the new Curriculum for Wales 2022 and the Welsh Medium Education

Strategy. ERW has been reviewed and reformed during the last two academic years with the Joint Committee agreeing new core functions, namely developing leadership, professional learning for new curriculum and curriculum design. In addition, Joint Committee has agreed a new staffing structure. The LA retains its challenge advisers for school improvement activity and has rationalised curriculum support staff.

- 4.2 The national system for the categorisation of schools has produced a consistent approach that has supported schools in their self-evaluation and planning development via a core entitlement. Schools in Swansea have shown improvement for the fourth successive year under the Welsh Government's school categorisation system. The results published show a record number of schools have very good capacity to self-improve. Under performance in schools is challenged and support is provided for schools to improve performance through school-to-school collaboration and partnership working. Consortium working has also ensured greater challenge to Swansea schools. Swansea has benefited from capacity building grants targeted at schools causing concern and has received some financial recompense to support schools within and beyond the local authority. Swansea benefits from receiving support and challenge that is consistent with other local authorities.
- 4.3 ERW have also provided support for new qualifications in secondary schools and improved support to prepare schools for greater digital competence. Schools now benefit from a range of virtual networks, consistent guidance on Welsh as a second language within and outside the classroom. Support for vulnerable learners has been co-ordinated by the regional service via training for attachment aware schools. Joint conferences and training between Neath Port Talbot and Swansea have also been arranged to reduce duplication and pool resources.
- 4.4 Although ERW has produced a number of benefits for schools and pupils in Swansea, a report by Estyn that examined the effectiveness of ERW concluded that the region is improving more slowly than others in Wales are. Other challenges include reconciling different priorities within the region. For example, the ERW footprint includes a large rural region and rural issues can predominate and can be reflected in the allocation of funding across the region. In addition, there has been some contention between schools' perceptions of ERW in relation to its role in challenging performance and schools feeling that it causes increased workload. A significant review of ERW, the model, delivery and governance is nearing completion. However, the new structure has not attracted permanent post-holders, new governance arrangements have yet to be approved by the Joint Committee, the future funding arrangements are not finalised, one partner authority has issued a notice of intent to withdraw from the consortium and new functions are not understood by stakeholders.

- 4.5 ERW strategies support the five ways of working contained within the Well-Being and Future Generations (Wales) Act such as collaboration and integration. These are promoted through the work of the school improvement officers. Schools and school improvement officers also work to ensure that relevant objectives of the PSB, such as children are safe and develop to their full potential, are fulfilled.

### **5.0 School Improvement**

- 5.1 ERW has historically been charged with the development of school improvement strategies across the region. The outcomes of these strategies are measured on a local level in terms of pupil attainment and school inspections. However, during the 2018-2019 academic year, it was agreed that challenge advisers remain under local employment and that the responsibility for school improvement remains with local authorities.
- 5.2 Swansea has a strong track record of pupil performance, although there are variations in performance at different phases (ages). Performance at foundation phase (age 7) shows a positive trend of improvement during the last five years (although the overall foundation phase outcome indicator remains below the national average and Swansea's rank position has fallen over time). Overall, performance at foundation phase is adequate. Work is planned to improve provision at foundation phase by supporting newly qualified teachers, ensuring that there is regular contact between foundation phase co-ordinators, improving readiness for schools and by identifying and sharing best practice between schools. Work is taking place to support schools with baselines and moderation for pupils on entry to school. In addition, it is anticipated that school readiness will be improved by closely linking to our Poverty Strategy, which aims to improve outcomes for children in their early years.
- 5.3 Performance at key stage 2 (age 11) shows a positive trend of improvement during the last five years and currently ranks as 13th in Wales representing an improvement from 2015-2016. The rate of improvement is slower than the national rate of improvement during the last three years. However, current performance shows Swansea on a par with the national average.
- 5.4 Performance at key stage 3 (age 14) shows year upon year improvement during previous years. Teacher assessments at key stage three are no longer reported on in Welsh Government core data packs. Changes in accountability have led to modest declines across Swansea. The proportion of pupils achieving the core subject indicator declining by around four percentage points from the previous year to 83.9%. The decline nationally was two percentage points to 86.2%.

- 5.5 Performance at key stage 4 (age 16) between 2012 and 2019 is overall very strong with Swansea schools comparing very well against many local authorities in most indicators. Furthermore, comparisons with the national averages across all main indicators has been favourable over time during this period. During the academic years 2017-18 and 2018-19, Welsh Government has introduced changes to qualifications and performance indicators. Given this backdrop, it is more difficult to make comparisons with other local authorities. However, overall performance in the new interim measures and at the subject level remains comparatively strong. In 2018-19, the level 2 inclusive measure fell by 6.5 percentage points. The fall is partly due to the new rule applied to school performance measures of “first grade counts”. Further analysis of 2018-19 outcomes will take place as more comparative and value added data becomes available later in the autumn term.

At key stage 5, improvements were seen in Swansea across most indicators. The overall pass rate of 97.9% (97.6% 2018) is above the Welsh average. Achievement in the top grades of A\*-A was very strong at 28.4%.

- 5.6 Schools are continue to follow the national literacy and numeracy framework, ensuring that there is a clear strategy for schools.
- 5.7 The exchange of best practice, learning and collaboration between schools in Swansea is at the heart of our approach to school improvement. Collaborative activities have recently focused on improving digital skills in relation to the roll out of the Digital Competence Framework and efforts to promote the take up of STEM subjects support the long-term aim of ensuring that young people are equipped with right skills and qualifications for the new economy and the Swansea Bay City Deal. Our ways of working are aligned to the Wellbeing of Future Generations Act.

- 5.8 Extended funded

Schools have received extra funding from Welsh Government to assist with the professional development and learning of teachers in the light of changes to the curriculum. Many schools have started to use this money to promote evidenced-based strategies that will support teachers in the delivery of the new curriculum. Schools will discuss their plans and evaluations with challenge advisers during support visits.

- 5.9 Not in Employment Education of Training (NEETS)

Officers are currently completing an audit of schools’ support and provision for vulnerable learners who are most at risk of becoming NEET. Working in collaboration with Young People’s Services, the audit will assess current provision, identify good practice and set out

recommendations for improvements. Every secondary school will be required to answer a series of focused questions as part of a one to one interview with the Coordinator for Education Skills. Questions will relate to the use of in-house support, use of external support, European projects and the use of data to identify learners and monitor outcomes. To date, interviews have taken place in 11 secondary schools and the Pupil Referral Unit. The audit will be used to write a report due to be completed in October 2019.

### **6.0 Partnership Working including Swansea Skills Partnership**

#### **6.1 Digital Capacity**

The Well-Being of Future Generations (Wales) Act underpins the work of Digital Capacity Sub Group within Swansea's Skills Partnership/ Partneriaeth Sgiliau Abertawe (PSA). Collaborative work supports the key aim that all learners in Swansea have the digital skills and opportunities to be able to thrive in the current and future digital climate. The group is made up of associates from different departments of the council, colleagues from local colleges and universities and digital skills training providers. Local businesses and digital industries have also provided input on what they feel would be beneficial skills for our learners to possess. The group has a three year (2019-2022) action plan to:

- change the perception of *Digital in Education*;
- provide opportunities for learners through Employer Engagement;
- improve Digital Work Based learning;
- develop and recruit staff for digital occupations; and
- share good practice between education phases

Firm partnerships have been forged to ensure effective delivery. The work will be reported back to the education and skills policy development committee, who made recommendations to Cabinet in this area.

#### **6.2 Advice and Guidance**

The Well-Being of Future Generations (Wales) Act underpins the work of PSA's second sub-group to enhance the quality of education, learning and skills within the city. The development of better advice, information and guidance for vocational education and careers that are given to young people aged 14 – 19 is the primary aim of this sub-group.

The integrated partnership with representatives from Swansea Council, Careers Wales, Gower College Swansea, Neath Port Talbot College, Coleg Sir Gâr and secondary headteachers has developed a three year (2019-2022) action plan to:

- conduct an audit of vocational education offered at pre 16, sixth forms and colleges;
- work collaboratively with Careers Wales in providing good quality advice; information and guidance (current strategy and future plans);
- develop a web platform to present all opportunities to learners in one place;
- develop a transition protocol between school (pre16) and post 16 opportunities; and
- provide opportunities for learners through employer engagement activities.

The work will be reported back to the education and skills policy development committee, who made recommendations to Cabinet in this area.

### 6.3 Cynnydd

The Cynnydd project continues to provide much needed support for our most vulnerable school pupils. The current project will continue until the end of the academic year 2021-2022 with appointed learning coaches in every school offering a range of support including one-to-one mentoring, group activities, completing recognised qualifications and accompanying learners on programmes designed by external providers. Learning Coach Meetings take place once per half term.

A new Swansea framework of external providers was established in September 2018 for schools to access procured provision through the project. Allocated funds are being used with popular provision being Gower College kick-start programme, Military Preparation and Training College and Down To Earth. Schools now use the local framework and are no longer required to access provision via the Pembrokeshire framework. As a result, the process is streamlined.

Sustainability of the project is being discussed with schools taking on examples of good practice from Cynnydd into their own school environments. The Junior Academy at Gower College began in September 2019 as a long-term exit strategy for learners engaged with the Cynnydd project.

### 6.4 Junior Academy at Gower College Swansea

Gower College Junior Academy (known by Welsh Government as Junior Apprenticeships) is a full time career focussed learning programme for 14-16 year olds, designed to develop the skills needed to progress into employment, higher level vocational courses or apprenticeships at the age of 16.

Learners attend the college and study a chosen vocational pathway instead of a traditional school route. The programme began in

September 2019 with around 20 pupils from four secondary schools; Pentrehafod, Dylan Thomas, Bishop Vaughan and Penyrheol. It is currently progressing well with a good level of engagement and high attendance from the groups.

### 6.5 MyChoice

MyChoice is a new development that is unique to Swansea as a local authority. It is an impartial and unbiased web based platform that will allow year 11 learners in Swansea to search and apply for education courses in the area. In the first instance, the facility will include all Swansea sixth forms, Gower College Swansea, Neath Port Talbot College and Coleg Sir Gar. It is the intention to add apprenticeship and traineeship opportunities via the website in the future.

All secondary schools in Swansea (including seven with sixth forms), Gower College Swansea, NPT College and Coleg Sir Gar will use the system this year.

Headteachers, Careers Wales and school staff have been informed and involved at every stage in the process and are ready to use.

### 6.6 Swansea Learning City

The focus of the Swansea Learning Festival in April 2019 incorporated the themes of the UNESCO Swansea Learning City Status:

- innovative;
- entrepreneurial; and
- inclusive.

The aim of the Learning Festival was to increase opportunities and involvement in Lifelong Learning, promote a culture of learning, celebrate learning activity in the city and create a legacy of learning from the festival. Project work took place in schools leading up to the festival and a Taster Day was held in mid-March to promote the festival and encourage participation.

The festival included Learning for Life opportunities in information technology, art, music, languages and local history. Learning for Employment opportunities with accredited short courses including First Aid, Food Hygiene and Construction. A schools programme, family learning in the community and an entrepreneurship focus including inspirational speakers and business start-up workshops. It also included learning exhibitions and participative demonstrations in city centre venues including in Castle Square and the Market.

The activity was promoted via the Council and partners' websites, a festival brochure and social media #swansealearningcity #gwylddysguabertawe.

During the festival over 9000 participants took part in 300 activities across the county, in over 100 venues and involving over 130 partners.

The legacy of the festival includes the participation of new learners, learners achieving accreditations and the continuation of partnership working.

### **7.0 School Estate, Planning and Resources**

- 7.1 The planning of the school estate can be considered above as part of QEd programme with consistent prioritisation of available annual structural maintenance for schools to manage day to day premises matters with Facilities Management. Future plans include further development of clear guidance to schools on maintenance priority needs informed by updated condition surveys and wider technical advice.
- 7.2 Schools continue to benefit from the local authority's annual capital maintenance programme, which is prioritised on the basis of risk and is consistent with 21<sup>st</sup> Century Schools Programme schemes that are targeted at schools where there is the greatest need. Work is continuing to validate updated condition and suitability assessments.

### **8.0 Pupil Health & Safety - efforts to tackle problem of vehicles / air pollution outside schools as well as improving safety around schools**

- 8.1 Vehicle Safety
- All education establishments have been risk rated through a desk top exercise involving Nicole Overton, Jeff Green and Kevin Williams. This has been based on local knowledge and each school had been RAG rated. This has now highlighted priority visits and the need to undertake additional assessments.
  - Nicole Overton is currently meeting with all cluster groups to discuss the issues around traffic management within the grounds of the school (education land) and on the highway. The traffic management guidance is being discussed within the clusters to make them aware of the process and how schools will be assessed moving forward. This raising the profile and allowing schools to take ownership of the assessment process.
  - Nicole Overton has committed to undertake all red rated schools (10 in total) and 40% of the amber schools within 6 months.
  - The traffic management plans will be completed and highlighting any remedial work and this may include improved management systems and engineered controls. There will need to be some discussion over funding of schemes as school budgets may not cover all essential remedial work.



## 8.2 Safety around the school

- 12 schools have been booked in for details and comprehensive audits and inspections for this academic year. This will be undertaken jointly with the education safeguarding officer and where required detailed action plans will be issued and also circulated to the challenge advisor for monitoring if required.
- In addition to these visits, pre Estyn inspections will be prioritised for any school that receives notification of inspection. As this has been extremely valuable in preparation for inspection, but also to reinforce the safety measures that are currently in place with each school.
- Root cause from all accident/ near miss events continue to be assessed, thus highlighting any measures that can be undertaken to prevent a reoccurrence. Where these are being highlighted, Corporate Health Safety Emergency Management and Wellbeing Service (CHSEMWS) will circulate alerts to all schools to make them aware of additional controls that may be required.
- Lock down awareness training continues to be delivered across all schools and this has now been extended to school assemblies. We are focussing on environmental impacts or community disturbances, this reducing any anxieties for the pupils, but highlighting the method of communication for pupils to return into school safely. The communication will apply to any given situation where movement of pupils is to be restricted - whatever the threat.
- Bespoke training is being delivered where possible to school staff and this includes child handling, first aid, defibrillator awareness. This has been delivered upon request.
- Diabetes awareness training continues to be delivered and monitored. Over 100 staff members have been training last academic year through collaborative working with ABMU to support pupils with health care needs.
- Continuation of a proactive programme of inspections to highlight any significant issues, but to also share best practice.

## 8.3 Air Pollution

The Pollution Control and Private Sector Housing Team currently assess local air quality in accordance with Welsh Government Policy. There are several monitoring sites around Swansea that have been created in order to quantify the exposure for school children on their way to school. Currently there are no exceedances of the National Air Quality Objectives for Nitrogen Dioxide at school sites being monitored.

### **9.0 School Governors**

The training programme for new governors has been amended to include references to governors responsibilities in relation to the environment and to health and wellbeing issues. There are plans to introduce a governor forum and this will provide further opportunities to offer training, information, discussion and awareness raising around how governing bodies can consider environmental opportunities and their environmental responsibilities.

### **10.0 Attendance**

All Swansea schools have the SIMs data monitoring and recording systems. This allows a consistent approach to registration and recording of all pupils in every school. The use of SIMS enables data to be analysed and identifies any issues. The data is used to track pupils, check on attendance at lessons and identify vulnerable groups.

Schools work in partnership with the Education Welfare Service to address issues of attendance and welfare. Attendance under 80% persistent absence and 90% irregular attendance checks are undertaken two weekly, this identifies pupils of concern. Actions are agreed from this meeting and the reports are kept on file.

If a school is quartile 4 then the headteacher, Attendance Officer and Education Welfare Officer will complete a School Attendance Action Plan that will have specific objectives to improve attendance, this is reviewed termly.

Register checks and audits are undertaken regularly.

### **11.0 Legal Implications**

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

### **12.0 Financial Implications**

12.1 The capital and revenue implications of the report are included within the capital programme and revenue budgets.



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

**BY EMAIL**

cc Cabinet Members

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Llinell Uniongyrochol:*

*e-Mail  
e-Bost:*

*Our Ref  
Ein Cyf:*

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**Scrutiny**

**01792 637257**

**scrutiny@swansea.gov.uk**

**SPC/2018-19/5**

**09 November 2018**

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member following the meeting of the Committee on 8 October 2018. It is about Pupil Health, Local Development Plan, 21st Century Schools Programme, School Closures, School Funding, Pupil Development Grant, School Maintenance, Safeguarding, and Schools Admissions.

Dear Councillor Raynor,

### **Cabinet Member Question Session – 8 October**

Thank you for attending the Scrutiny Programme Committee on 8 October 2018 and answering questions on your work as Cabinet Member for Education Improvement, Learning & Skills. The session also benefited from the attendance of the Director of Education, Nick Williams.

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 areas of responsibility.

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

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

**SWANSEA COUNCIL / CYNGOR ABERTAWE**

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

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

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

## **Pupil Health**

In our Q & A session last year we expressed some concerns about the risk to pupils' respiratory health from vehicles travelling to and from schools and parking outside schools. This included contracted buses / taxis as well as parents leaving engines running whilst parked in the vicinity of school gates. We had suggested a targeted information campaign to highlight the harmful effects particularly to younger children, and discourage this behaviour. We asked you to update the Committee on this.

We heard from you that on top of requirements that the authority has about vehicle safety transport companies have been informed about concerns regarding exhaust emissions, and this should be improving the situation. However, we were disappointed that there has been no wider campaign aimed at parents / carers. We stressed that more work was needed to inform parents / carers, for example through school governing bodies. You agreed that you would communicate with governing bodies and ask them to cascade the message in their communities as an important issue of health and wellbeing.

Whilst this was an important message we recognised some of the linked challenges for example, the distance pupils need to travel and ability of pupils to walk to school, affordability of electric vehicles etc. You also told us that there has been a disappointing take up of walking buses / walking routes to schools.

## **Local Development Plan**

Linked to the issue of schools within communities and challenge to deliver sustainable schools of the right size and in the right location, we touched on the subject of school planning. There was some discussion about the pressure on existing schools from new housing developments. Example was given of areas where pupils were travelling significant distances to attend 'local' schools. We noted the ability for Section 106 agreements between the authority and developers in order that they provide for necessary education infrastructure / facilities as a consequence of large development.

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

We asked you about decision making on the Welsh Government's 21<sup>st</sup> Century Schools Programme and allocation / utilisation of funding locally. In particular we talked about condition surveys that are carried, their role in the process and their availability to schools. You were questioned about the extent to which schools / governing bodies were privy to this information. You were also asked about the balance of funding between the east and west of Swansea.

You stressed that primarily allocations focussed on improving school buildings, but could also be informed by projected demand for places, including those for Welsh medium. You mentioned that Bishopston Comprehensive was one of those schools that will be benefitting under Band B of the programme.

You told us that survey findings are shared with schools and the Council's Corporate Building Services, therefore head teachers should be aware of school building condition assessments, and you would expect that this would be reported to the chair of governors / governing body.

You explained that decisions are taken on the programme in line with Welsh Government guidance involving a complex matrix of information which is completed by the authority to help identify the priorities, given limited budget. You added that local decisions are scrutinized by the Welsh Government before the approval of funding is received. We heard there were some issues with the quality of the Welsh Government surveys which they are addressing, meaning that some surveys are being repeated. It was not clear exactly when these would be completed, but you stated that these would be shared with relevant parties when available. Furthermore you assured us that should any school have any query about the 21<sup>st</sup> Century schools programme then the authority would be happy to respond and assist.

## **School Closures**

We asked you about the rationale behind the possible closure of Craigcefnparc and Felindre Primary Schools, and the current consultation process. We understood that you were unable to make specific comments whilst these matters were under consultation but you highlighted factors, including the need for sustainable schools, which were behind the proposed closures.

During Public Question Time members of the public asked questions and made comments about the possible school closures. You welcomed as many views as possible that will inform decision-making. We have forwarded a note of this to the Education Department so that these can be considered as part of the consultation process, which we understand closed on 18 October. This included:

- concern regarding increased airbourne pollutants around school premises especially if the proposed closure of Craigcefnparc Primary School proceeds with children having to travel further to school, resulting in increased traffic movements in the area.
- a question whether there would be opportunity to see the Cabinet decision report before the Cabinet meeting.
- a question whether Cabinet would undertake a full site visit of the proposed school closures to assess the full impact and to ensure fully-informed and robust decision-making.

Please note that the Committee has asked the Schools Scrutiny Performance Panel to carry out pre-decision scrutiny on the relevant cabinet reports where a decision is expected on the possible closures. We understand there will be reports going to the 20 December cabinet meeting.

### **School Funding**

We discussed current pressures facing schools and the local authority. Your written report warned of the increasing challenge to maintain a sustainable education service and risk of short term cuts with longer term consequences and costs. You mentioned the pressure following recent announcement regarding teachers' pay and pensions. You were forecasting impact on school delegated budgets and a fall in school reserves. However, despite difficult times you were proud of pupil attainment and achievement in Swansea, with some of the best schools in Wales, and were focused on trying to maintain good performance and practice.

### **Pupil Development Grant**

We asked you about allocation and monitoring of the Pupil Development Grant. We discussed issues around understanding of the purpose of the Grant and what it is based on, including class data and the number of pupils entitled to free school meals. You stated that the Grant is heavily monitored, with a key role also for school governors to scrutinise objectives (ensuring they are clear and visible) and outcomes within their school. We heard that challenge advisers will also have a series of questions for schools with regard to their plans.

### **School Maintenance**

The Committee asked for clarification about the division of maintenance responsibilities between schools and the Council. It was explained that there is a very detailed book that head teachers have which states what aspects of school maintenance should be covered by delegated budgets, and what issues would be a matter for the local authority. It was explained that issues such as replacement roof, overall electrics, heating systems or other large building repairs would be the responsibility of the authority, some of which would be carried out on a phased basis.

You told us about changes to thresholds that would help schools, eliminating the need for tendering exercises for maintenance spends up to £10k (up from £5k). You also stated that there is a memorandum of understanding between the authority and schools about maintenance - there is a clear expectation on schools to keep buildings in a good state of repair in order to prevent big issues arising.

## **Safeguarding**

We asked about procedures regarding Disclosure Barring Service (DBS) checks, and position in respect of school governors. It was not clear whether school governors were required to have DBS clearance. We felt that given their standing in the school and position of trust, and possible contact with pupils, it should be mandatory. You agreed that all school governors should be DBS checked and stated that you would follow up on this matter and take appropriate action.

## **Schools Admissions**

A query was raised about whether there was a policy on out of county school placements. We understood that the Council may have to send children out of Swansea in specialist education settings dependent on needs but this query was about mainstream Swansea schools admitting children from out of the county. You explained that parents could apply to any school, and dependant on meeting prescribed criteria, or surplus places, could be granted admission. For example, Looked After Children and pupils with Special Education Needs were a priority category for school admission. You assured the Committee that school admission arrangements in Swansea were in line with national guidance.

## **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:

- communicate with governing bodies about reducing the health risk caused by vehicle exhaust emissions around schools and asking them to cascade the message in their communities; and
- take appropriate action regarding DBS checks for school governors.

Please provide the response to this and any other comments about our letter by 30 November. We will then include both letters in the agenda of the next available Committee meeting.

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

Yours sincerely,



**COUNCILLOR MARY JONES**

Chair, Scrutiny Programme Committee

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

Councillor Mary Jones  
Chair, Scrutiny Programme Committee

*Please ask for:* Councillor Jennifer Raynor  
*Direct Line:* 01792 63 7429  
*E-Mail:* [cllr.jennifer.raynor@swansea.gov.uk](mailto:cllr.jennifer.raynor@swansea.gov.uk)  
*Our Ref:* JR/CM  
*Your Ref:*  
*Date:* 26 November 2018

**BY EMAIL**

Dear Councillor Jones

**CABINET MEMBER QUESTION SESSION – 8<sup>TH</sup> OCTOBER 2018**

With reference to your letter dated 9 November 2018 please find response below.

- *Communicate with governing bodies about reducing the health risk caused by vehicle exhaust emissions around schools and asking them to cascade the message in their communities; and*
- *Take appropriate action regarding DBS checks for school governors*

The School and Governor Unit can circulate a request for governing bodies to communicate to their communities regarding health risks associated with exhaust emissions although it should be noted that the role of governing bodies is a strategic one linked to developing the overarching policies for schools. It is not always appropriate for governors to communicate directly with parents over issues as the boundaries between their strategic role and the day to day management responsibility, which rests with the headteacher, can become blurred. It might be more appropriate to ask governing bodies to consider whether or not their wellbeing policies take into account health risks associated with exhaust emissions and request that they agree that a strategy is in place for communicating a message to parents. The School and Governor Unit would welcome the views of the Scrutiny Committee on this proposal and once the preferred approach is confirmed they will communicate accordingly.

To provide clarity in respect of the requirement for governors to have DBS checks: There is nothing in legislation which requires school governors to undertake a DBS check however, it would be essential for any governor who was to have unsupervised contact with children to have a DBS in the same way as any other school volunteer. Due to the sensitive nature of the work of school governors the local authority (LA) strongly recommended that governing bodies agree that all governors should undertake a DBS check on appointment with a three yearly renewal. The LA is not able to make this mandatory as it is not provided for in legislation.



If a governing body agrees that all governors should undertake a DBS check and a governor refuses then the governor is disqualified. For this reason it is important that the clerk to governors minutes the decision of the governing body in relation to DBS check and that newly appointed governors are informed.

The Government of Maintained Schools (Wales) Regulations states that:

Refusal to make an application for a criminal records certificate

12. A person is disqualified from holding or continuing to hold office as a governor at any time when he or she refuses a request by the Governing Body to make an application under section 113 of the Police Act 1997 (13) for a criminal records certificate.

Yours faithfully

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

**Councillor Jennifer Raynor**  
**CABINET MEMBER FOR EDUCATION IMPROVEMENT, LEARNING & SKILLS**

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

**BY EMAIL**

cc Cabinet Members

*Please ask for:  
Gofynnwch am:*

*Direct Line:  
Llinell Uniongyrochol:*

*e-Mail  
e-Bost:*

*Our Ref  
Ein Cyf:*

*Your Ref  
Eich Cyf:*

*Date  
Dyddiad:*

**Scrutiny**

**01792 637257**

**scrutiny@swansea.gov.uk**

**SPC/2018-19/10**

**20 March 2019**

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

Dear Councillor Raynor,

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

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

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

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

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

**OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU**

**SWANSEA COUNCIL / CYNGOR ABERTAWE**

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

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

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

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

Yours sincerely,

**COUNCILLOR TERRY HENNEGAN**

Vice Chair, Scrutiny Programme Committee

✉ [Cllr.terry.hennegan@swansea.gov.uk](mailto:Cllr.terry.hennegan@swansea.gov.uk)

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

**BY EMAIL**

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

Dear Councillor Hennegan

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

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

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

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

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

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

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

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

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

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

Yours faithfully

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

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

# Agenda Item 7



## Report of the Chair

Scrutiny Programme Committee – 14 October 2019

### Scrutiny Performance Panel Progress Report

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

#### 1. Introduction

- 1.1 There are 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) Education

To focus the discussion a short written report has been provided by the convener of the Panel, and is **attached**. This updates on work carried out since the last update was provided (when the Panel was then known as Schools) in March 2019. This includes a summary of Panel activities, correspondence between the Panel and relevant Cabinet Members, recommendations and impact.

1.5 The Education Performance Panel has a membership of 15, as follows:

**Councillors:**

**Labour Councillors: 5**

Cyril Anderson	Beverley Hopkins
Mike Durke	Hazel Morris
Louise Gibbard	

**Liberal Democrat/Independent Councillors: 3**

Mike Day	Susan Jones
Lynda James	

**Conservative Councillor: 5**

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

**Statutory Education Co-optees: 2**

Dave Anderson-Thomas	Alexander Roberts
----------------------	-------------------

**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

## Education Scrutiny Performance Panel – SPC Update

### 1. Remit of the Panel

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

### 2. Key Activities

The Panel is currently meeting on a monthly basis and the work completed since March 2019 includes:

- a) In March, we met with the Chair of Governors and the Headteacher from Burlais Primary School to discuss their improvement journey.
- b) On 2<sup>nd</sup> May, we had a joint meeting with the Child and Family Services Scrutiny Panel to look at the support for and education outcomes of Looked After Children in Swansea.
- c) In June, we looked at the current issues effecting education and then discussed and agreed our work programme for the coming 12 months.
- d) On 11 July, we visited and met with the Headteacher, Chair of Governors and other staff and pupils at Dylan Thomas Community Comprehensive School to see and discuss their good practice in improving pupil wellbeing at the school.
- e) In September, we discussed looked at Elective Home Education and improving the performance of children receiving free school meals.
- f) Over this period, the Panel has also kept up to date with individual school Estyn Inspections published and any advisory/practice documents.

### 3. Achievements / Impact

We have sent four letters to the Cabinet Member for Education Improvement, Learning and Skills since March 2019, which gave our views, raised concerns and made recommendations. Some of these include, for example:

Positives:

- At our meeting in March with Burlais Primary School, we congratulated the Headteacher, the Challenge Advisor and the governing body at the school for their hard work and commitment to their improvement journey that is clearly showing to be successful. We felt that the improvements were mainly due to:
  - The school having a supportive, engaged and challenging governing body that has the necessary skills to help to drive improvement.
  - The Headteacher and Senior Management Team at the school are driving that improvement fully.
  - The schools willingness to work with, and receive support from, the local authority and the Education Improvement Service.
  - The milestones for improvement that were put in place after the inspection have/are been adhered to.
  - The school learning from and sharing their good practice with other schools.
  - The school having strong support from parents and the local community with the school working taking its role in the community seriously.
- At our Joint meeting looking at educational performance of Looked After Children in May, we heard that there is a real commitment in Swansea to developing a more systematic approach to improving the outcomes of vulnerable pupils. We agreed with Officers that we need to be able to see what difference we are making to pupils and need to support them to be as good as they can be. We were interested to hear about the intention to develop an Action Plan to deliver an 'integrated and outcome focussed approach' and would welcome more information on this as it develops.
- We complimented Dylan Thomas Community School Headteacher and Staff for their achievement in developing a culture where pupils feel valued when we visited the school in



July. From our visit, we put together, and shared with the Cabinet Member, a number of learning points. Some of these included for example to improve wellbeing schools need to ensure that it is at the heart of what they do, that they constantly remind pupils of expectations and raise their aspirations, they focus on positivity rather than punitive sanctions, staff are trained in how to improve behaviour and avoid exclusions including pivotal behaviour approaches.

Concerns:

- At our Joint meeting about Looked After Children Educational Outcomes, we understood that the education of LAC has proved an incredibly challenging area for Swansea for decades. Hearing from officers was helpful but were keen to see what can be done to actually improve educational attainment is key. The Panel felt the Council must seek and learn what works from children and young people who succeed despite the challenges they face.
- On our visit to Dylan Thomas School, we heard from the Chair of Governors that finance is a great source of worry to the governing body, he expressed his concerns about future finances and how uncertainty makes it difficult for the school to forward plan.

Action Recommended / questions asked:

- After our Joint session about LAC we asked the Cabinet Member
  1. How will the new facility in Cockett improve the education of our most vulnerable children including LAC?
  2. How we are using cutting-edge best practice in relation to LAC?
- After our visit to Dylan Thomas Community School we asked the Cabinet Member:
  1. To let us know her thoughts about how best schools can plan for the medium term future when budgets are so uncertain moving forward.

We received a detailed response from the Cabinet Member to all three points raised.

#### 4. Schools Scrutiny Performance Panel - Future Work Programme 2019/20

Date	Items to be discussed
<b>Meeting 4</b> 21 Oct 19	<b>School 2 – Penclawdd Primary School</b> Red: Speak to Head and Chair of Governors of a School including preparation session with the challenge advisor
<b>Meeting 5</b> 14 Nov 19	<ul style="list-style-type: none"> <li>- Healthy Schools Initiative</li> <li>- The National Mission and developing a transformational curriculum for all pupils.</li> </ul>
<b>Meeting 6</b> 19 Dec 19	<ul style="list-style-type: none"> <li>- 21<sup>st</sup> Century Schools update</li> <li>- School Transport – Briefing</li> <li>- Annual Audit Report – for information</li> </ul>
<b>Meeting 7</b> 16 Jan 20	<ul style="list-style-type: none"> <li>- Annual Education Performance Data (incl. school categorisation)</li> <li>- Looked After Children Educational Outcomes</li> <li>- Supporting vulnerable pupils – pupil development grand spend summary</li> </ul>
<b>Meeting 8</b> Date TBA	Annual Budget as it relates to Education matters
<b>Meeting 9</b> 13 Feb 20	<ul style="list-style-type: none"> <li>- Additional Learning Needs Reform and progress in Swansea</li> <li>- Education Improvement Service performance update and ERW progress against business plan priorities</li> </ul>
<b>Meeting 10</b> 12 Mar 20	<b>School 3 – Pentrehafod Comprehensive School</b> Visit to school, meeting Headteacher to specifically see/discuss the approach to NEETs prevention at the school
<b>Meeting 11</b> Date TBA – Apr	<ul style="list-style-type: none"> <li>- Swansea Skills Partnership</li> <li>- Education Other Than At School (EOTAS) progress with improvements</li> </ul>
<b>Meeting 12</b> 30 Apr 20	Session on Post 16 education and pupil performance at 6 <sup>th</sup> Form and colleges

# Agenda Item 8



## Report of the Director of Social Services on behalf of the Cabinet Member for Care, Health & Ageing Well

Scrutiny Programme Committee – 14 October 2019

### Annual Report 2018/19 - Corporate Safeguarding

<b>Purpose:</b>	This report is the Director of Social Services' annual report on the Council's corporate safeguarding arrangements, carried out on behalf of the Cabinet Member for Care, Health & Ageing Well, as a review of the work programme of the Corporate Safeguarding group.
<b>Policy Framework:</b>	<p>The Director of Social Services' Annual Report on Corporate Safeguarding is a review of the implementation of the Council's Corporate Safeguarding policy: <a href="#">Swansea Staffnet - Safeguarding</a></p> <p>Safeguarding people from harm is the number one corporate priority in the Council's Corporate Plan: <a href="#">Swansea Staffnet - Corporate priorities</a></p>
<b>Consultation:</b>	<p>This report was prepared after consultation with:</p> <ul style="list-style-type: none"><li>• Corporate Safeguarding group</li></ul>
<b>Recommendation(s):</b>	<p>It is recommended that:</p> <ol style="list-style-type: none"><li>1. The Annual Report Corporate Safeguarding by the Director of Social Services 2018/19 is received.</li></ol>
<b>Report Author:</b>	Simon Jones
<b>Finance Officer:</b>	Chris Davies
<b>Legal Officer:</b>	Tracey Meredith
<b>Access to Services Officer:</b>	Rhian Millar

## **1. Introduction and background**

- 1.1 Every person has the right to be safe from harm, the opportunity to fulfil their full potential and to have their human rights and choices protected. The Council also recognises the high profile nature of safeguarding issues, and the important role of robust, effective corporate safeguarding arrangements.
- 1.2 Swansea Council's Corporate Plan 2018-22 has a Well-being Objective 1: Safeguarding people from harm – so that our citizens are free from harm and exploitation. Through this well-being objective, "Safeguarding" is seen as a wider objective than the vital work of protection of the most vulnerable children and adults. This corporate priority also deals with public protection and citizen rights within the following:
  - Protection from harm and neglect;
  - Safety
  - Physical health, emotional well-being, and mental health;
  - Human rights
  - Contribution to society
  - Social and economic well-being.
- 1.3 This wider strategic approach has recently been reported on within the Annual Review of Performance of each of the Council's Well-being Objectives, as a statutory requirement under the Local Government (Wales) Measure 2009, and also within changes set out in Swansea Council's Corporate Plan (2018-22).
- 1.4 Swansea Council has recently revised the Corporate Safeguarding Policy to meet the many challenges we are facing, and to address the newer collaborative ways of working which involves close working with volunteers and providers. By working closely with the Safeguarding Policy and Practice Development, an updated policy was approved in May 2018.
- 1.5 Swansea Council's Corporate Safeguarding group was first set up in 2014 to lead on development and of corporate safeguarding policy, monitoring of policy implementation. This group has continued to meet every 2-3 months-chaired by Director of Social Services, and attended by Cabinet Member – Well-being, with lead representatives from all services areas across the Council.
- 1.6 The remit of the corporate safeguarding group covers both safeguarding children, and vulnerable adults from harm. A revised terms of reference has been agreed, and appended within the main report.
- 1.7 Regional briefings on progress are also provided to, and received by Western Bay Regional Safeguarding Adults and Children Boards, which have been set up under Part 7 of the Social Services and Well-being (Wales) Act 2014, statutory guidance, regulations and codes of practice.

- 1.8 Regular progress reports are provided to corporate management team on safeguarding performance. Cabinet Member for Care, Health & Ageing Well, the Scrutiny Programme Committee and relevant Scrutiny Performance Panels also expect to receive regular information regarding safeguarding and on the work of the Corporate Safeguarding Group.
- 1.9 This Annual Report on Corporate Safeguarding report (attached. Appendix 1) is an important part of this reporting cycle. This report outlines the governance arrangements, the work undertaken during the year, and also sets out a work programme for 2019/20. A copy of the Work Programme is appended to the main report

**2. Annual Report**

See Appendix 1: Annual Report – Corporate Safeguarding 2018/19

**3. Other Issues**

None

**4. Equality and Engagement Implications**

This report has no direct equality and engagement implications.

**5. Financial Implications**

There are no financial implications associated with this report.

**6. Legal Implications**

There are no further legal implications other than those referred to in the body of the report.

**Background Papers:**

None

**Appendices:**

Appendix 1. Annual Report – Corporate Safeguarding 2018/19



## Annual Report – Corporate Safeguarding 2018/19

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

#### Corporate Safeguarding Group

#### 1. Introduction

Swansea Council expects that vulnerable people in Swansea are kept safe and protected from abuse and neglect. To achieve this, safeguarding vulnerable adults and children is a corporate priority, and well-being strategic outcome within the Corporate Plan (2018-22), and this is understood across the whole Council, as “everyone’s business”.

In 2018 elected members and council officers worked together to fully update Swansea Council’s Corporate Safeguarding Policy to make sure it covers the full range of potential, contextual safeguarding concerns, such as child sexual exploitation, radicalisation ( Prevent Strategy to safeguard the vulnerable from radicalisation) and female genital mutilation (FGM).

[LINK TO REVISED POLICY](#)

Reflected in the new corporate safeguarding policy are the key elements needed to ensure **Safeguarding remains "everyone’s business"**



Figure 1 Swansea Model “Doing nothing is not an option – Spot it, Report it!”

This is now the Swansea model for effective safeguarding arrangements, which effectively covers **7 key areas** of activity (Fig. 1), and these are set out within a work programme, with progress reported to the Corporate Safeguarding group. By implementing this framework, the Council is working towards continuous improvement in its day-to-day safeguarding arrangements, and this work is overseen by safe governance, and supported by named safeguarding officers from all areas of the Council.

**Appendix A.- Corporate Safeguarding Governance arrangements**

**Appendix B. Terms of Reference for Corporate Safeguarding group**

By working together, we can help ensure that all staff and providers are fully aware of their roles and responsibilities in safeguarding our most vulnerable citizens. This annual report is intended to act as a summary record of our progress in implementing a corporate approach to safeguarding our most vulnerable people from harm, which applies across the whole Council.

**Appendix C. - Work programme –Corporate Safeguarding group**

**Appendix D. – Swansea Council’s Named Safeguarding persons**

**2. Progress made during 2018/19**

**2.1 Safe Governance**

2.1.1 There is a strong governance structure in place to ensure all legal duties are carried out within the Council, and Swansea’s approach to corporate safeguarding is being implemented. Safeguarding has strong leadership and support from the whole Council, in particular from Cabinet Members, our Scrutiny boards and the Corporate Management Team led by the Chief Executive.

2.1.2 We are working effectively together under the direction of a Corporate Safeguarding group, which meets quarterly, and is jointly chaired by the Director of Social Services and the Cabinet Member – Care, Health & Wellbeing.

2.1.3 Swansea Council is working to ensure there is effective regional safeguarding board arrangements, established for the new West Glamorgan region, to replace the Western Bay boards. The Board will have a clear business plan setting out objectives and shared accountability across a range of partners, with targeted campaigns, promoting preventative approaches, performance reporting and learning lessons from practice reviews.

–

**2.1.4 What we have done this year:**

- The revised corporate safeguarding policy is available to staff via the updated Intranet page:

- Corporate Safeguarding Group has also updated terms of reference (**Appendix B**), and has a renewed membership in support of the new policy and work programme (**Appendix C**).
- We recently completed a self- assessment tool to show Swansea Council's corporate safeguarding arrangements, to meet Wales Audit Office (WAO) requirement for a follow up review (first review took place in 2015), which particularly focused on children.
- There is now an updated list of Named Safeguarding Persons, covering all main service areas of the Council (**see Appendix D**).
- As a further assurance, a Section 135 audit was carried out by all main partner organisations, on behalf of the West Glamorgan Regional Safeguarding board. Following this exercise, a summary report highlighting potential improvements relating to service areas in the Council, is provided to Corporate Safeguarding group.

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

## **2.2 Safe Employment**

- 2.2.1 In working safely with Swansea citizens, the Council has to ensure we have robust, safe recruitment policies and employment procedures in place, to prevent, wherever possible, unsuitable people from working in, or volunteering for certain roles, particularly roles that involve children and adults who may be at risk. Our entire workforce, all elected members and providers are expected to implement the revised Corporate Safeguarding policy, and to complete mandatory training, which promotes not only the awareness of safeguarding, but also the duty to report concerns.
- 2.2.2 Safeguarding is integrated into our commissioning, procurement and contracting arrangements, with clear standards of what is expected by providers as well as requirements to prevent and report concerns. We have developed a Safeguarding Policy specifically for Contractors of the City and County of Swansea to detail the Council's expectations of partners and providers, and annexed to the contract. Safeguarding clauses are placed in all social care contracts and inserted into other contracts where there are seen as relevant, together with a suitability questionnaire to ensure that all expectations are fully understood.
- 2.2.3 The Disclosure and Barring Service (DBS) is carried out by a dedicate team, and used, where applicable, to help Council managers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. For all new starters to the council, Council Policy expects that requirements for each position to be filled are considered and an identification checklist is completed with a task to ensure a DBS check is

completed, where applicable, and to exclude those candidates who may be unsuitable for certain work, especially that involve children or vulnerable adults.

#### **2.2.4 What have we done this year:**

- We are updating safeguarding elements within Council recruitment policy and staff handbook.
- Ensuring DBS checks are undertaken for roles that have identified as required and review of DBS processes/policies – who reviews decision on DBS risk assessments and the need for this.
- Safeguarding roles and responsibilities are reflected with all Job Descriptions
- For all contractors to confirm that they comply with Swansea Council Safeguarding Policies and their staff or their sub-contractors staff are aware of their responsibilities and duties and when required provided or able to provide safeguarding awareness raising and training.

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

- Continue to review all our staffing and employment policies including a Council safe recruitment policy and staff handbook
- Updating safeguarding as everybody's business is reflected in all recruitment materials, and job descriptions in line with the current corporate safeguarding policy, and by ensuring that safeguarding roles and responsibilities are fully reflected within all senior job descriptions.

### **2.3 Safe Workforce**

2.3.1 All staff employed by Swansea Council must have an awareness and understanding of their own corporate safeguarding role, as a Council employee, and as a citizen. On commencement of employment, all Council employees have to undertake a corporate induction and mandatory corporate safeguarding training, and be ready to prevent or report their concerns of possible abuse, when they work for the Authority or work on its behalf.

2.3.2 Staff are also made aware of their duty to report concerns, via the Staff Intranet pages, through Named Safeguarding Persons in each service area. They provide support to their staff teams in helping them identify, and raise any signs of potential abuse, and to access the training and support they need. Council employees have access to Safeguarding information and resources via StaffNet: <http://www.swansea.gov.uk/staffnet/safeguarding>



### 2.3.3 What we have done this year:

- Our mandatory safeguarding training has been developed across 3 levels to meet role specific requirements
- Our mandatory training offer has to include face to face, e-learning and class based training approaches to meet the needs of a diverse workforce, for example to staff that do not have regular PC access
- All training materials across the 3 levels has been updated to fully reflect new policy and the latest national guidance (in development).
- Training covers both the safeguarding and promoting the welfare of children and safeguarding vulnerable adults
- Council staff, and elected members, with specialist training to those working with or in contact with children and families.
- A senior manager has been deployed to carry out robust training needs analysis for the specific roles within the Councils#
- Their work will help ensure that there is a workforce strategy in place to ensure there is sufficient capacity and resources available to meet both corporate requirements and Social Care Wales professional standards, qualifications and registration

### 2.3.4 How do we know? (figures shown where answer given as Yes)

No.	Staff Survey Question	2018	2017	2016	2015
11	Do you know who your departments designated lead for safeguarding is?	66.5%	63.4%	62%	47%
12	Do you know who the lead Councillor is for safeguarding?	39.7%	46.3%	45%	28%
13	Have you had your responsibility for safeguarding and child protection explained to you?	86.1%	84.7%	86%	64%

Table 1 Staff survey results by year –including the latest staff survey completed during 17 Sept. until 2 Nov. 2018

Full results are available at:

<https://www.swansea.gov.uk/staffnet/staffsurveyresults2018>

### 2.3.5 Work identified for year ahead:

- Staff Survey results show staff are still not declaring an awareness of who the safeguarding designated named contacts .leads are within the Council, and this is to be addressed in a number of ways, overseen by Corporate

Safeguarding group). Firstly there is the refreshed mandatory training requirement, regular updates are planned via staff intranet, via safeguarding contacts and events during national safeguarding week.

- Continue to carry out training needs analysis within service to ensure all service area managers and employees receive mandatory safeguarding training,
- Continue work to update and maintain staff training records - to ensure that corporate systems are effective, up to date and can support corporate wide reporting on compliance, as well as service level self-service, and self - reporting.
- capture training profiles of individuals, teams and services via new capture system (developed using SurveyMonkey).
- HR&OD Training team are currently updating the corporate induction looking to move back to a face to face induction for new starters, they will liaise with the relevant departments when it comes to incorporating safeguarding into the training
- The task group in this area is working with the named safeguarding officers to accurately identify the specific training needs of staff in their respective areas and to ensure that mandatory training whether by face to face or e-learning courses is made accessible and compliance achieved.

## **2.4 Safe Practice**

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

2.4.2 In Swansea, safeguarding practice aims to be focused on the person at the centre of the concern, and working towards a set of agreed safe outcomes. By working collaboratively to identify and prevent abuse and neglect, where possible. To ensure all agencies, services and individuals can give timely and proportionate responses, in circumstances when possible occurrences of abuse or neglect of children and adults at risk has noticed.

### **2.4.3 How we implement Safe Practice in Swansea**

#### **a) With Children, Young People and Families**

In Child and Family Services, the Signs of Safety Practice Framework is a whole systems approach embedded across the service, whilst adhering to the prescriptive requirements of the Wales Safeguarding Children practice guidance. In an effort to further embed our strengths-based approach, as planned children services underwent a full scale restructuring this year, through which we implemented a reclaiming social work design, introducing for example practice leaders as a separate function from team managers. Undergoing inspection during period of major restructure was an extraordinary challenge. The Inspection findings and feedback from the review team was both positive and constructive and further influenced our transformation plans.

#### **b) With Vulnerable Adults**

A 'What matters to you' conversation is now central to how we work, across social service. Through a warm front door, in Adult Services this is the Common Access Point which is set up to help people explore what they need to enhance their personal wellbeing, taking in their strengths as well as risks in their situation, and the outcome they are looking for. The Access and Information Assistants can also

- signpost to community-based services, such as local groups or charities.
- give information and Advice relating to care and support and assistance in accessing care and support
- Advise on how the care and support system operates in the local authority
- Advise on types of care and support available
- Explain how to access the care and support available
- Advise how to raise concerns about well-being of a person who appears to have needs for care and support.

This range of person centred, solutions focused approaches is now being rolled out across the whole of Adult Services, through the 'Doing What Matters' Practice Framework, and a range of interventions under a shared approach called 'Collaborative Communication'.

A full review of safeguarding arrangements has been undertaken in Adult Services with proposals for a dedicated safeguarding team to be incorporated into the restructure of Adult Services. The changes are to ensure that all concerns are addressed at the earliest opportunity, risks are managed effectively with the person at the centre's full involvement and investigations are followed through to conclusion.

Swansea has also significantly improved performance in relation to Deprivation of Liberty Safeguards (DoLS) through implementing dedicated team arrangements. Feedback suggests this has not only improved professional knowledge but is driving up standards and response times.

#### **2.4.4 What we have done this year:**

- There are still a high number of safeguarding concerns that are reported, all of which have to be dealt with:

- Adult Services received **1,185** (1321, last year) safeguarding enquiries, of which we accepted **372** (540) as referrals / possible concerns where the threshold was met. **1,132** (1,307) deprivation of liberty safeguard requests were also made to Adult Services, on behalf of people during 2018/19.
- In Child and Family Services, there were **9754** (9529) contacts about vulnerable children, of which **1373** (1722) became referrals / possible concerns during 2018/19.
- The revised **Corporate Safeguarding Policy** covers a wider range of potential concerns, which may impact individuals and groups and be contextual, such as county lines, human trafficking, modern slavery, female genital mutilation, bullying, hate crime, Prevent strategy (terrorism).
- Swansea has carried out a successful **Spot It! Report It!** Campaign.
- Elected members and council officers are worked together to review and fully policies within the **People Policy Development Committee**.
- There is an on-going review of current arrangements towards improving our front door arrangements, in working with partners in responding to safeguarding adults and children enquiries/ concerns, and through **Information, Advice and Assistance** in promoting citizens well-being.
- **Our Reclaiming social care** practice is important to maintaining effective safeguarding arrangements.
- **Getting it Right for Every Child** programme aims to ensure that safe and positive practices are shared across the whole system and monitored to ensure the best possible outcomes are achieved for vulnerable children
- **Contextual Safeguarding** involves considering how, for example, peer groups, social media, neighbourhoods and schools, impact on young people's vulnerability. This approach was first developed by Dr Carlene Firmin, of The University of Bedfordshire, and first piloted in Hackney:  
<https://www.contextualsafeguarding.org.uk/en/>

#### 2.4.5 Case Examples

**Case Example (1): 'Contextual safeguarding' in Swansea** Swansea is looking to establish a programme which will identify new partnerships with organisations like transport providers, local businesses, fast food restaurants and other places where young people gather. The main aim of the project is to reduce the need to move children away from unsafe social environments and instead, create safety in the places and communities in which they spend their time. Addressing risky behaviours, where child or young person is more influenced by peer group than family, in particular those most vulnerable children at risk of exploitation can be best achieved where a multi- agency approach helps target a range of interventions aimed at influencing or disrupting a peer group where there are risks to a vulnerable child.

**Case Example (2): IAA and BAYS+ working together....(taken from Director of Social Services Annual Report 2018/19- section 4c Safeguarding)**

An anonymous referral was received via the NSPCC helpline, regarding a young person aged 17.5 years; she was living at home with her father, step-mother and 4 younger half-siblings. Her 2 older siblings already living independently. The referral was in relation to emotional ill-treatment of the young person by her step-mother, and historical incidents of physical violence towards her. Action taken by IAA service was to make contact with the older siblings as their details were on PARIS from a previous referral for them, to assist in contacting the young person whilst ensuring her safety in the home. The young person said that she was the only child being treated like this in the home

What matters to the young person is that she would like to live independently, and to have a place where she feels safe and happy which in turn will positively affect her mental health and wellbeing.

Arrangements were made for the young person and her sister to attend at Info Nation to meet a BAYS+ worker the next day. Single Assessment completed which did not include her father or step-mother at her request. The assessment concluded that she presents as a capable young woman who recognises that she has been treated differently from her half siblings within the family home. She has a full-time job, and she is earning a wage so is able to support herself whilst living independently. She has asked for support to identify appropriate accommodation which will also provide a minimal level of support to further develop her Independent living skills.

The outcome of this assessment is that the young person will be further supported through the youth homeless Team. Supported lodgings have been identified and she moved out of the family home on within 3 days of IAA receiving the referral.

The end to end time from understanding what matters to providing the right support in this case was just 3 days

In respect of the younger siblings, because the allegations were in respect of the older child only and she was clear that the behaviour was just towards her, IAA have waited until the young person has moved safely into her supported accommodation until opening referrals on the younger children. Based on the fact that there have not been any referrals from anywhere else in relation to these children, the duty SW has booked an appointment with them in the Civic Centre this week to speak to them about the referral and seek consent to undertake lateral checks

**2.4.6 Work identified for year ahead:**

- Offer of early help identifies opportunities to better support children, adults and families to access prevention and early intervention help at the earliest opportunity, and to achieve better outcomes
- Evaluate Council wider safeguarding arrangements- by looking at how we are dealing with safeguarding enquiries and referrals, responding to concerns, managing risks and achieving best possible outcomes.
- Deliver on Quality Assurance - under the Child and Family Services new Quality Assurance framework, case auditing and reporting is to be fully implemented in 2019/20

- Review and monitoring of reporting concerns, and how Council's named safeguarding persons are working collaboratively with our statutory Information, Advice and Assistance services (see Appendices 3a&b).
- Support to Council wide campaigns and communications to promote safeguarding awareness, lessons learned and national safeguarding week

## 2.5 Safe Partnerships

2.5.1 Working in partnership with children, their parents, carers and adults and other agencies is vital in promoting children and adults safety well-being and towards achieving the best possible outcomes. Good interagency, partnership, and multi-disciplinary working, is actively promoted and maintained both within Swansea Council, and with other organisations as part of our robust, effective corporate safeguarding arrangements.

2.5.2 Swansea is an active participant, providing leadership within the Regional, West Glamorgan Safeguarding Board, which have statutory responsibilities, defined within regulations, statutory guidance and codes of practice by the Social Services and Well-being (Wales) Act 2014. Regional Safeguarding Boards are expected to have robust governance structures, to provide leadership and coordinate safeguarding arrangements across the region, and to oversee and coordinate the effectiveness of the safeguarding work of its member and partner agencies.

2.5.3 To mark National Safeguarding Week Western Bay Safeguarding Boards held a programme of activities, with an awareness raising campaign in partnership with 'The Wave' radio station, who broadcast a series of infomercials throughout the week. As part of National Safeguarding Week this year, there is an shared learning event, organised by West Glamorgan Regional Safeguarding Board planned later this year:

- **Learning from Regional Child Practice Reviews** is being held on Thursday 14th November 2019, at the Mercure Hotel, Swansea.

### 2.5.4 What we have done this year:

- Since July 2018, the Council has appointed a new Corporate Director of Social Services, replacing a Corporate Director of People, with additional responsibilities for poverty and prevention services.

### **2.5.5 Case Examples- some examples of the positive safe partnerships work across the Council are:**

- Within Education, there is a rolling programme of child protection and safeguarding training delivered to all staff and school governors. There is a dedicated Education Child Protection and Safeguarding Officer. Safeguarding Audit visits are carried out with schools being re-visited on a three year rolling programme basis. Each school has a completed analysis of the visit with an action plan of issues that are identified in the visit. Through effective monitoring, education can provide a termly analysis of Education Safeguarding issues
- Within Planning & Regeneration, the City Centre Rangers are also a referral point for the SVMARAC (Street Vulnerability Multi-Agency Risk Assessment Conference), monthly meetings of which are attended by the City Centre Manager and during which individual cases are discussed by statutory and non-statutory partners and actions agreed. City Centre Management is a key driver of the 'Have a Heart-Give Smart' diverted giving scheme which raises funds for support services
- Within Cultural Services, the views of children and families are considered as part of service development (e.g. Active Young People schemes, feedback initiatives). Participation work is carried out by Schools and Social Services (Young People's Services) and the UN Conventions on the Rights of a Child underpins this work. Cultural Services' Staff are made aware of the correct pathways to follow as part of our training and team meetings.
- Strategic Delivery Unit (SDU) worked with elected members through the Councils Policy Development Committee to review and update the Corporate Safeguarding policy and to look at emerging policy areas such as Adverse Childhood Experiences (ACEs). The SDU also ensures that the updated Corporate Safeguarding policy is published on the Council's staff intranet – Safeguarding Page
- The Homelessness Plan and Homelessness Strategy is informed by our service user consultation framework which consults with families and young people. Council Tenants are able to provide their views through the Tenants Consultative Panel. Housing and Young person's consultative panel meetings also held periodically
- Child and Family Services are working constructively with Cafcass and the courts to promote strengths-based work with families that enable different and better outcomes for children than those remedies, which may traditionally arise through care proceedings. We recognise the challenge of this approach to practice in the adversarial context of court proceedings

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

- Building links, as set out in within corporate safeguarding governance structure e.g. CMT, Swansea Public Services Board, Public Protection Board, Community Safety Partnership
- Working together to monitor and tackle risky behaviours among children and young people such as self harming, going missing and to prevent child sexual exploitation

## **2.6 Safe Voice**

- 2.6.1 In all aspects of safeguarding work with Swansea citizens, we actively seek feedback from children, adults, families and carers who use our services to achieve their own well-being outcomes and their views help to inform our improvement journey.
- 2.6.2 Everyone, adult or child, has a voice – an opportunity – a right – to be heard as an individual, as a citizen, to shape the decisions that affect them, and to have control over their day-to-day lives. A ‘What matters to you’ conversation is now central to how we work, across the whole service. We have continued to implement innovative ways of working with children, young people, adults and families through our Signs of Safety practice framework. This innovative strengths-based, safety-organised approach to child protection casework is grounded in partnership and collaboration. Through the front door in all aspects of social work, we can expect a worker to explore the strengths and risks in families in order to stabilise and strengthen a child’s and family’s situation. This approach is now being rolled out to Adult Services through the newly development ‘Doing What Matters” Practice Framework.
- 2.6.3 Looked after children now have an even stronger voice in what matters to them, and better life opportunities achieved through a range of high quality services, which is supported by Swansea’s Corporate Parenting Board. A new Participation and Coproduction strategy in Child and Family Services seeks to promote a wider range of participation and involvement opportunities for looked after children. Bright Spots, provides 360-degree feedback for children in framework placements, life story work, presentation at reviews. Infonation is an Information, Advice and Assistance service available and accessible to young people who are 16 and 17 years based in the City centre, with a wide range of support available.

### **2.6.4 What we have done this year:**

- Child and Family Services has developed a Quality Assurance Framework – see case example. Adult Services is also developing a quality framework in line with this approach.
- Parent Carer forum established to support all aspects of policy and service development
- Participation and Engagement strategy implemented in Child and Family Services



## 2.6.5 Case Example

**Child and Family Services Quality Assurance Framework** - we now have a comprehensive assurance framework in place made up of performance reporting, national comparative data indicators and established quality assurance mechanism through the Service Quality Unit. The work of Independent Reviewing Officers and Practice Leader posts focus on driving practice excellence. Child practice review processes and feedback from children, young people and families through appreciative inquiries provide considerable reassurance about the effectiveness of children safeguarding work in Swansea.

## 2.6.6 Work identified for year ahead:

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

## 2.7 Delivering Safe Performance

**2.7.1 Performance Framework** Corporate Management Team receives regular reports on key performance measure and operational issues concerning safeguarding children. All Directors, Chief Officers and Heads of Service – through their Management Teams – are jointly responsible for ensuring performance is managed across all services in meeting the corporate requirements in terms of safeguarding and promoting the welfare of children and adults. This includes the quality, content and frequency of training provided, maintaining a sufficient staff training record, and ensuring there is a named safeguarding officer in their service area, and who regularly attends the corporate safeguarding group.

## 2.7.2 Performance measurement

### a) Key corporate indicators

PI	Measure	This Year	Last year	Comment
Safe8b	Percentage of elected members who have completed safeguarding training	81.9%	77.8	Since the local elections in May 2017, a programme of training alongside e-learning has been delivered to Elected Members. The programme will continue into 2018/19 to ensure all Councillors are trained.

Safe27	Total number of staff who have completed the corporate mandatory safeguarding awareness training	737	New PI	The project trained 737 staff against a target of 1,000 for 2017/18. The project continues to drive take-up by identifying champions and trainers to roll out face-to-face sessions and support in 2018/19.
--------	--	-----	--------	---

*Table 2. Key Performance Measures - results taken from Corporate Performance Summary Q4 & Annual*

## **b) Other Key Performance Measures**

PI	Measure	This Year	Last year	Comment
AS8	Percentage of adult protection referrals to Adult Services where decision is taken within 24 hours	63.7%	65.27%	The number of enquiries increased in 2017/18 compared to 2016/17, with enquiries to teams over 26% higher than average in January 2018.
Measure18	The percentage of adult protection enquiries completed within 7 days	91.91%	89.66%	
AS9	The percentage of Deprivation of Liberty Safeguarding (DoLS) assessments completed in 21 days or less	59.6%	63.1%	
CFS14	The percentage of decisions about a referral for care and support received by Child and Family Services which are taken within 24 hrs from receipt of referral	99.94%	100%	One decision was not made on time. The service understands the reasons behind this, and have put in measures to stop it reoccurring.

*Table 3 Other performance measures results taken from Corporate Performance Summary Q4 & Annual*

**2.7.3 Service Planning** Service Planning is carried out by all Heads of Services, and expected to demonstrate links to corporate priorities, including safeguarding people from harm.

**2.7.4 Annual Review of Performance** looks in detail about how the Council is taking steps to achieve each of the corporate priorities, including safeguarding people from harm

**2.7.5 Learning Lessons** – Swansea has to seek to continuously improve practice and policy by apply the key learning points as they apply from Regional Child Practice and

Adult Practice Reviews. The aim is that the potential improvements will be brought to the Corporate Safeguarding group by the regional safeguarding board representatives and they will be incorporated into the work programme.

#### **2.7.6 What we have done this year**

- **Work programme-** Task groups established to support Swansea approach, and reporting cycle for task group leads to inform Corporate Safeguarding group
- **Readiness for the WAO work programme 2019/20-**
  - There is a follow up review of Swansea' Council's corporate safeguarding arrangements taking place in September 2019, and in advance of the field work a self-assessment against WAO checklist was completed by the Corporate Safeguarding group on behalf of Swansea Council.
  - Earlier this year there was a WAO review of Swansea's arrangements to meet statutory requirements, and to impact on Violence Against Women, Domestic Abuse and Sexual Violence.
- **Risk Management**
  - Corporate risk management– a new system / guidance for updating and managing risk is being piloted.

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

- Respond the finding of the WAO Follow up review
- Improvement actions – working with task group leads to scope out actions required, and a process for feeding lessons learned into work programme
- Reviewing current Corporate Safeguarding policy against new national safeguarding procedures (Wales) when published
- Within a new performance framework, working with Task group leads to identify the key performance measures, with a reporting cycle to Corporate Safeguarding group

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

#### **Appendices:**

- Appendix A. - Corporate Safeguarding Governance arrangements**
- Appendix B. - Terms of Reference for Corporate Safeguarding group**
- Appendix C. - Work programme –Corporate Safeguarding group**
- Appendix D. - Swansea Council's Named Safeguarding persons**

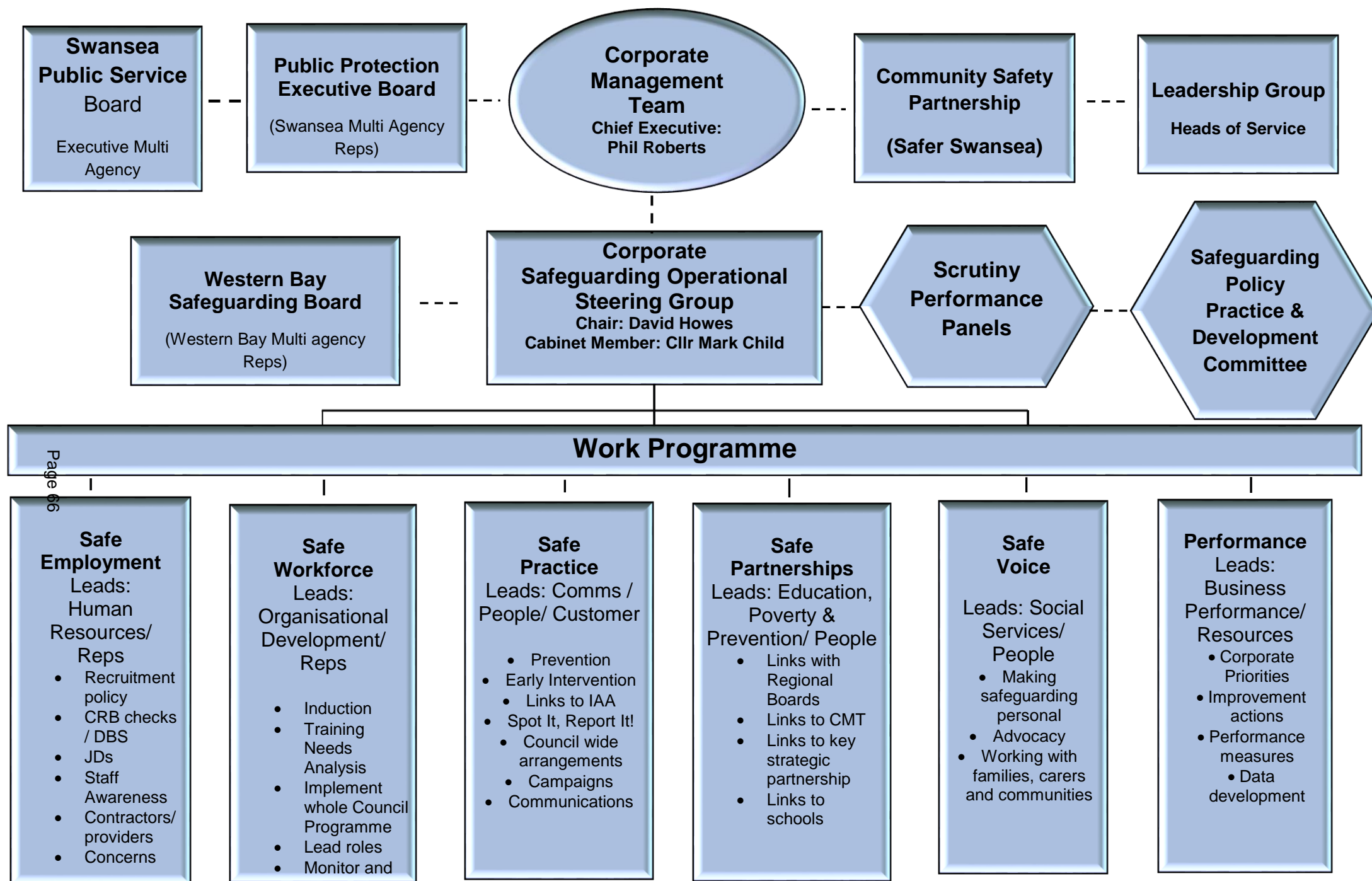


Figure 2. Safe Governance: Current structure (August 2018)

## Appendix B. Terms of Reference for Corporate Safeguarding group



### Corporate Safeguarding Group

Terms of Reference v1

July 2018

#### 1. Purpose

Swansea Council's Corporate Safeguarding Group is the management and leadership group overseeing implementation of Corporate Safeguarding policy. The group provides 'safe governance' as set out in the policy, and, through an agreed work programme, aims to ensure that all Council service areas are operating effectively within this policy with robust safeguarding arrangement in place.

#### 2. Functions / Responsibilities

Swansea Council's Corporate Safeguarding Policy aims to protect the most vulnerable people in our communities, so it is vitally important that all staff, services and partner organisations are aware of how all the work of the Council contributes to safeguarding people in Swansea, and what is expected of them individually and collectively.

The Corporate safeguarding group will lead and co-ordinate a work programme to embed 'everybody's business' approach to corporate safeguarding, and to deliver actions in support of the Council's the Council's strategic objectives and corporate priorities, in particular our safeguarding vulnerable people in Swansea.

The group also supports delivery of national and local outcomes, and promotes ways of working under the Well-being of Future Generations (Wales) Act 2015, and this includes a focus on prevention and collaboration.

To enable a diverse range of statutory partners, agencies and groups to work together effectively to deliver the agreed programme of work

This group, through a range of activities set out in the work programme, can give assurances to members of the public, service users, councillors, employees and people working on behalf of the Council that there are clear arrangements in place to safeguard and protect children and adults:

- statutory functions of safeguarding adults and children are carried out in line with guidance and Part 7 Code of Practice within the Social Services and Well-being (Wales) Act 2014.

- compliance in all areas of safeguarding policy, and in particular mandatory training of staff and elected members, and the duty to report any safeguarding concerns about vulnerable adults and children, and to investigate concerns as necessary.
- service designated safeguarding leads can give and account for the delivery of the Councils policy and corporate priority outcomes in relation to safeguarding to this group and to other management meetings
- escalating trends, concerns or issues to Safeguarding Boards or other relevant Boards regionally or locally. The current work programme is agreed and implemented in support of these objectives

### **3. Meeting Arrangements**

**Frequency:** Quarterly

**Chair:** David Howes – Director of Social Services, Swansea Council

Mark Child - Cabinet Member for Care, Health and Ageing Well is invited to attend all meetings.

Meetings will be supported and administered by business support, People Hub

Agenda is distributed to members at least 3 working days prior to the meeting.

An action log of each meeting is distributed to all leads/ group members, and actions to be completed are reviewed at every meeting.

Any requests for additional meetings or specific agenda items can be addressed to the Chair.

### **4. Membership**

The membership of the Steering Group comprises of safeguarding lead officers (social services), cabinet member, designated safeguarding lead officer (all service areas) and business support.

A safeguarding contact list is kept up to date by business support, as this resource is made available via Staff Intranet pages, and via a link within the relevant eLearning courses.

### **5. Attendance / Deputising Arrangements**

Leads are obliged to attend regularly, and/or to identify and ensure attendance of an appropriately senior representative in their absence.

### **6. Task Groups**

The Corporate Safeguarding Group has a work programme, in which task groups have been set up deliver on several policy areas, and to report on progress achieved:

- Safe Employment
- Safe Training
- Safe Practice
- Safe Partnerships
- Safe Voice
- Safe Performance

## **7. Governance**

The Corporate Safeguarding group reports and accountable to Corporate Management Team.

A full governance structure is included in the Council's Corporate Safeguarding Policy.

## Appendix C: Swansea Council Corporate Safeguarding –work programme revised May 2019.

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

The Corporate Safeguarding Group is responsible for achieving Safe Governance within the Swansea's revised Corporate Safeguarding Policy v5.2

There are **6 Task groups** set up to deliver the Corporate Safeguarding Policy improvements and reporting framework.

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

Ref	Task Group/ Improvement Actions	Target Date	Lead/ Responsible Officer
1.	<b>Safe Employment – those employed, contractors</b>		Nicola Reid
	Updating safeguarding elements within Council recruitment policy and staff handbook		Nicola Reid
	<p>Ensure DBS checks are undertaken for roles that have identified as required</p> <ul style="list-style-type: none"> <li>➤ internal staff</li> <li>➤ Contacts, subcontractors and employment chains,</li> <li>➤ Volunteers – schools, corporate</li> <li>➤ governing bodies/ education provisions</li> <li>➤ PA's</li> </ul> <p>Review of DBS processes/policies – who reviews decision on DBS risk assessments and the need for this.</p>		<p>Nicola Reid</p> <p>Lee Morgan</p> <p>Jane Whitmore</p> <p>Kate Phillips</p> <p>Ffion Larsen's (DP Manager)</p>
	<p>Safeguarding roles and responsibilities are reflected with all Job Descriptions</p> <ul style="list-style-type: none"> <li>➤ Internal Staff</li> <li>➤ Contracts – non council staff</li> </ul>		<p>Nicola Reid</p> <p>Lee Morgan</p>
	For all contractors to confirm that they comply with Swansea Council Safeguarding Policies and their staff or their sub-contractors staff are aware of their		Lee Morgan



	responsibilities and duties and when required provided or able to provide safeguarding awareness raising and training.		
<b>2.</b>	<b>Safe Workforce</b>		<b>Teresa Mylan-Rees</b>
	Safeguarding lead roles/posts within each service are updated		Discuss in groups as not sure who owns/ leads on the oversight of this. Directors down? Each area has its own but not across service
	Implementing whole Council training programme for safeguarding		Teresa Mylan-Rees
	Designated Safeguarding Reporting Officer training is delivered		Teresa Mylan-Rees
	<p>Insuring all Council Staff know their safeguarding responsibilities through the Induction Process</p> <ul style="list-style-type: none"> <li>➤ Corporate Induction</li> <li>➤ Social Services</li> <li>➤ Housing</li> <li>➤ Elected Members</li> <li>➤ Schools</li> </ul>		<p>HR training (NR to confirm names</p> <ul style="list-style-type: none"> <li>– Teresa Mylan Rees</li> <li>– Hugh Evans/ Teresa Mylan Rees</li> <li>– Helen Morgan-Rees</li> </ul>
	<p>Carry out training needs analysis within service to ensure all service area managers and employees receive mandatory safeguarding training</p> <ul style="list-style-type: none"> <li>➤ Corporate/ other directorates</li> <li>➤ Education</li> </ul>		<p>Teresa Mylan-Rees</p> <p>Kate Philips</p>

	All Council elected members undertake safeguarding training / e-learning		Teresa Mylan Rees/ Hugh Evans
	Monitoring compliance within mandatory safeguarding training requirements		Teresa Mylan-Rees
	Safeguarding training provides staff with guidance on how to raise concerns through existing policies and procedures.		Teresa Mylan-Rees
<b>3.</b>	<b>Safe Practice</b>		<b>Damian Rees</b>
	<p>Steps are identified to support prevention and early intervention</p> <ul style="list-style-type: none"> <li>➤ (children and families)</li> <li>➤ adults</li> <li>➤ Education</li> </ul>		<p>Gavin Evans</p> <p>Amanda Aldridge/Peter Field</p> <p>Kate Phillips</p>
	<p>Effective Reporting of safeguarding concerns from across corporate directorates to IAA and CAP, including, effective resolution of Professional Difference across directorates.</p> <ul style="list-style-type: none"> <li>➤ Children's</li> <li>➤ Adult</li> </ul>		<p>Damian Rees</p> <p>Ffion Larsen</p>
	All safeguarding lead officers audit and review safeguarding process and practice in their areas.		<p>Damian Rees</p> <p>Ffion Larsen</p>
<b>4.</b>	<b>Safe Partnerships</b>		<b>Paul Thomas</b>

	Building links, as set out in within corporate safeguarding governance structure e.g. CMT, Swansea Public Services Board, Public Protection Board, Community Safety Partnership		Paul Thomas
	Links to, and within schools		Lisa Collins
	Representation to Regional Safeguarding Boards and within strategic partnerships – communication between these groups.		David Howes
	Reporting on regional safeguarding developments / safeguarding campaigns – National Safeguarding Week, CSE Day		Teresa Mylan-Rees/ Patrick Fletcher
<b>5.</b>	<b>Safe Voice</b>		<b>Ffion Larsen</b>
	<p>Checking out how Swansea is ‘Making safeguarding personal’ by carrying out audits</p> <ul style="list-style-type: none"> <li>➤ Adults</li> <li>➤ Children</li> <li>➤ Poverty and Prevention</li> </ul>		<p>Ffion Larsen</p> <p>Damian Rees</p> <p>Gavin Evans</p>
	<p>Development of advocacy and independent support to promote citizen rights</p> <ul style="list-style-type: none"> <li>➤ Children’s Services</li> <li>➤ Adults Services</li> <li>➤ Poverty and Prevention</li> </ul>		<p>Christopher Francis</p> <p>Ffion Larsen</p> <p>Gavin Evans</p>
<b>6.</b>	<b>Safe Performance</b>		<b>Simon Jones</b>
	Develop a performance framework to cover full range of improvement activities		<b>Simon Jones/ Leads</b>
	Complete the Annual review of corporate priority on safeguarding vulnerable people, and progress towards steps identified, link into Annual Safeguarding Report		<b>Simon Jones/ SDU</b>

	Updated and publish latest version of Corporate Safeguarding Policy, and link with leads in policy development, and link into training programme		<b>Simon Jones/Workforce</b>
	Support data development in the reporting of key performance measures and development of information systems to monitor progress		<b>Simon Jones/ Leads</b>
	Regulatory readiness, in the first instance for WAO follow up review of corporate safeguarding arrangements		<b>Simon Jones/ SDU</b>

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

APPENDIX D. LIST OF NAMED SAFEGUARDING PERSONS AND LEADS

## Safeguarding Contacts 2019

Service	Safeguarding designated lead	Safeguarding contact
Social Services (Child and Family)	Damian Rees – Principal Officer (Safeguarding Performance Quality)	Damian Rees – Principal Officer (Safeguarding Performance Quality)
Social Services (Adults)	Ffion Larsen – Principal Officer (Safeguarding & Prevention)	Ffion Larsen – Principal Officer (Safeguarding & Prevention)
Poverty and Prevention	Sue Peraj – Team Around the Family Manager	Sue Peraj – Team Around the Family Manager
Education	Kate Phillips – Head of School Support Unit	Lisa Collins – Child Protection and Safeguarding Officer
Education – Lifelong Learning	Kay Piper - Lifelong Learning Service Operations Team Leader	Kay Piper - Lifelong Learning Service Operations Team Leader
Housing Services & Public Protection	Jane Harries – Landlord Services Manager	Jane Harries – Landlord Services Manager
Cultural Services	Karen Davies – Principal Librarian	Karen Davies – Principal Librarian David Jones – Sport and Health Manager Joanna Furber – Literature Officer
Highways and Transport	Cath Swain – Integrated Transport Unit Manager	Cath Swain – Integrated Transport Unit Manager
Building Services	Malcolm Jones – Adaptations and Voids Senior Manager	Malcolm Jones – Adaptations and Voids Senior Manager
Waste Management & Parks	Rebecca Tribe – Recycling Team Supervisor	Rebecca Tribe – Recycling Team Supervisor

Service	Safeguarding designated lead	Safeguarding contact
Economic Regeneration & Planning	Phillip Holmes – Head of Planning & City Regeneration	Phillip Holmes – Head of Planning & City Regeneration
Legal, Democratic Services & Business Intelligence	Lucy Moore – Directorate Lawyer	Lucy Moore – Directorate Lawyer
Communication & Customer Engagement	Liz Edmonds – Chief Executive's Support Officer	Lee Wenham – Head of Communications & Marketing
Information & Business Change	Jo Harley – Head of Service	Sarah Caulkin – Director (Resources)
Financial & Performance Services	Ben Smith – Chief Finance Officer	Ben Smith – Chief Finance Officer
HR & Organisational Development	Nicola Reid – Principal HR&OD Business Partner	Nicola Reid – Principal HR&OD Business Partner
Commercial Services	Lee Morgan – Category Manager	Lee Morgan – Category Manager

### **Corporate Safeguarding Champion - Councillor Mark Child**

### **Social Services Information, Advice and Assistance**

Adult Safeguarding enquiries via CAP:

01792 636854  
or email:

[Adult.safeguarding@swansea.gov.uk](mailto:Adult.safeguarding@swansea.gov.uk)

Child and Family Services (Information, Advice and Assistance)  
635700

01792

[access.informatio](#)

[n@swansea.gov.uk](mailto:n@swansea.gov.uk)

Opening Hours:

8.30am - 5.00pm Monday to Thursday

8.30am - 4.30pm Friday.

The Emergency Duty Team is available outside normal working hours on 01792 775501.

In an emergency where an adult or child may be at immediate risk of harm please contact 999

# Agenda Item 9



## Report of the Chair

Scrutiny Programme Committee – 14 October 2019

### Scrutiny Annual Report 2018/19

<b>Purpose</b>	To provide a report on the work of scrutiny for the municipal year 2018-19.
<b>Content</b>	This report provides background to the annual report and attaches the annual report 2018-19.
<b>Councillors are being asked to Lead Councillor(s)</b>	Consider and agree the content of the annual report Councillor Mary Jones, Chair Councillor Terry Hennegan, Vice Chair
<b>Lead Officer:</b>	Tracey Meredith, Chief Legal Officer
<b>Report Author(s)</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:scrutiny@swansea.gov.uk">scrutiny@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	Paul Cridland
<b>Access to Services Officer:</b>	Catherine Window

#### 1. Introduction

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

- How much scrutiny did we do?
  - How well did we do?
  - How much did scrutiny affect the business of the Council?
  - What were the outcomes of scrutiny?
- 1.4 Charts have been added that show comparative data with previous years where available. Arrows on the main scorecard have also been added to indicate the direction of change for each measure.
- 1.5 Councillors should also consider whether the indicators will be suitable for future reports or whether different indicators should be used or developed.
- 1.6 Subject to agreement, the annual report could be presented to Council on 24 October 2019.

## **2. Financial Implications**

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

## **3. Legal Implications**

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

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

- 4.1 There are no equality and engagement implications associated with the report.

**Background Papers:** None

### **Appendices:**

Appendix 1 - Scrutiny Annual Report 2018/19



# Scrutiny Annual Report 2018/19

DRAFT



## Contents

<b>1.</b>	<b>Chair's Foreword .....</b>	<b>1</b>
<b>2.</b>	<b>Swansea Scrutiny Results Scorecard 2018-19 .....</b>	<b>2</b>
<b>3.</b>	<b>About the Indicators .....</b>	<b>3</b>
3.a	How much scrutiny did we do? .....	3
3.b	How well did we do? .....	7
3.c	How much did scrutiny affect the business of the Council? .....	10
3.d	What were the outcomes of scrutiny? .....	16
<b>4.</b>	<b>Impact .....</b>	<b>18</b>
4.1	How Scrutiny Councillors have made a difference .....	18
<b>5.</b>	<b>Feedback and Improvement .....</b>	<b>20</b>
5.1	Improving scrutiny .....	20
5.2	Scrutiny Improvement Objectives .....	21
5.3	Feedback from Scrutiny Performance Panels .....	24
	For further information .....	27
	Appendix: .....	
	1 - Scrutiny Dispatches Impact Report - November 2018 .....	
	2 - Scrutiny Dispatches Impact Report - February 2019 .....	
	3 - Scrutiny Dispatches Impact Report - May 2019 .....	

## 1. Chair's Foreword

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



I am proud to present our second annual report of this Council term, as Chair of the Scrutiny Programme Committee.

Scrutiny is a vital part of local democracy and good governance. This report reflects on the range of different activities carried out by scrutiny councillors over the past year to make sure the work of the Council is accountable and transparent, effective and efficient, and helps the Council to achieve its objectives and drive improvement, by questioning and providing challenge to decision-makers.

Our report focuses on how scrutiny has made a difference for a better Swansea, and our efforts to support the continuous improvement of scrutiny practice here, building on the positive review of our scrutiny arrangements last year by the Wales Audit Office.

Measuring the performance of scrutiny in a meaningful way is not particularly easy, however we have tried to take a 'results based' approach to tell you about:

- How much scrutiny we did
- How well we did it
- How much scrutiny affected the business of the Council
- What the outcomes of scrutiny were

We hope that this report provides you with assurance and confidence that councillors involved in scrutiny are contributing to better services, policies and decisions, and a better Swansea.

Finally, I must give my thanks to all of the councillors who have led or participated in scrutiny over the past year. I look forward to reporting again on achievements in 12 months!

*Mary Jones*

## 2. Swansea Scrutiny Results Scorecard 2018-19

Scrutiny Practice	<b>A. How much scrutiny did we do?</b>	<b>B. How well did we do?</b>
	<ol style="list-style-type: none"> <li>1. Number of Committee meetings = 14 ↑ (13)</li> <li>2. Number of Panel &amp; Working Group meetings = 95 ↑ (69)</li> <li>3. Number of in-depth inquiries completed = 1 ↔ (1)</li> <li>4. Number of Working Group topics completed = 8 ↑ (7)</li> </ol>	<ol style="list-style-type: none"> <li>5. Average councillor attendance at scrutiny meetings = 69% ↑ (68%)</li> <li>6. Backbench councillors actively involved in scrutiny = 71% ↓ (80%)</li> <li>7. Meetings with public observers = 49% ↑ (20%)</li> <li>8. Meetings with public input = 27% ↑ (11%)</li> <li>9. Meetings attracting media coverage = 32% ↑ (7%)</li> </ol>
Scrutiny Outcomes	<b>C. How much did scrutiny affect the business of the Council?</b>	<b>D. What were the outcomes of scrutiny?</b>
	<ol style="list-style-type: none"> <li>10. Number of chairs letters sent to cabinet members = 64 ↑ (63)</li> <li>11. Average time for Cabinet Member response letter = 20 days ↑ (19)</li> <li>12. Letters responded to within 21 day target = 63% ↓ (71%)</li> <li>13. Number of scrutiny reports to Cabinet = 2 ↑ (1)</li> <li>14. Cabinet Action plans agreed = 1 ↓ (2)</li> <li>15. Follow ups undertaken = 2 ↓ (4)</li> <li>16. Number of Cabinet reports subject to pre decision scrutiny = 8 ↓ (12)</li> <li>17. Number of Cabinet reports subject to Call-in = 1</li> <li>18. Cabinet members who attended at least one question and answer session at the Scrutiny Programme Committee = 100% ↔ (100%)</li> </ol>	<ol style="list-style-type: none"> <li>19. Scrutiny recommendations accepted or partly accepted by Cabinet = 100% ↑ (92%)</li> <li>20. Recommendations signed off by scrutiny as completed = 56% ↓ (74%)</li> </ol>

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

### **3. About the Indicators**

In the past few years, we have reported on key results from our annual councillor and stakeholder survey. We did not carry out this survey during 2018-2019 due to resources. The survey includes asking whether people feel that:

- they have a good understanding of the work of scrutiny
- scrutiny arrangements are working well
- the scrutiny work programme balances community concerns against issues of strategic risk and importance
- scrutiny activities are well-planned
- non-executive members have good opportunities to participate in scrutiny
- scrutiny provides regular challenge to decision-makers
- scrutiny has a positive impact on the business of the Council; and,
- the level of support provided by the Scrutiny Team is either excellent or very good.

Last year's results were very positive and we hope that we will be able to carry out the survey during 2019/20 for the next annual report, to reflect on these important questions. However, we think that the evidence in this annual report reflects well on these aims.

A number of new measures have been included this year, which we feel improves the suite of indicators and provides a better picture of scrutiny work, achievements and impact. This includes showing the response from Cabinet Members to the various scrutiny letters, and the level of press and public engagement.

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

##### **3.1 Number of Committee meetings = 14**

The Council has a single overarching Scrutiny Committee, called the Scrutiny Programme Committee, which met 14 times during the 2018-19 municipal year.

The Committee is responsible for developing and managing the overall Scrutiny Work Programme. Overarching priorities were shaped by the annual work planning conference, which took place in June 2018 (open to all non-executive councillors), that heard a

range of perspectives on what should be included. All councillors can suggest particular topics of concern for possible scrutiny. The councillor-led 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.

Specific scrutiny activities included in the work programme are carried out either by the Committee or by establishing informal Panels and Working Groups. All meetings are held in public.

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

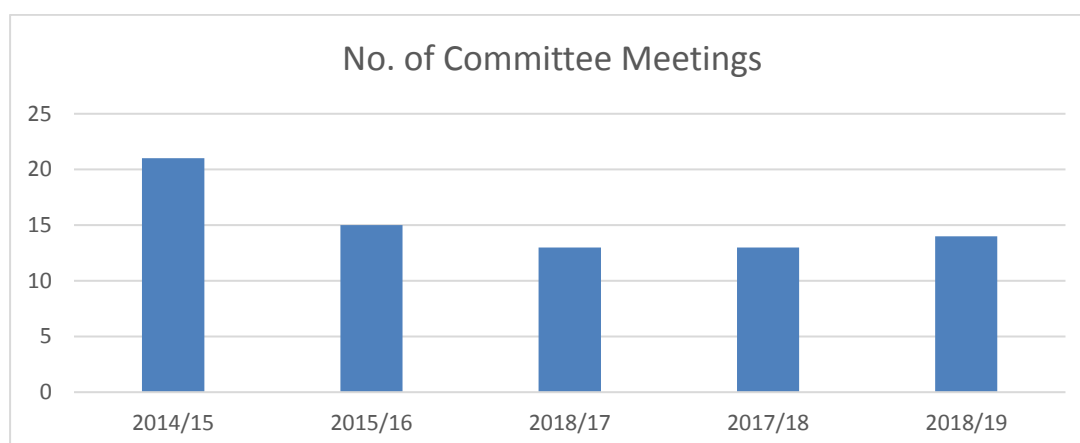
This included holding structured Question & Answer sessions with cabinet members to explore their work, looking at priorities, actions, achievements and impact.

The following topics were also examined by the Committee:

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

The Committee is also the Council's designated committee for Crime & Disorder Scrutiny and a meeting to discuss the performance of the local Community Safety Partnership, the Safer Swansea Partnership, took place in April 2019.

Comparison with previous years:



### 3.2 Number of Panel & Working Group meetings = 95

It is important that the Scrutiny Work Programme strikes a balance between community concerns and strategic issues. The Committee will consider what specific topics should feature in the programme so that it focusses on the right things.

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

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

Topics examined during 2018-19:	Convener
<ul style="list-style-type: none"> <li>Natural Environment Key Question: What should Swansea Council be doing to maintain, enhance and promote its natural environment and biodiversity, and in doing so promote the resilience of eco-systems?</li> </ul>	Cllr. Peter Jones
<ul style="list-style-type: none"> <li>Equalities Key Question: How effectively is the Council meeting and embedding the requirements under the Equality Act 2010 (Public Sector Duty for Wales)?</li> </ul>	Cllr Louise Gibbard

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

Performance Panels 2018-19:	Convener
<ul style="list-style-type: none"> <li>• Service Improvement &amp; Finance (monthly)</li> <li>• Adult Services (monthly)</li> <li>• Schools* (monthly)</li> <li>• Child &amp; Family Services (every two months)</li> <li>• Development &amp; Regeneration (every two months)</li> <li>• Public Services Board (quarterly)</li> </ul>	Cllr. Chris Holley Cllr. Peter Black Cllr. Mo Sykes Cllr. Paxton Hood-Williams Cllr. Jeff Jones  Cllr. Mary Jones

\* since May 2019 the Panel is now known as the Education Performance Panel and Cllr Lyndon Jones is the new convener after Cllr Mo Sykes stood down

**Working Groups** are one-off meetings established to enable a 'light-touch' approach to specific topics of concern.

Working Groups 2018-19:	Convener
<ul style="list-style-type: none"> <li>• Homelessness (carried over from 2017/18)</li> <li>• Community Cohesion &amp; Hate Crime (carried over from 2017/18)</li> <li>• Air &amp; Noise Pollution</li> <li>• Welfare Reform</li> <li>• Environmental Enforcement</li> <li>• Local Flood Risk Management (meets annually)</li> <li>• Anti-Social Behaviour</li> <li>• Tourism</li> </ul>	Cllr Peter Black Cllr Louise Gibbard  Cllr Joe Hale Cllr Louise Gibbard Cllr Jeff Jones Cllr Peter Jones  Cllr Terry Hennegan Cllr Peter Jones

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

Work on the following in-depth inquiry was completed during 2018-19:

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

### 3.4 Number of Working Group topics completed = 8

Work on the following topics was completed during 2018-19 through meetings of Working Groups:

- Homelessness (carried over from 2017/18)
- Community Cohesion & Hate Crime (carried over from 2017/18)
- Air & Noise Pollution
- Welfare Reform
- Environmental Enforcement
- Local Flood Risk Management (meets annually)
- Anti-Social Behaviour
- Tourism



## **B. How well did we do?**

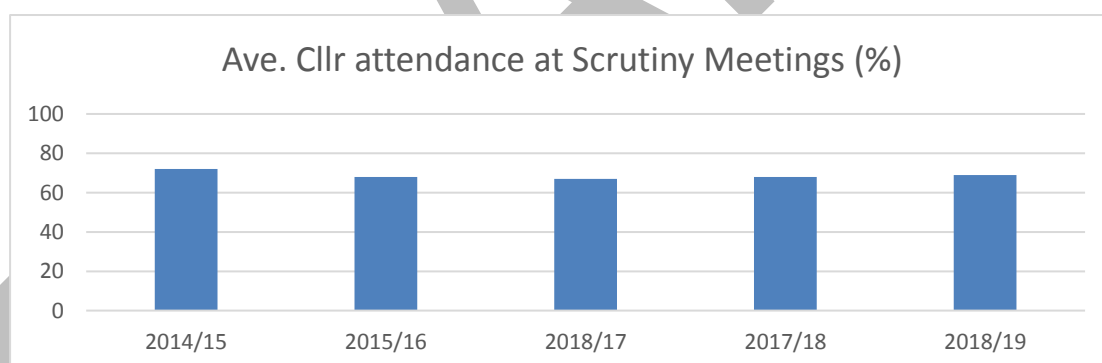
### **3.5 Average councillor attendance at scrutiny meetings = 69%**

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

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

Attendance figures for councillors are collected by the Council's Democratic Services Team and published on the Council's website. 2018/19's figure is an overall attendance figure that includes the Scrutiny Programme Committee, Panel meetings and the Working Groups.

Comparison with previous years:

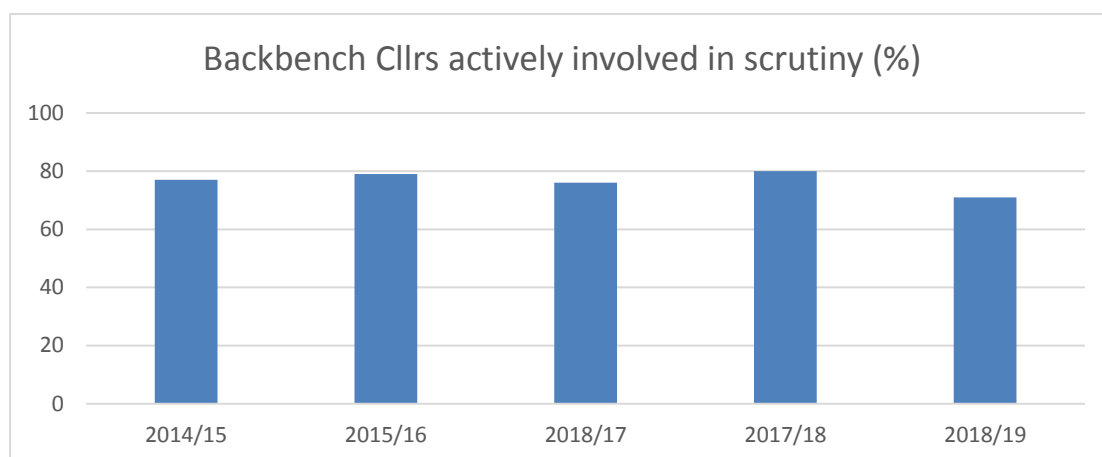


### **3.6 Backbench councillors actively involved in scrutiny = 71%**

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

The large majority of backbench councillors were involved in scrutiny either through the Scrutiny Programme Committee, Panels or Working Groups.

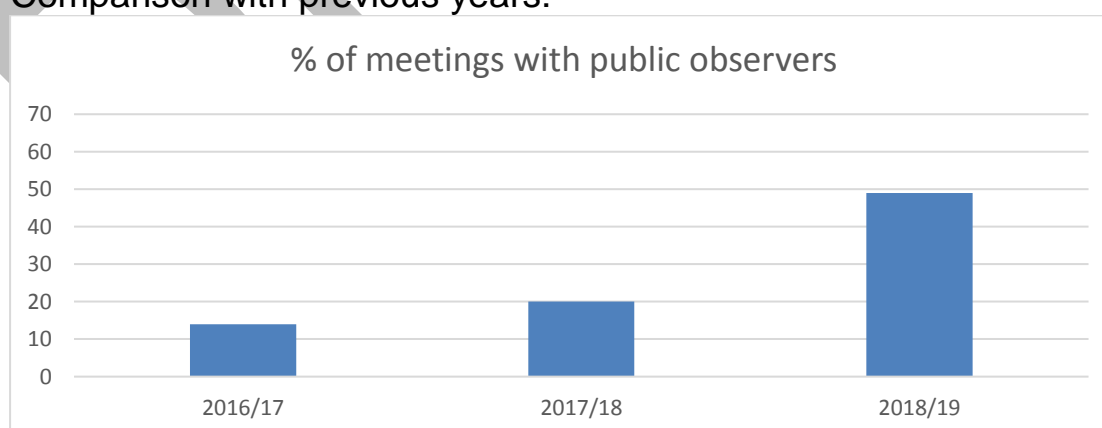
Comparison with previous years:



### 3.7 Meetings with public observers = 49%

Scrutiny is important as a mechanism for community engagement. All scrutiny meetings, whether the Committee or Panels and Working Group, are conducted in public, subject to specific item of business which contain exempt information. Of the 109 scrutiny meetings held during 2018/9, almost half of these were observed by persons in the public gallery, which indicates there is a significant focus of scrutiny on matters of public interest. Amongst those with the highest percentage of meetings observed were the Equalities Inquiry, Adult Services Performance Panel, Public Services Board Performance Panel, Natural Environment Inquiry, and Development & Regeneration Performance Panel.

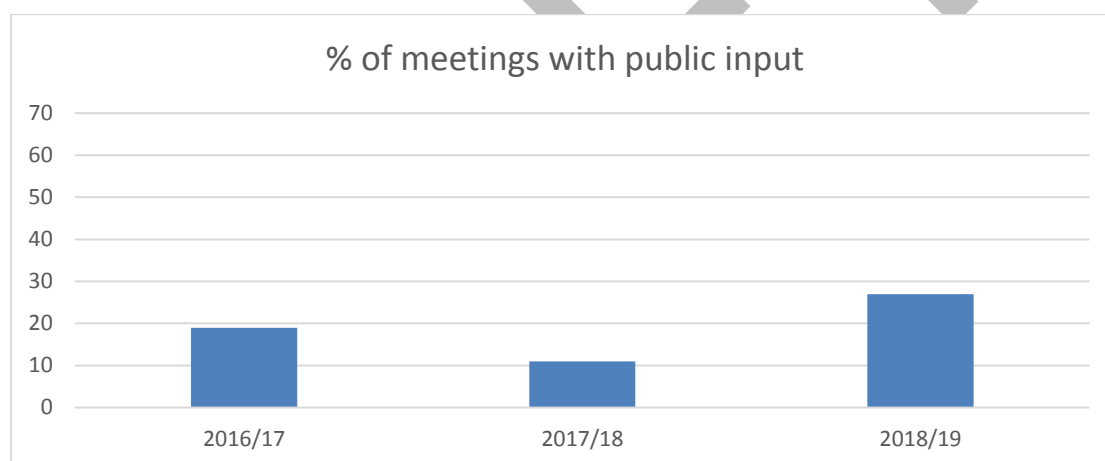
Comparison with previous years:



### 3.8 Meetings with public input = 27%

As well as attracting interest and observers to listen to what is being discussed, councillors are keen to increase active public involvement in the work of scrutiny. 27% of all scrutiny meetings had some form of such engagement and public input. This input can take various forms, including submission of questions for scrutiny sessions with cabinet members, making suggestions for the scrutiny work programme, contributing evidence to specific items under scrutiny - whether in person or reflected in the meeting agenda. The Equalities Inquiry benefitted from a high level of engagement with a range of groups / networks who represent people with protected characteristics. Other meetings which saw good levels of public input include the Scrutiny Programme Committee, Schools Performance Panel, and Adult Services Panel.

Comparison with previous years:

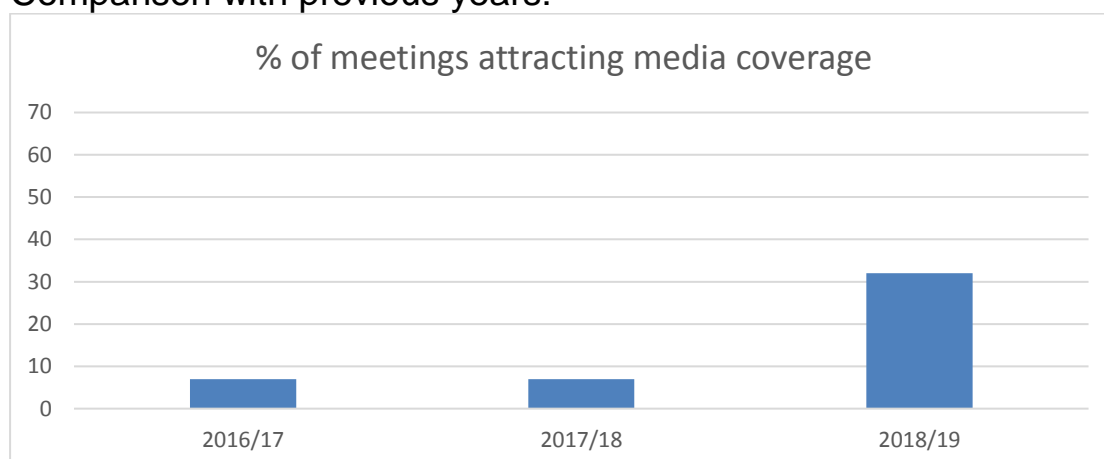


### 3.9 Meetings attracting media coverage = 31%

As well as attracting interest from individuals and getting members of the public to engage directly, a measure of whether scrutiny is focussed on the right things and is making an impact is the amount of media coverage that scrutiny is attracting. We found that 32% of scrutiny meetings made the news. The work of the Adult Services Performance Panel, Scrutiny Programme Committee, Natural Environment Inquiry Panel, and Development & Regeneration Performance attracted the most media interest. Across all activities there were at least 35 scrutiny discussions reported in the local press (print and on-line). Issues, which generated coverage, included: the Natural Environment, Council Housing & Housebuilding, Future of Leisure Services, Charges for Council

Services, Homelessness, Green Energy & Transport, Costs of Adult Social Care, Waste Disposal & Recycling, Care Homes, School Funding, City Centre Regeneration, Adoption, School Closures, HMOs / Student Accommodation, Fly Tipping, Community Safety, and Care Homes for Looked After Children.

Comparison with previous years:

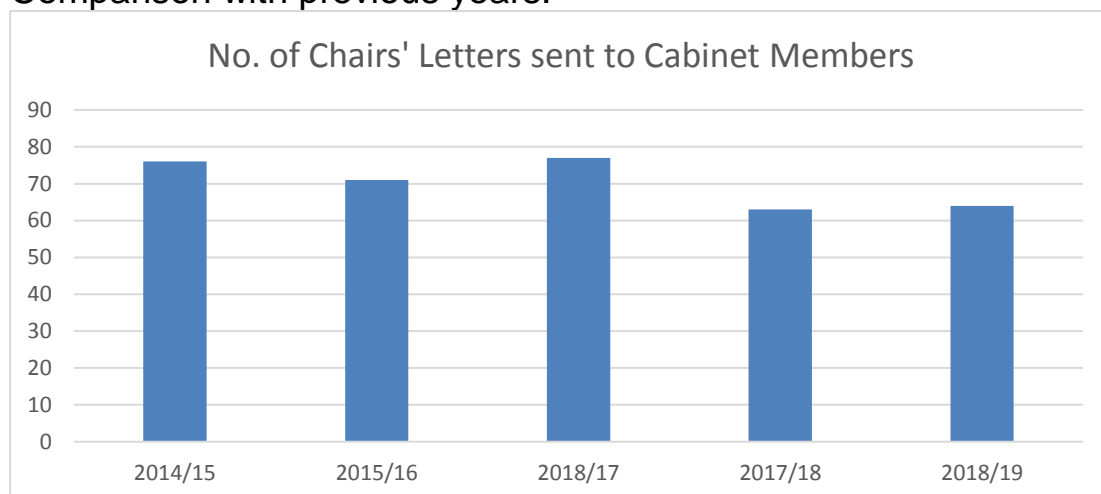


### **C. How much did scrutiny affect the business of the Council?**

#### **3.10 Number of chairs letters sent to cabinet members = 64**

Chairs letters are an established part of the scrutiny process in Swansea. They allow the Committee and Panel meetings / Working Groups to communicate quickly and efficiently directly with relevant cabinet members. They will send letters to raise concerns, recognise good practice, ask for further information and make recommendations for improvement, reflecting the discussion at Committee / Panel / Working Group meetings. Letters are effectively 'mini-reports' with conclusions and proposals from scrutiny – and where necessary require a response. 64 letters were sent to Cabinet Members during 2018-19.

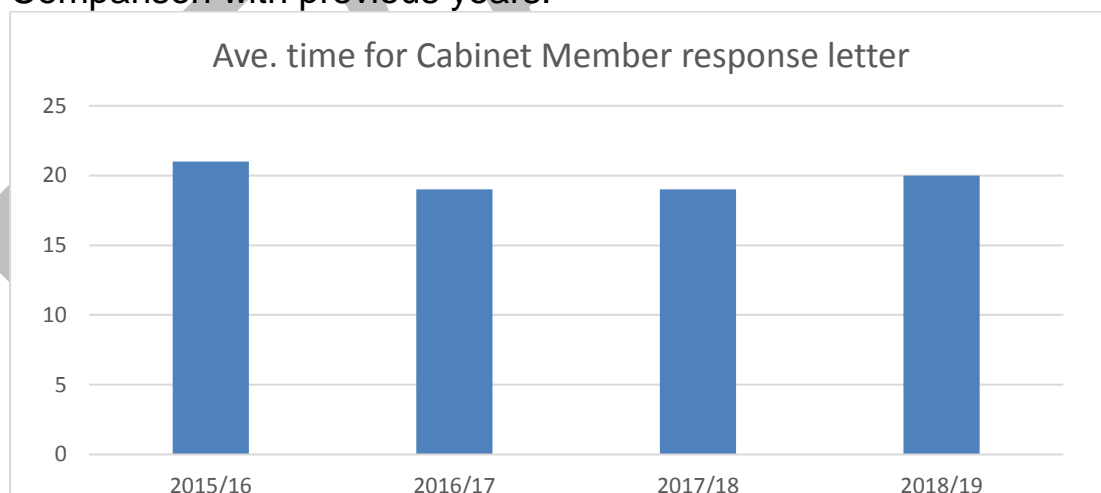
Comparison with previous years:



### 3.11 Average time for Cabinet Member response letter = 20 days

When scrutiny letters are sent to Cabinet Members and require a response Cabinet Members are required to respond within 21 calendar days. The average response time for letters sent during 2018-19 was 20 days, which indicates that scrutiny is generally getting a timely response to views, concerns, and any suggested action for Cabinet Members.

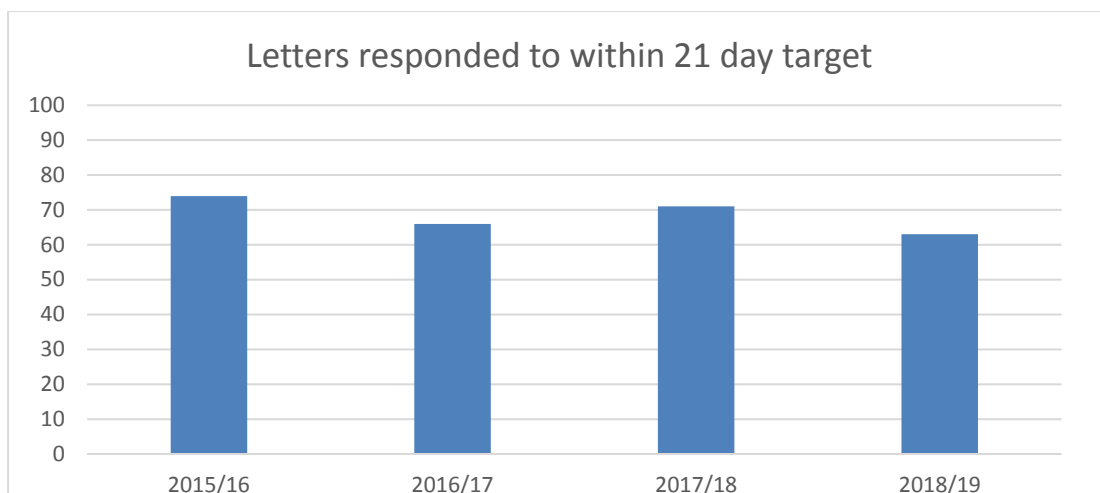
Comparison with previous years:



### 3.12 Letters responded to within 21 day target = 63%

Whilst the response to scrutiny letters was on average 20 days, some letters did take longer. The number of letters responded to within the 21 day target was 63% (22 out of 35 letters).

Comparison with previous years:

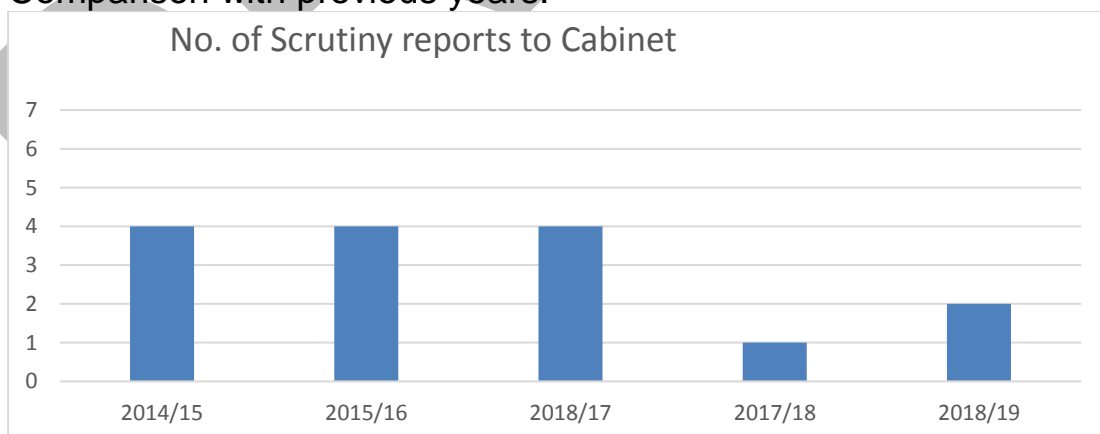


### 3.13 Number of Scrutiny reports to Cabinet = 2

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

Inquiry	Convener	Report to Cabinet	No. of Recommendations
Regional Working	Cllr Lyndon Jones	June 2018	11
Natural Environment	Cllr Peter Jones	March 2019	20

Comparison with previous years:

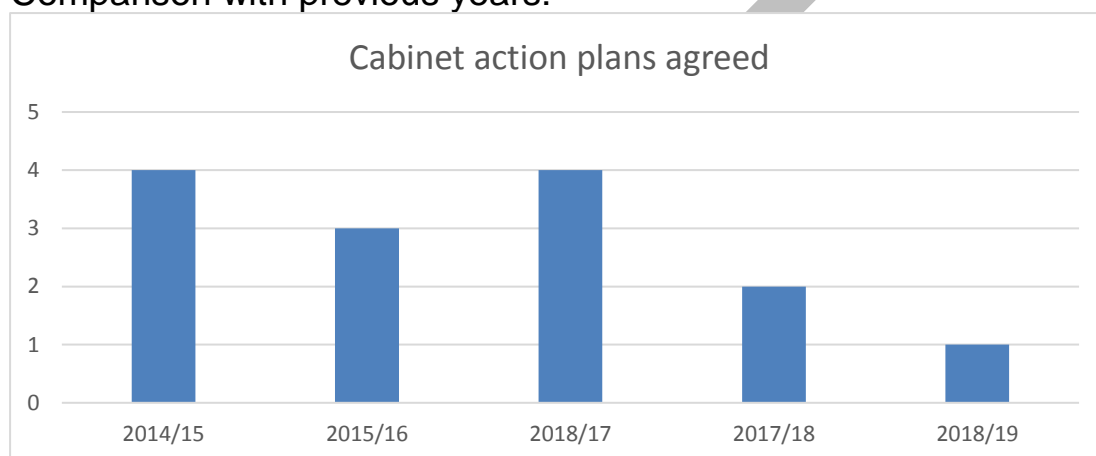


### 3.14 Cabinet action plans agreed = 1

Once recommendations and an action plan have been agreed by cabinet, scrutiny will follow up on progress with implementation and impact. The following action plans were agreed following in-depth inquiries that were originally carried out during 2017-18:

- Regional Working (Cabinet meeting August 2018) – all 11 recommendations were accepted.

Comparison with previous years:



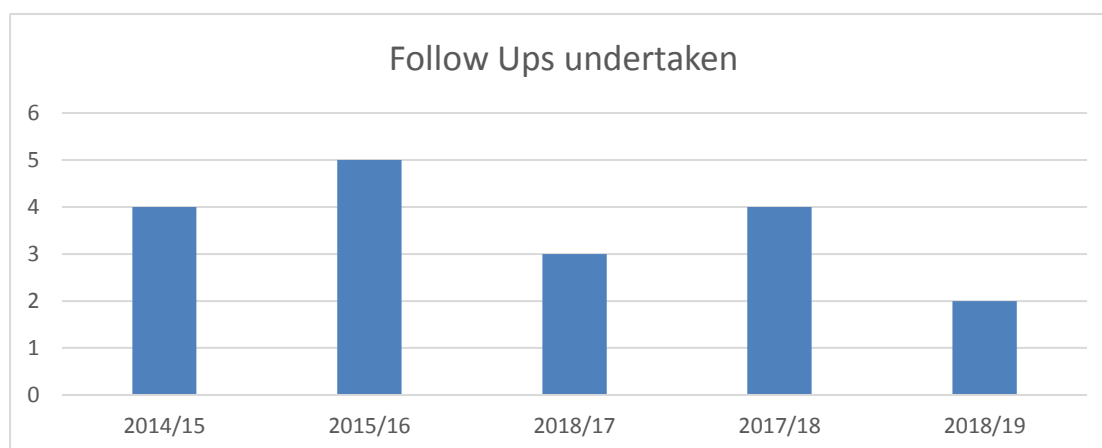
### 3.15 Follow ups undertaken = 2

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

In order to check whether the agreed action plans have been carried out, scrutiny will ask for follow up reports from cabinet members. If councillors are satisfied they can then conclude the work for that inquiry. Both previous scrutiny inquiries that required a follow up during 2018-19 were followed up:

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

Comparison with previous years:



### 3.16 Number of Cabinet reports subject to pre-decision scrutiny = 8

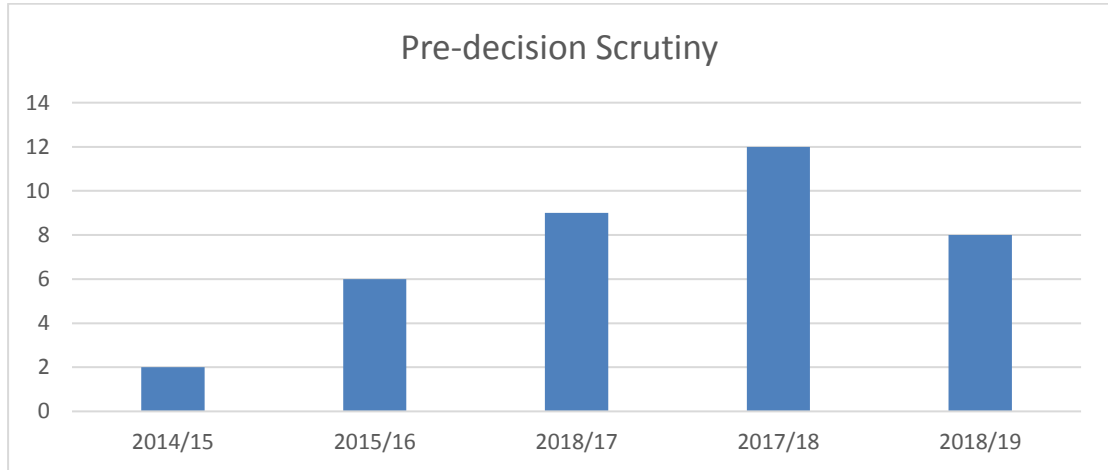
Pre-decision scrutiny involves scrutiny councillors considering cabinet reports before cabinet makes a final decision. Taking into account strategic impact, public interest, and financial implications, the following 8 cabinet reports were subject to pre-decision scrutiny (carried out by the Committee or relevant Performance Panels), with views reported to Cabinet before decisions were taken:

Report	Cabinet Member	Cabinet Meeting	Undertaken by
More Homes Parc Yr Helyg Site Options Appraisal	Homes & Energy	21 Jun 2018	Committee
Cultural Services Commissioning Review	Investment, Regeneration & Tourism	21 Jun 2018	Service Improvement & Finance Panel
The Future Structure and Delivery of the Ethnic Minority Achievement Unit	Education Improvement, Learning & Skills	19 Jul 2018	Schools Panel
Outcome of Residential Care & Day Services for Older People Consultation	Care, Health & Ageing Well	20 Sep 2018	Adult Services Panel
Homelessness Strategy and Action Plan 2018-2022	Homes & Energy	15 Nov 2018	Committee
Swansea Central Phase 1 Project Update and FPR7	Economy & Strategy (Leader)	29 Nov 2018	Service Improvement & Finance Panel
Small School Review & School Organisation Linked to the Welsh Education Strategic Plan	Education Improvement, Learning & Skills	20 Dec 2018	Schools Panel



Budget	Economy & Strategy (Leader)	14 Feb 2019	Service Improvement & Finance Panel
--------	-----------------------------	-------------	-------------------------------------

Comparison with previous years:



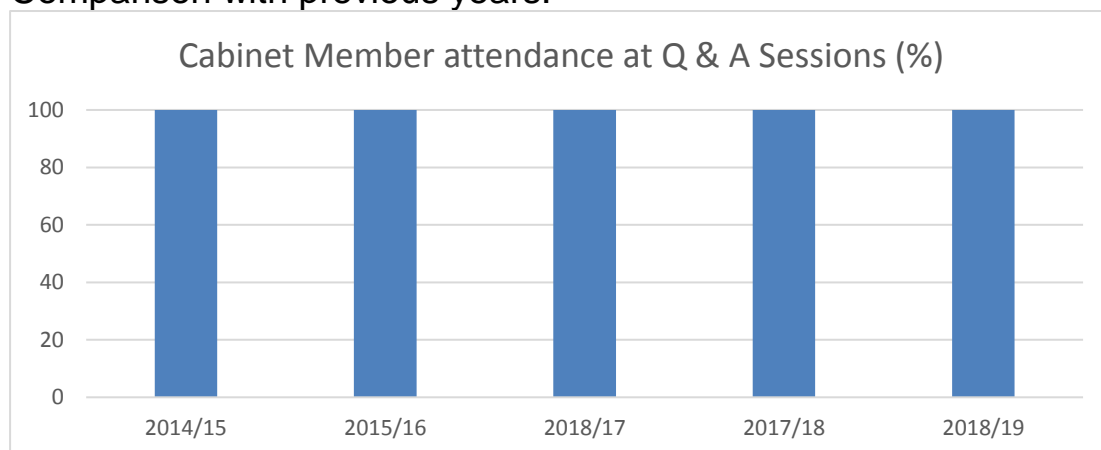
### 3.17 Number of Cabinet reports subject to Call-in = 1

During 2018-19 the Council agreed new call-in arrangements with scrutiny at the centre of the process. Any valid call-in of cabinet decisions leads to the calling of a special meeting of the Scrutiny Programme Committee. A call-in can be made by the Chair or Vice-Chair of the Scrutiny Programme Committee or by any four councillors by giving notice in writing to the Head of Democratic Services within a specific call-in period. With the increase in pre-decision scrutiny seen over the last few years a large number of call-ins are not anticipated. However, one cabinet report was subject to call-in over the past year, concerning cabinet decision on 21st Century Schools Programme - New Build For Gorseinon Primary School.

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

Cabinet members attend scrutiny meetings to answer questions and provide information. Cabinet attendance at scrutiny meetings is a good indicator that the 'holding to account' role of scrutiny is functioning well. In 2018/19 every Cabinet Member attended at least one question and answer session at the Scrutiny Programme Committee, enabling the committee to explore their work, looking at priorities, actions, achievements and impact. It ensures that scrutiny provides regular challenge to decision-makers.

Comparison with previous years:

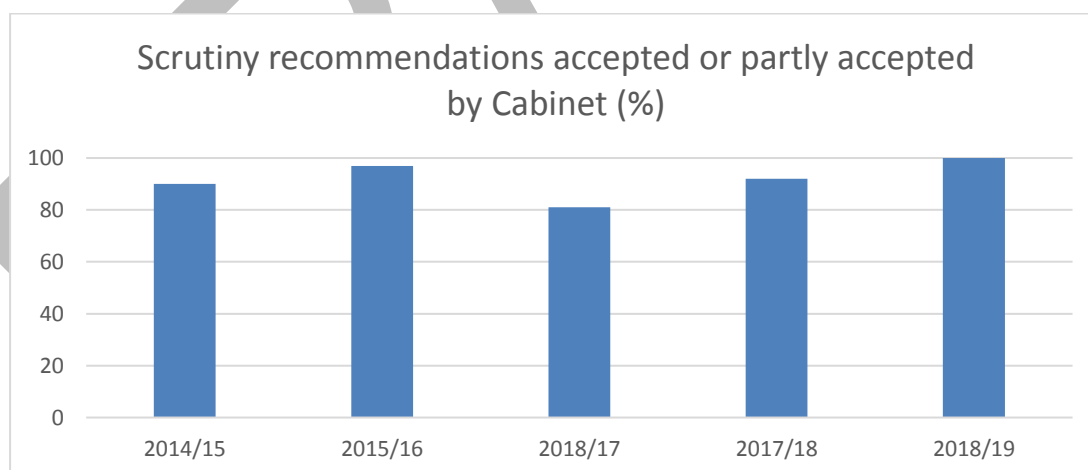


#### D. What were the outcomes of scrutiny?

##### 3.19 Scrutiny recommendations accepted or partly accepted by Cabinet = 100%

The rate that cabinet accept scrutiny recommendations is a good indicator of whether scrutiny is making strong recommendations based on robust evidence. Cabinet responded to 11 scrutiny inquiry recommendations in 2018-19 which were all accepted.

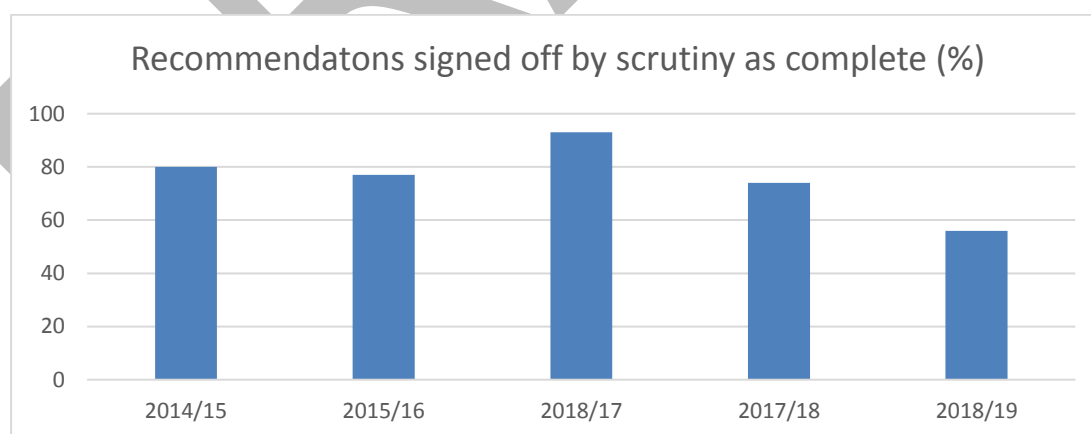
Comparison with previous years:



### 3.20 Recommendations signed off by scrutiny as completed = 56%

When follow up reports are presented to scrutiny (usually within 12 months following original cabinet decision) they detail which of the recommendations from the in depth inquiry (or other scrutiny report) have been completed in line with the cabinet member's action plan and which have not. In the case of in-depth inquiries scrutiny councillors consider whether they agree with the assessment about implementation of recommendations, taking into account the evidence they are presented with about the changes that have happened following scrutiny and its impact. This indicator represents the percentage of recommendations accepted by scrutiny as being completed for the year, and relates to the follow up of recommendation made by the Tackling Poverty Inquiry and Child & Adolescent Mental Health Services Inquiry (27 recommendations were considered of which 15 were considered as complete). In respect of the Child & Adolescent Mental Health Services although pleased with progress the Panel recognised that there is some way to go to implement all of the recommendations and achieving significant improvement. The Panel agreed to conclude formal monitoring however it was agreed that the Child & Family Services Scrutiny Performance Panel was best placed for continued monitoring of CAMHS.

Comparison with previous years:



## **4. Impact**

### **4.1 How Scrutiny Councillors have made a difference**

#### 4.1.1 Scrutiny Councillors make a difference by:

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

4.1.2 The Scrutiny Programme Committee produced a quarterly summary of the headlines from the work of scrutiny for council and the public, which focussed on impact and how scrutiny is making a difference. The Chair of the Scrutiny Programme Committee reports the summary, known as Scrutiny Dispatches, to Council.

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

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

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

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

- **Developing Regional Working** (*Regional Working Inquiry*)
- **Promoting Community Cohesion** (*Community Cohesion Working Group*)
- **Tackling Poverty** (*Tackling Poverty Inquiry*)
- **Improving Scrutiny** (*Scrutiny Programme Committee*)
- **Helping to shape the Council's new Homelessness Strategy** (*Homelessness Working Group / Scrutiny Programme Committee*)
- **Reducing Air & Noise Pollution** (*Air & Noise Pollution Working Group*)
- **Improving Child & Adolescent Mental Health Services** (*Child & Adolescent Mental Health Services Inquiry*)
- **Maintaining & Enhancing Our Natural Environment** (*Natural Environment Scrutiny Inquiry*)
- **Improving Community Safety** (*Scrutiny Programme Committee*)
- **Dealing with Welfare Reform** (*Welfare Reform Working Group*)
- **Managing Environmental Enforcement** (*Environmental Enforcement Working Group*)

## **5. Feedback and Improvement**

### **5.1 Improving Scrutiny**

5.1.1 It is good practice for those involved in the scrutiny function to undertake regular self-evaluation of this work. Taking into account characteristics of effective scrutiny and experiences it is important for the continuous improvement of the function that any issues identified about current scrutiny practice are discussed and addressed. Annual review discussions are held within the Scrutiny Programme Committee and Scrutiny Performance Panels.

5.1.2 The Scrutiny Programme Committee attended an 'Improvement & Development' workshop in May 2018 as part of the process to identify improvement objectives for scrutiny for the year ahead. They reviewed findings from the Scrutiny Annual Survey carried out in early 2018 and in particular shared views on where things could be better, as well as reflecting on their own experience, and other feedback received throughout the year.

5.1.3 Members reflected positively on:

- Inquiry Panels – felt to be well supported and work well, allowing a lot of ground to be covered, with a high level of external / public engagement (leading to more vibrant scrutiny), and produces results
- Performance Panels – recognised as the bedrock of the scrutiny work programme, allowing time and space to explore performance in some detail
- The support provided by officers in the Scrutiny Team.

The Committee also agreed:

- Adjustment to the work programme to improve alignment with Council priorities / Corporate Plan and enable monitoring of the delivery of the Council's commitments around natural environment & biodiversity
- The Committee's Cabinet Member Q & A Sessions could be improved by focussing on a small number of key issues, rather than an overall look at portfolio responsibilities.

- Standing Performance Panels should be asked to appoint the convener, rather than be determined by the Scrutiny Programme Committee.
- Budget scrutiny remains an area for development

5.1.4 From the self-evaluation and reflection emerged a clear sense about what priorities for improving scrutiny should be. This related to: Councillor involvement in scrutiny; reports to cabinet and reporting arrangements, Cabinet engagement in scrutiny / tracking their response to scrutiny, visibility of impact, and public engagement.

## **5.2 Scrutiny Improvement Objectives**

5.2.1 The following Improvement Objectives were subsequently agreed by the Scrutiny Programme Committee:

1. We need more of our work to be reported to Cabinet so that there is more formal consideration of scrutiny conclusions and recommendations.
2. We need to be involved at an earlier stage in proposed Cabinet decisions so that our input can be more meaningful.
3. We need to increase opportunities for participation so that more councillors can get involved in the work of scrutiny.
4. We need to strengthen follow up of all scrutiny recommendations so that the response and difference made can be assessed.
5. We need more coverage in the media so that people are more aware of our work

5.2.2 In order to address both Wales Audit Office Proposals for Improvement (issued in July 2018 following their review of our scrutiny arrangements), and specific issues identified by the scrutiny councillors, the Scrutiny Programme Committee reflected on priorities and agreed an action plan in January 2019 to help deliver the clear set of Scrutiny Improvement Objectives. This means having a co-ordinated and comprehensive single improvement plan for scrutiny, for the issues that matter most.

5.2.3 This has already resulted in improvements to the scrutiny process and its effectiveness, and efforts are being made in a number of areas to support councillors, take practice forward and improve the quality of scrutiny, for example:

### **1. *Councillor Participation***

Whilst there is a healthy level of engagement we want to ensure all scrutiny councillors have opportunity to participate so we are trying to understand whether there are any barriers to councillor participation in scrutiny and see what can be done to facilitate the engagement of those not actively involved. We recognise that councillors have a range of demands on their time and it may not be possible for all to be actively engaged, but it is important to remove any barriers that might exist.

### **2. *Training & Development***

We are considering what needs doing to develop scrutiny councillors in their role. We have already asked councillors to identify the areas where skills could be improved. The following areas could be usefully explored: Chairing Skills; Questioning Skills; Public Participation; Ad-hoc briefings to improve knowledge of Council services / working, as well as refresher session(s) on the Scrutiny Process. There may be other areas that need to be developed, such as understanding around the Well-being of Future Generations Act and how scrutiny can support its impact on local services, policies and decision-making. We will look at how best to develop and deliver a training & development programme for scrutiny councillors and it is work in progress for 2019/20.

### **3. *Reporting to Cabinet***

There are now more opportunities for scrutiny councillors to report their findings and recommendations directly to Cabinet. Whilst we have a well-established practice of writing letters to Cabinet Members, sometimes this work may merit formal reporting to Cabinet because of the issues that have been raised following scrutiny and / or implications across cabinet portfolios. This means that Scrutiny Working Groups and Scrutiny Performance Panels can consider whether reporting to Cabinet is necessary, for formal response.

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

We have been calling for more time to consider proposed cabinet reports to enable the more meaningful involvement of scrutiny members in the decision-making process, as a 'critical friend'. Early sight to such reports will also enable more time for Cabinet to think about any issues and concerns that may be flagged up by scrutiny. When it sees each Cabinet Member, the Scrutiny Programme Committee encourages them to share information about future key



decisions that the Committee may want to discuss to challenge and inform decision-making. Cabinet Members are also encouraged to build in time for a 'scrutiny stage' as a sounding board for significant decisions at an early stage in the process. Scrutiny engagement with the Council's new Homelessness Strategy was a good example of early influence.

## **5. *Scrutiny Impact***

We have been increasing visibility of the impact of scrutiny through regular stories published via our Scrutiny Blog, Newsletter, and Dispatches, as well as in reports to the Scrutiny Programme Committee. We have also improved the Scrutiny Annual Report to reflect more about scrutiny activity and impact. Scrutiny Working Group recommendations are being monitored by the Scrutiny Programme Committee to assess impact / outcomes, with input from respective conveners, who themselves can act as rapporteurs and liaise informally with cabinet members and relevant officers to keep abreast of progress. However, we will try to do more to strengthen the evaluation of impact and outcomes of scrutiny activity. We will identify performance indicators and measureable outcomes relevant to topics for scrutiny that could help evidence change / difference following scrutiny. We will also develop mechanisms for feedback from Cabinet Members, Officers, and other stakeholders about impact e.g. post-meeting evaluation; via Annual Survey etc.

## **6. *Roles & Responsibilities***

We are mindful to ensure there are no issues of duplication between scrutiny and Policy Development Committee activity or negative impact on the role and work of scrutiny. There were no issues of overlap or adverse effect on scrutiny, and should any issues arise in the future these will be addressed through dialogue between the Chair of the Scrutiny Programme Committee and relevant Policy Development Committee Chair(s). We have made sure that the Chair of Scrutiny Programme Committee and Scrutiny Performance Panel Conveners are aware of Policy Development Committee agendas and work plans. The Committee already has a well-established relationship with the Audit Committee to ensure respective work plans are coordinated to avoid duplication or gaps.

## **7. Public Engagement**

We are working more closely with the Council's Communications Team to identify opportunities to raise awareness and promote public engagement in scrutiny, and generate more media coverage of scrutiny activities. There is now more dialogue between teams about the work programme and upcoming meetings. Communications staff are signposted to scrutiny agendas / information to facilitate more about scrutiny being reported in the media and increase awareness / public engagement. Media coverage of scrutiny has increased significantly over the past year due to active local government press reporting, leading to stories in print and on-line media (South Wales Evening Post, Wales Online, and Western Mail). The Scrutiny Team continue to develop a social media presence including Swansea Scrutiny blog, Twitter, and there are plans to develop a Facebook page which may provide an effective way to promoting the role, activities, impact of scrutiny and enable interaction.

5.2.4 We will reflect on the delivery of the action plan and achievements against agreed improvement issues and objectives in next year's annual report.

## **5.3 Feedback from Scrutiny Performance Panels**

5.3.1 Performance Panels each reflected on the year and amongst notable observations were the following:

### **a) Schools:**

- Panel's work means being able to keep abreast of changes and challenges in relation to education matters.
- Pleased with scrutiny of individual schools and visiting some schools to see the work happening on the ground and speaking to headteachers, staff, governors and pupils.
- Officers have told us that performance scrutiny has been challenging but constructive, especially the searching questions that have been asked around vulnerable learners, and it benefits the education department. Topics discussed have helped develop these services, particularly work in relation to Education Other Than at School and the Small Schools Review.
- Some learning points identified:
  - Co-ordination around planning for future school visits and timing

- More context around some subjects being discussed would be helpful.

#### **b) Adult Services**

- Good level of quality in the debate and commitment from Panel Members. The Panel has been persistent and brought things out into the open.
- Good level of support from staff.
- There has been real challenge to Cabinet Members and officers from the Council and Local Health Board. The engagement of health officials with the Panel has managed to unblock some of the issues.
- There has been some progress in respect of changing thinking on budget
- Panel is developing a better understanding of performance data, which is now more focused and detailed.
- Some learning points identified:
  - Visiting social services establishments and engaging directly with service users / user groups about their experience will provide Panel with a better perspective on performance.
  - Need to review how best to examine performance of the West Glamorgan Regional Partnership Health & Social Care Programme.

#### **c) Child & Family Services**

- Good level of detail in performance reports.
- Panel is able to drill down into the detail and the officer contribution is very informative. Relationship with service officers good and very open.
- Debate has been good and happy with response Panel is getting from officers
- Pleased with officer support.

#### **d) Development & Regeneration**

- Pleased at the range of projects looked at by the Panel – will continue to have this variation in the coming year.
- The detail behind some projects is still opaque – Panel will continue to explore more throughout the coming year
- Some learning points identified:
  - More focus on the 'health' of the City Centre.

**e) Service Improvement & Finance**

- Panel happy with the mix of work this year, annual reports and one-off topics, with performance & financial monitoring the major role.
- Planning process is a topic of interest for the coming year

**f) Public Services Board**

- Good meetings particularly meeting with Future Generations Commissioner. Interactions with Future Generations Commissioner going very well.
- Some learning points identified:
  - More focus on direction of travel from each of the PSB objective areas needed, actions plans / delivery and clarity about outcomes

DRAFT

## For further information:

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

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

### **Connect with Scrutiny:**

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

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

Twitter: @swanseascrutiny

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

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

‘How scrutiny councillors are making a difference’

## Developing regional working

*(Lead: Councillor Lyndon Jones)*

Work carried out by scrutiny councillors will help develop and improve the way the Council and partners work with each other across the region for the benefit of citizens.

An in-depth Scrutiny Inquiry into Regional Working published findings that were presented to Council in June. The report includes a view on the current picture, the national reform agenda, challenges to collaborative working, and arrangements for the accountability of regional working. Scrutiny Councillors held a number of evidence gathering sessions including discussion with different council departments and partners to discuss the experience of regional working activities that are taking place.

All 11 recommendations made by the cross-party Scrutiny Panel were agreed by Cabinet in August. This means action on the following:

- A review of governance arrangements of the three main regional partnerships (Education, through Regional Working, Western Bay Health & Social Care Programme; and Swansea Bay City Region) to ensure they are fit for purpose.
- The authority undertaking a lessons learnt exercise across the three main regional collaborations and develop an action plan/s with resource implications to address any specific and remaining barriers.
- An assessment of the value to the Council from being involved in existing or new partnerships, including an analysis of costs and benefits.
- Greater use of technology e.g. on-line meetings, amongst partners to reduce travelling and Councillor / officer time and further encourage participation in partnership working.
- More engagement of the third sector in existing partnerships.
- Pressure on Welsh Government for a more streamlined grant process to support regional working
- An annual report to Council on the progress made across main regional collaborations.

The Panel had particular concerns about the accountability to local councillors of some regional collaborations. They stressed the need for the big three partnerships to have clear accountability and scrutiny process built into their governance arrangements.

Councillor Lyndon Jones, convener of the Panel said:

‘We felt it was important to look at this issue because there was some concern about the transparency of current regional working and the extent to which the public understood such activities. We found regional working in Wales to be a complex and confusing picture. Regional working must have a real benefit for the people of Swansea and therefore needs to add value and not be seen as another layer of bureaucracy, and be accountable. We hope that this piece of scrutiny will go some way in helping Swansea map the way forward for its regional working activities.’

The Inquiry Panel will reconvene during 2019 in order to follow up on the implementation of recommendations and assess the impact of their work.

## Promoting Community Cohesion

*(Lead: Councillor Louise Gibbard)*

Scrutiny has been myth busting whilst looking at what the Council is doing to support and promote community cohesion.

Having already looked at efforts to tackle hate crime in the area last year a Scrutiny Working Group met in June to focus on this issue, and spoke with representatives from the Councils Poverty and Prevention Team, South Wales Police and the Regional Community Cohesion Coordinator.

The Working Group considered progress and wrote to the Cabinet Member for Better Communities (People), Councillor Mary Sherwood, highlighting a number of issues and suggested areas for improvement. One of these was around myth busting. Councillors found that there is good [myth busting information](#) available but felt that it needed to be shared/used more widely.

Having now received a response from the Cabinet Member this piece of scrutiny is leading to action on:

- Developing a stronger role for Councillors and Local Area Co-ordinators in mainstreaming community cohesion.
- Myth busting information being made available online and shared via social media.
- Better links with and information to Governing Bodies, so they can have a direct impact on community cohesion in Swansea schools.
- Making more use of local media including using corporate communications to get more good news stories and myth busting out into local community.

## Tackling Poverty

*(Lead: Councillor Sybil Crouch)*

Scrutiny heard about the impact it has made in tackling poverty, following an in-depth inquiry carried out in 2017.

The Panel of Councillors which carried out the scrutiny met in October to follow up on the implementation of inquiry recommendations and assess the difference made. The inquiry had focused on ways in which the Council could improve its Tackling Poverty Strategy. Their main conclusion was that, when developing and delivering a strategy it is vital that those people experiencing poverty were not only involved, but involved in a powerful and meaningful way.

The Panel recently heard that the inquiry and its recommendations:

- has supported raising the profile of the tackling poverty agenda as everyone's business, and improved understanding and awareness
- has provided the role of a critical friend, supporting and reaffirming the direction of travel that the development of the revised Tackling Poverty Strategy took
- engaged a number of partners and organisations including The Bevan Foundation, Joseph Rowntree Foundation and Leeds Truth Commission, whose input has proved useful in the development of the revised plan

The Panel Convener, Councillor Sybil Crouch, said about the original inquiry that: 'Tackling Poverty is key to delivering the health and well-being of our citizens and of our city. We heard powerful testimony from people experiencing poverty and I am especially grateful to them for taking time to tell us what they face on a daily basis. I was moved by their testimony and by their courage in the face of complex problems. The Tackling Poverty Strategy lays considerable emphasis on the need to involve people experiencing poverty, without whom there is no delivery'.

## Scrutiny – fit for the future?

*(Lead: Councillor Mary Jones)*

Our scrutiny arrangements have received positive feedback from Wales Audit Office (WAO).

Following an external audit to assess whether scrutiny was fit for the future the review praised a number of aspects of scrutiny practice in Swansea. The WAO report recognised that scrutiny is well-placed to respond to future challenges, regularly challenges decision-makers, and has arrangements to review its own effectiveness. Whilst there is much to be pleased about the report also makes a number of proposals for improvement to develop scrutiny further. This challenges us to think about development needs for scrutiny councillors, the relationship between scrutiny and the Council's Policy Development Committees, and how we can better demonstrate the impact and outcomes of scrutiny.

Councillor Mary Jones, Chair of the Scrutiny Programme Committee said: 'We welcome the auditor's assessment of scrutiny in Swansea. Overall it is a positive report and this is down to the hard work everyone in Swansea has put into developing scrutiny over many years. But it is also a reminder that we must keep on pushing and continue to develop. We will be preparing an action plan to address the proposal for improvement.'

The Wales Audit Office published its findings having conducted a review of scrutiny in all Welsh Councils, looking at the environment scrutiny is operating in, practice, and its effectiveness. As well as desktop research, the WAO held a number of focus groups with Councillors here, interviewed key officers, and observed meetings.

### **Chair's Roundup:**

This is my first quarterly roundup of the work of scrutiny for 2018/19, as Chair of the Scrutiny Programme Committee.

### **Priorities for 2018/19**

The Scrutiny Work Programme was agreed by the Committee in July, following a Work Planning Conference in June. Every year we invite all scrutiny councillors to participate in an informal discussion on priorities for scrutiny, and invite suggestions. The Conference reflected on last year's programme, and heard about council priorities and challenges, and views gathered from surveys, including issues raised by the public. The Work Programme contains a varied selection of topics that show the focus for scrutiny over the coming year. It represents strategic issues balanced with community concerns to ensure that scrutiny is always looking at the right things, and making good use of limited time and resources. A significant feature of the Work Programme is regular in-depth monitoring and challenge of performance in key areas, including Education and Social Services, through a number of Performance Panels. However we also identify topics either for in-depth Inquiry or light-touch Working Groups. The first inquiry will look at Equality issues and a 'call for evidence' has just been issued by the Inquiry Panel. This invites interested people to submit views that will help the Panel to explore how effectively the Council is meeting and embedding requirements under the law. This inquiry will go on until March 2019. The already in progress inquiry on the Natural Environment is coming to a conclusion and will report before the end of 2018. In terms of one-off Working Groups, this will include a look at Air & Noise Pollution, Residents Parking, Welfare Reform, Environmental Enforcement, Tourism, Anti-Social Behaviour, Digital Inclusion and the Archive Service.

### **Annual Report published**

Looking back at 2017/18 the Scrutiny Annual Report was presented to Council (Oct). It highlights the work carried out, shows how scrutiny has made a difference, and supports continuous improvement for the scrutiny function. It gives examples of specific activities to demonstrate impact, and show our contribution to better services, policies and decisions. I think it gives good indication about the 'health' of scrutiny – using facts and opinions – and there is much to be pleased about.



## **Improving scrutiny**

One of the hallmarks of an effective scrutiny function is one that reflects on and learns from experience. Following a process of self-evaluation the Committee has identified five scrutiny improvement objectives. This was informed by annual councillor, staff, and public scrutiny survey findings as well as Committee members' reflection on scrutiny process and practice, taking into account characteristics of effective scrutiny. An action plan to address the WAO proposals and deliver the Committee's own improvement objectives is being developed.

## **Questioning Cabinet Members**

The Committee continues to focus on holding cabinet members to account, through monthly Q & A sessions to discuss their work. As I write we are due to meet with the Cabinet Member for Care, Health & Ageing Well in December. Acting as a 'critical friend' we question and challenge them on their priorities, actions, achievements and impact. We invite the public and all scrutiny councillors to contribute ideas to ensure the Committee asks the right questions. A summary of each session and views of the Committee are published in a letter to relevant Cabinet Members. We have recently put questions to the Cabinet Members for Children Services, Education Improvement, Learning & Skills, Business Transformation & Performance, and Homes & Energy.

## **Challenging proposed decisions**

Pre-decision scrutiny enables us to question Cabinet Members on proposals and present views and any concerns to Cabinet ahead of decisions. Since May scrutiny has looked at reports on: More Homes Parc Yr Helyg Site Options Appraisal (Jun); The Future Structure and Delivery of the Ethnic Minority Achievement Unit (Jul); and the future of Residential Care & Day Services for Older People (Sep). The Committee has also given views on the draft Homelessness Strategy 2018-2022 ahead of formal pre-decision scrutiny that will take place in November.

## **Calling-in decisions**

Scrutiny has the power to call-in Cabinet decisions following the agreement of new arrangements by Council in July. Any valid call-in of cabinet decisions will now lead to the calling of a special meeting of the Scrutiny Programme Committee. A call-in can be made by the Chair or Vice-Chair of the Scrutiny Programme or by any four councillors by giving notice in writing to the Head of Democratic Services within a specific call-in period.

## **Scrutinizing the City Deal**

A new Joint Scrutiny Committee has been established to provide accountability and challenge to the agreed Swansea Bay City Deal. Swansea councillors will work with councillors from Pembrokeshire, Carmarthenshire and Neath Port Talbot Councils, also involved in the City Deal, who together will scrutinise the work and decisions of the Joint Committee responsible for delivering the regional City Deal Programme. Scrutiny of local City Deal projects remain a matter for each authority so our Development & Regeneration Performance Panel will be keeping a close eye on work happening in Swansea.

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

All scrutiny agenda packs are available on the Council's '[agenda and minutes](#)' webpage. There you can also find all scrutiny letters sent to cabinet members following meetings and responses. Scrutiny meetings are open to the public and anyone living or working in Swansea can [suggest a topic for scrutiny](#). There are also opportunities to suggest questions, and submit views. To keep an eye on what's going on check out the links below, subscribe to our newsletter, or even follow us on Twitter.

*Councillor Mary Jones*

### **Connect with Scrutiny:**

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

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

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

**Twitter:** @swanseascrutiny

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

‘How scrutiny councillors are making a difference’

## Helping to Shape the Council’s new Homelessness Strategy

*(Lead: Councillors Peter Black / Mary Jones)*

Scrutiny Councillors have contributed to the Council’s new Homelessness Strategy.

Homelessness has been a topic of significant interest and concern over the last year for scrutiny. Scrutiny councillors were able to influence the Homelessness Strategy and Action Plan for 2018-2022 through a series of meetings to discuss the issues, challenges, and plans. The Strategy, approved by Cabinet in November, took on board issues and suggestions made by scrutiny councillors. Scrutiny contributed initially through a cross-party Working Group, chaired by Councillor Peter Black, mid-2018 to look at the Council’s activities to manage homelessness, the current position, performance of relevant services and the challenges faced. This work benefitted from the involvement of a number of interested parties including: Swansea Homeless Sanctuary, Shelter Cymru, Crisis, Wallich Dinas Fechan, Caer Las, Zac’s Place, Matthew’s House, Abertawe Bro Morgannwg University Health Board and the relevant Cabinet Member and officers from Swansea Council. This led to a number of issues being raised with Councillor Andrea Lewis, Cabinet Member for Homes & Energy.

The Scrutiny Programme Committee, chaired by Councillor Mary Jones, which oversees the Scrutiny Work Programme, then met early October to review a consultation draft of the Strategy and Action Plan to ensure that its views can be fully considered in drawing up the final document. This led to a detailed consultation response being submitted to the Cabinet Member including views including around:

- Service user involvement and co-production
- The development of pre-eviction protocols
- Use of the private rented sector / loss of rented accommodation
- Working with Registered Social Landlords to alleviate homelessness
- Barriers to accessing temporary accommodation
- Proposals / timescales for increased support for people with mental health / complex needs
- Plans for a holistic “solutions centre” for services for rough sleepers
- Support to children affected by parental homelessness
- Monitoring, evaluation and review of success / impact of the Strategy

The Committee also carried out ‘pre-decision scrutiny’ in November which enabled it to review the contents of the final Strategy and Action Plan ahead of Cabinet decision. Councillor Mary Jones said ‘I am pleased to see our impact on the final document, and shows the value of the early engagement of scrutiny in such important decisions. We particularly welcomed:

- Recognition of the United Nations Convention on the Rights of the Child and children’s voice, and plan to develop a separate Homelessness Charter for children and young people
- The revision of timescales for the development of a holistic ‘solutions centre’ and clarity about what will be achieved e.g. the feasibility study will be carried out within a period of six months
- That there will be an annual progress report on the delivery of the Strategy and Action Plan.’

The contribution made by scrutiny to improve the Strategy and Action Plan, which saw amendments being made to the consultation draft, was praised by the Cabinet Member for Homes & Energy, ahead of its approval by Cabinet on 15 November.

## Reducing Air & Noise Pollution

*(Lead: Councillor Joe Hale)*

Scrutiny councillors have had their say about air and noise pollution in Swansea.

A Working Group has looked at the situation in Swansea and the effects, how pollution is measured and monitored, and efforts to tackle problems and reduce pollution. As a result of their views and issues raised with Councillor Mark Thomas, Cabinet Member for Environment and Infrastructure Management, action will include:

- Working with academic and health colleagues to complete specific air quality research projects aimed at engaging members of the public and achieving compliance with objective concentrations and reducing exposure to pollutants.
- Continued assessment of The Out of Hours Noise Control Service to seek efficiencies during times of austerity to enable continued delivery of this service.
- Looking at ways to reinvigorate the presentation of data on the Council's air pollution webpages and working with ICT service to redesign the site in order to engage the public in its content, including integrating the Nowcaster System within the site.
- The Air Quality Action Plan investigating pollution around schools and behaviour of parents when bringing their children to school to enable behavioural change and the reduction in pollutant concentrations.
- Working with colleagues in the School of Management and Life Science in Swansea University to investigate several themes around air quality and public health.

The views of the Working Group, which met in November 2018, and Cabinet Member response can be read in full here:

<https://democracy.swansea.gov.uk/ieListDocuments.aspx?CId=647&MId=8323&Ver=4&LLL=0>

## Improving Child & Adolescent Mental Health Services

*(Lead: Councillor Mary Jones)*

Scrutiny councillors have made a positive impact in efforts to improve Child & Adolescent Mental Health Services (CAMHS).

Following an in-depth inquiry carried out in 2017, councillors involved in this work met in November 2018 to follow up on the implementation of inquiry recommendations and assess the difference made. The Inquiry Panel was pleased to hear about a greater focus on prevention, better joint working between local authorities and the ABMU Health Board and improved response to urgent cases. They also welcomed changes to some of ABMU's commissioning arrangements, simplified processes to access the service, and the greater involvement of parents and Third Sector representatives.

A number of people addressed the Panel on progress, including the Cabinet Member for Children Services (Early Years), Director of Social Services, Head of Child & Family Services, and representatives from the Local Health Board.

The Cabinet Member for Early Years has recognised the contribution made by the scrutiny inquiry in highlighting the issues and in the progress made to improve services.

Although pleased with progress the Panel recognised that there is a long way to go to implement all of the recommendations and achieving significant improvement. The Panel agreed that the Child & Family Services Scrutiny Performance Panel was best placed for continued monitoring of CAMHS. Read more here:

<https://democracy.swansea.gov.uk/ieListDocuments.aspx?CId=598&MId=8389&Ver=4&LLL=0>

# Supporting the Natural Environment & Biodiversity

*(Lead: Councillor Peter Jones)*

The call from scrutiny councillors for the Council to give priority to the Natural Environment & Biodiversity has been answered.

The Council has recently adopted a sixth, and new, priority: Maintaining and enhancing Swansea's natural resources and biodiversity - so that we maintain and enhance biodiversity, reduce our carbon footprint, improve our knowledge and understanding of our natural environment and benefit health and well-being. Over the past year a Scrutiny Inquiry has been looking at what the Council should be doing to maintain, enhance and promote its natural environment and biodiversity, and in doing so promote the resilience of eco-systems. The Inquiry Panel will be publishing its final report shortly - more on that in the next edition. Both before and during this piece of in-depth scrutiny, which has shone a light on this topic, repeated calls (in different forums) were made for the Council to recognise the growing importance of the natural environment and biodiversity on well-being and future generations, something already recognised by the Public Services Board in its Well-being Plan and 'Working with Nature' objective. Councillor Peter Jones, convener of the Natural Environment Inquiry Panel, said: 'This is a scrutiny success - something we raised over a year ago. The decision by the Council is not only welcome but overdue, and supports our findings. Indeed the action taken pre-empts one of the recommendations that the Panel would certainly have made. I look forward to presenting the Panel's final report to Cabinet in the knowledge that the natural environment and biodiversity is now looked upon as a key priority, and our scrutiny report will offer our thoughts about how this priority can be delivered.'

## Chair's Roundup:

This is my second roundup of the work of [scrutiny](#) for 2018/19, as Chair of the Scrutiny Programme Committee.

### Progressing our priorities for 2018/19

We have made good progress over the year so far. The work programme is dominated by our six Performance Panels, which meet on an ongoing and regular basis. This has ensured continued focus on in-depth monitoring performance and challenge concerning Adult Services, Child & Family Services, Schools, the Public Services Board, and Development & Regeneration. The Service Improvement & Finance Panel keeps an eye on performance & spending across the Council. We have two in-depth inquiries in progress. Our examination of the Natural Environment is almost complete and a final report, with conclusions and recommendations for Cabinet, will be presented soon. The inquiry into Equalities is currently evidence gathering, looking at how effectively the Council is meeting and embedding requirements under the law. Both of these inquiries have generated public interest, and it is pleasing that a number of people have responded to the 'call for evidence' and taken the opportunity to submit their views. Each Panel has also been proactive in seeking evidence from a wide range of sources, including people and groups involved or affected. We have arrangements in place to check on implementation of previous inquiry recommendations and assess the impact of our work. Because of good progress Councillors were able to conclude monitoring of the inquiries on Tackling Poverty and Child & Adolescent Mental Health Services. We also arrange Working Groups for a 'light-touch' look at issues and this has enabled scrutiny to look at, and make improvement recommendations, on the following: Hate Crime, Homelessness, Local Flood Risk Management, Air & Noise Pollution, Welfare Reform, and Environmental Enforcement.

### Getting praise from inspectors

Recent reports by the Care Inspectorate Wales (CIW) have praised the work of scrutiny. The Council's Child & Family Services and Foster Swansea Service were the subject of external inspections, which have identified good practice with positive outcomes for children and young people. As well as positive findings about the service provided, the inspectors commented that there are robust scrutiny arrangements in place for accountability and challenge in these areas.



## Improving scrutiny

I wrote previously about the process of improvement and development, with challenge provided by the Wales Audit Office (WAO) and the Committee identifying five scrutiny improvement objectives. I am happy to say that we have now agreed a Scrutiny Improvement Action Plan to address the WAO proposals for improvement and deliver our own objectives. This means action on: meeting development needs for scrutiny councillors; the relationship between scrutiny and the Council's Policy Development Committees; and better demonstrating the impact and outcomes of scrutiny. It also means a focus on getting more of our work formally reported to cabinet, earlier involvement in cabinet decision-making, improving councillor participation in scrutiny, strengthening the follow-up of recommendations, and getting more of our work in the media to raise awareness and public engagement in scrutiny. The Committee has previously identified the need to develop closer links with regulators and inspectors so that we can provide a more coordinated and effective challenge. The Scrutiny Work Programme will also now include consideration of relevant WAO reports. Scrutiny will expect assurance from Council leads about their response to WAO reports and provide challenge to monitor and ensure improvement.

## Questioning Cabinet Members

The Committee continues to focus on holding cabinet members to account, through monthly Q & A sessions to discuss their work. Acting as a 'critical friend' we question and challenge them on their priorities, actions, achievements and impact. As I write we are due to meet with the Cabinet Member for Investment, Regeneration & Tourism in March. We invite the public and all scrutiny councillors to contribute ideas to ensure the Committee asks the right questions. A summary of each session and views of the Committee are published in a letter to relevant Cabinet Members. We have recently put questions to the Cabinet Members for Care, Health & Ageing Well, Economy & Strategy (Leader), and Environment & Infrastructure Management.

## Challenging proposed decisions

Pre-decision scrutiny enables us to question Cabinet Members on proposals and present views and any concerns to Cabinet ahead of decisions. Since September scrutiny has looked at reports on: Homelessness Strategy & Action Plan 2018-2022 (Nov); Swansea Central Phase 1 (Nov); proposed closure of Craigcefnparc School - report on Small School Review (Dec); and YGG Felindre - report on School Organisation Linked to the Welsh Education Strategic Plan (Dec).

## Developing regional scrutiny

The regional Scrutiny Councillor Group continues to meet to consider progress with school improvement across the ERW (Education Through Regional Working) region. In January the Group met with the Chair of the ERW Joint Committee, Lead Chief Executive, and Lead Officer for ERW concerning the ERW Review and Reform Programme. Also, the new Joint Scrutiny Committee looking at the Swansea Bay City Deal Programme met for the first time on 20 November. The Chair and Vice-Chair of the Committee were confirmed as: Councillor Arwyn Woolcock (Neath Port Talbot) and Councillor Rob James (Carmarthenshire) respectively, for a two year period. The Committee held an extra meeting on 31 January for update on internal and external reviews of the City Deal Programme, and recent developments.

## Making the work of scrutiny transparent and accessible

Scrutiny agenda packs are available on the Council's ['agenda and minutes' webpage](#). There you can also find scrutiny letters sent to cabinet members following meetings and responses. Our meetings are open to the public and anyone living or working in Swansea can [suggest a topic for scrutiny](#). There are also opportunities to suggest questions, and submit views. To keep an eye on what's going see the links below, subscribe to our newsletter, or even follow us on Twitter.

*Councillor Mary Jones*

### Connect with Scrutiny:

Guildhall, Swansea. SA1 4PE (Tel. 01792 637732)

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

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

**Twitter:** @swanseascrutiny

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

‘How scrutiny councillors are making a difference’

## Maintaining & Enhancing Our Natural Environment

*(Lead: Councillor Peter Jones)*

Scrutiny councillors have told the Council what it should be doing to maintain, enhance and promote its natural environment and biodiversity, and in doing so promote the resilience of eco-systems.

An in-depth Scrutiny Inquiry into the Natural Environment published findings in a report that was presented to the Cabinet meeting on 21 March. The Inquiry Panel, led by Councillor Peter Jones, spent much of the last year looking at this topic. It took in a range of perspectives, from both within the Council, from partners and the public, and the report makes twenty recommendations for Cabinet to respond to, on an issue that is now a matter of priority for the Council.

The report includes a view on how this priority can be delivered effectively. It recognises that the Council is one of the leading public authorities in Wales in thinking through and exploring how best to deliver on the Welsh Government environmental and sustainability legislation. However, the task is to meet expectations and to deliver on and embed requirements, and the inquiry report serves as a contribution to that effort.

Some of the recommendations have been identified by the cross-party Inquiry Panel as ‘quick wins’, other as more medium and long-term actions, touching upon all areas of the Council’s work. This includes calling for action on:

- Raising the profile of the Natural Environment and Biodiversity internally and externally.
- Maintaining and increasing the specialist and high quality work currently delivered by the Council.
- Recognising the benefits of ‘nature based’ prevention projects, such as to limit air pollution and for flood risk management etc.
- Cost sharing across the Council in providing additional resources to maintain and enhance the natural environment, and more cross-departmental working
- The authority working co-productively with external partners, including voluntary groups, Community Councils and the public in maintaining and enhancing the Council’s green spaces.
- Making a commitment to natural environment education in schools.

Councillor Peter Jones, convener of the Panel said:

‘This work has been an extensive undertaking. We found that a lot of positive action was evident but it is clear that there was much to be done. This report concentrates on biodiversity loss and how we, as a Council, can and must set about halting and reversing this process, not least to meet the 2020 target set by the Welsh Government which aims to halt the loss of biodiversity and take steps toward recovery. However, the Panel is clear that delivery will be difficult without financial support to meet, in particular, additional staffing requirements.’

The final report can be found [here](#).

A decision on the inquiry recommendations is expected within the next two months – more on that in the next edition.

## Improving Community Safety

*(Lead: Councillor Mary Jones)*

Scrutiny councillors have shone a light on the community safety issues facing Swansea and actions to tackle these.

The performance of the local Community Safety Partnership is looked at each year as part of the scrutiny work programme – in Swansea this is known as the Safer Swansea Partnership. In April, the Scrutiny Programme Committee met with representative(s) from South Wales Police and the Council who are involved in the joint-chairing arrangement for the Safer Swansea Partnership Steering Group.

The vision of the Safer Swansea Partnership is ‘a place where all members of society can feel safe at all times’, and its key purpose being ‘to create a safe and welcoming environment in which to live, work, visit, trade, study, relax and retire’. A discussion about the performance of the Safer Swansea Partnership, looking at partnership priorities, actions, and impact, highlighted the achievements against objectives and crime and disorder challenges, covering the following:

- Safe, Confident and Resilient Communities
- County Lines and Substance Misuse
- Violence against Women, Domestic Abuse and Sexual Violence
- Hate Crime and Community Tension Monitoring
- Evening and Night Time Economy

The scrutiny session generated much media interest, with a number of stories in the local press, in particular around tackling issues relating to High Street and its regeneration. The session also has contributed to a public conversation about crime recorded in Swansea, with performance and crime statistics from the past two years being revealed – showing challenges around drug trafficking and substance misuse, organised crime, robberies, and sexual offences. Councillors also raised some concerns around the visibility of policing, limited powers of PCSOs, the 101 telephone reporting system, and the effectiveness of existing approaches to community engagement, and the level of engagement and information sharing with local Councillors.

## Dealing with Welfare Reform

*(Lead: Councillor Louise Gibbard)*

Scrutiny councillors have made recommendations to help manage the impact of welfare reform on people in Swansea.

A cross-party Scrutiny Working Group met in January to look at the impacts of Welfare Reform in Swansea and works / measures in place to support citizens and mitigate problems. The one-off focused meeting also received evidence from Citizen's Advice Swansea Neath Port Talbot, in respect of queries handled by them during the 12 months since the roll out of Universal Credit (UC) in Swansea.

As a result of this scrutiny action is expected, including:

- talking to local Department for Work & Pensions partners about UC processes
- rolling out quick reference resources which councillors could use when supporting someone with money worries
- developing an online benefits awareness course, mandatory for all staff in the Council

Further scrutiny may result from this work, looking into how well welfare rights support and advice, and commitment to tackling poverty is being delivered across the Council e.g. by staff working in Social Services, Housing and by others in direct contact with vulnerable people.

# Managing Environmental Enforcement

*(Lead: Councillor Jeff Jones)*

Scrutiny Councillors have asked questions about what is being done in relation to the enforcement and prevention of a range of environmental issues, concerns about which are regularly raised by the public.

A one-off Working Group took place in February to discuss the work of the Council and issues such as fly tipping, dog fouling, litter, pavement parking, overhanging branches and undergrowth, public footpaths and highways etc. Councillors met with the Cabinet Member for Environment & Infrastructure Management and relevant officers, who provided the Working Group with a briefing on this topic on activities to improve the local environment. It was recognised that this was a challenging area for the Council, with enforcement action being the final step.

Following this scrutiny activity, the Cabinet Member confirms actions will be taken, including around:

- raising public awareness about the cost of fly tipping to the Council, publicising fly tipping prosecutions and highlighting successes
- improving public information about disposal of dog waste
- developing a policy for the enforcement of verge and pavement parking
- providing information around the enforcement contract with 3GS and its focus, for possible review

More details about the discussion, and correspondence between the Working Group and Cabinet Member following the meeting, can be found [here](#).

## Chair's Roundup:

This is my third roundup of the work of scrutiny for 2018/19, as Chair of the Scrutiny Programme Committee.

### Delivering the priorities for 2018/19

We have approached the end of another year of scrutiny and again delivered a range of scrutiny activities targeted at the things that matter most, through the work of the Committee, in-depth inquiry, ongoing detailed performance and financial monitoring, and one-off Working Groups.

The Natural Environment Inquiry came to an end in March, as reported in the main feature of this paper. With evidence gathering complete, the Inquiry into Equalities is about to conclude. The Inquiry Panel is reflecting on the findings, and will draw conclusions and recommendations. This piece of scrutiny has been looking at how effectively the Council is meeting and embedding equality requirements under the law. It has included councillors undertaking a number of informal evidence gathering activities including engagement with a range of groups / networks who represent people with protected characteristics.

Each of the Performance Panels played a part in scrutinizing the draft Council budget in February. Their examination of service specific proposals and implications supported the work of the Service Improvement & Finance Performance Panel, which plays the lead role in financial monitoring. Feedback was provided to Cabinet ahead of Cabinet decision-making and scrutiny helped to prepare councillors for the budget debate at Council.

Since I wrote to Council previously we have also been able, through Working Groups, to look at, and make improvement recommendations, on the Council's work regarding Local Flood Risk Management, Anti-Social Behaviour, and Tourism.



## Questioning Cabinet Members

The Committee continues to focus on holding all cabinet members to account, through monthly Q & A sessions to discuss their work. Acting as a 'critical friend' we question and challenge them on their priorities, actions, achievements and impact. As I write we are due to meet with the Cabinet Members for Delivery, and Investment, Regeneration & Tourism in May. We invite the public and all scrutiny councillors to contribute ideas to ensure the Committee asks the right questions. We have recently put questions to the Cabinet Members for Better Communities, Councillors June Burtonshaw and Mary Sherwood. A summary of each session and views of the Committee are published in a letter to relevant Cabinet Members.

## Challenging decisions

Following the agreement of new arrangements by Council the first scrutiny call-in of a Cabinet decision took place in March. Any valid call-in of cabinet decisions leads to the calling of a meeting of the Committee. The Cabinet report on the New Build for Gorseinon Primary School was called in and the Committee was able to question the Cabinet Member for Education Improvement, Learning & Skills and lead officers who responded to satisfy the concerns raised.

## Supporting Joint Scrutiny

With scrutiny of the City Region City Deal and regional Education Improvement body (ERW) already in place, and the possible development of further regional scrutiny arrangements, we welcome the launch of a new Joint Scrutiny Handbook in June. I will be attending the national launch that will be led by the Welsh Government Minister for Housing and Local Government, on 17 June in mid-Wales. We look forward to the advice and guidance that the handbook will provide to support and strengthen the development of collaborative scrutiny in Wales.

## End of Year Review

At the end of each year it is good practice to look back on the year's work and achievements, and consider its effectiveness. All councillors were invited to give their views and along with feedback from an informal workshop in early May to help members to reflect and discuss issues, the Committee reviewed the year's work at its meeting on 13 May. Alongside this reflection and self-evaluation by scrutiny councillors, Scrutiny Procedure Rules are being reviewed by the Head of Service to ensure they are not only up-to-date, but provide the best reflection of scrutiny practice / process, and take into account any issues raised by councillors.

## Developing a new work programme

A Work Planning Conference will take place on 10 June (in place of the scheduled Committee meeting) that will help the Committee to consider and identify priorities for scrutiny for the coming year. All scrutiny councillors will be invited to participate in this. As well as new topics the Committee will need to consider the continuation of current activities in the Work Programme for 2019/20 because of their importance or because work may be incomplete. Following the Work Planning Conference, the Scrutiny Programme Committee will meet on 8 July to reflect on feedback from the Conference, and other relevant considerations, and agree the work programme for 2019/20. We look forward to a new year of scrutiny, and making an even bigger difference!

## Making the work of scrutiny transparent and accessible

Scrutiny agenda packs are available on the Council's ['agenda and minutes' webpage](#). There you can also find scrutiny letters sent to cabinet members following meetings and responses. Our meetings are open to the public and anyone living or working in Swansea can [suggest a topic for scrutiny](#). There are also opportunities for anyone to suggest questions, and submit views. To keep an eye on what's going see the links below, subscribe to our newsletter, or even follow us on Twitter.

*Councillor Mary Jones*

### Connect with Scrutiny:

Guildhall, Swansea. SA1 4PE (Tel. 01792 637732)

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

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

**Twitter:** @swanseascrutiny

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



## Report of the Chair

Scrutiny Programme Committee – 14 October 2019

### Membership of Scrutiny Panels and Working Groups

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

#### 1. Introduction

- 1.1 In accordance with Council report 18 October 2012, when current scrutiny arrangements were agreed, the Scrutiny Programme Committee is responsible for appointing members and conveners to the various scrutiny panels / working groups that are established.

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

##### 2.1 Public Services Board Performance Panel

This is a multi-agency Panel and the Committee should note that Cllr Cyril Anderson has been nominated as the representative of the Mid & West Wales Fire Authority, replacing Cllr John Warman (Neath Port

Talbot Council). Cllr Anderson will therefore join the PSB Scrutiny Performance Panel.

### **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:

<b>Performance Panel</b>	<b>Convener</b>
Natural Environment (25 September)	Councillor Peter Jones

As with the other Performance Panel conveners, Councillor Peter Jones will be added to the membership of the Public Services Board Scrutiny Performance Panel.

### **4. Statutory Education Co-optees**

- 4.1 The Committee should note that Mr John Meredith, who was acting co-opted member on the Committee and Education Performance Panel as Church in Wales representative, has formally stood down. The Church in Wales will advise of new representative in due course, and be reminded of their entitlement periodically should the position remain vacant for any length of time.

### **5. Guiding Principles**

- 5.1 When determining membership / conveners or agreeing any changes there are some key considerations for the Committee:
- It is necessary for more than one political group to be represented on each panel / working group.
  - These bodies also need to be of a manageable size in terms of team working and effective questioning.
  - To ensure that all political groups have opportunities and are engaged.
  - Good scrutiny practice places emphasis on respect for minority party wishes around both chairing of such bodies and the work programme.
  - Being fair and balanced in the appointment of conveners, when there is interest from more than one councillor, e.g. giving opportunity to those who have not acted as convener previously.
  - The Committee should reflect on the existing 'balance' of conveners to help inform future appointments.
  - A minimum of three members should be present at all meetings.

## **6. Legal Implications**

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

## **7. Financial Implications**

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

**Background Papers:** None

**Appendices:** None



## Report of the Chair

Scrutiny Programme Committee – 14 October 2019

### Scrutiny Work Programme 2019/20

<b>Purpose</b>	This report presents the agreed Scrutiny Work Programme for 2019/20, which the Committee is responsible for monitoring.
<b>Content</b>	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.
<b>Councillors are being asked to</b>	<ul style="list-style-type: none"><li>• plan for the committee meetings ahead</li><li>• consider opportunities for pre-decision scrutiny</li><li>• review the scrutiny work programme (including progress of current Panels and Working Groups)</li></ul>
<b>Lead Councillor</b>	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
<b>Lead Officer</b>	Tracey Meredith, Chief Legal Officer
<b>Report Author</b>	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: <a href="mailto:brij.madahar@swansea.gov.uk">brij.madahar@swansea.gov.uk</a>
<b>Legal Officer:</b>	Debbie Smith
<b>Finance Officer:</b>	Paul Cridland

#### 1. Introduction

- 1.1 The Scrutiny Programme Committee is responsible for developing the Council's scrutiny work programme, and managing the overall work of scrutiny to ensure that it is as effective as possible.
- 1.2 A report is provided to each meeting to enable the committee to maintain an overview of agreed scrutiny activities, monitor progress, and coordinate work as necessary.
- 1.3 The broad aim of the scrutiny function is to:
  - help improve services
  - provide an effective challenge to the executive
  - engage members in the development of policies, strategies and plans

- engage the public
- 1.4 The Scrutiny Work Programme is guided by the overriding principle that the work of scrutiny should be strategic and significant, focussed on issues of concern, and represent a good use of scrutiny time and resources.
- It also needs to be:
- manageable, realistic and achievable given resources available
  - relevant to council priorities
  - adding value and having maximum impact
  - coordinated and avoid duplication
- 1.5 The work of scrutiny is undertaken primarily in three ways – through the Committee itself, by establishing informal panels or via one-off working groups. Panels and Working Groups would be open to all non-executive councillors - the Committee will 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 The agreed scrutiny work programme for 2019/20 is set out in **Appendix 1**. 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 11 November are:

- Cabinet Member Question Session: Cabinet Member for Children Services - Cllr Elliot King (Early Years - Lead) & Cllr Sam Pritchard (Young People – Lead)
- Children & Young People's Rights Scheme – Compliance and Progress: To discuss annual progress report on implementation of Children & Young People's Rights Scheme, and consider impact.

2.2.4 The Committee should identify specific questions / key themes, which it wishes to cover in the Cabinet Member Q & A session. The Cabinet Portfolio covers the following areas of responsibility:

Early Years	Young People
<ul style="list-style-type: none"> <li>• Best Start in Life</li> <li>• CAMHS (Child &amp; Adolescent Mental Health Services)</li> <li>• Child &amp; Family Services</li> <li>• Children &amp; Young People (CYP) Chair</li> <li>• Continuum of Care</li> <li>• Corporate Parenting - Lead</li> <li>• Families First</li> <li>• Flying Start</li> <li>• Play Opportunities</li> <li>• Regional Adoption Service</li> <li>• Safe Looking After Children (LAC) Reduction Strategy</li> <li>• Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>• Apprenticeships Support</li> <li>• CAMHS (Child &amp; Adolescent Mental Health Services)</li> <li>• Children &amp; Young People (CYP) Board - Lead</li> <li>• Corporate Parenting Support</li> <li>• NEETS Reduction Support (Not in Education, Employment or Training)</li> <li>• Opportunities for Young People</li> <li>• Promoting Youth Inclusion &amp; Youth Citizenships</li> <li>• Readiness for Work (Support)</li> <li>• Safe Looking After Children (LAC) Reduction Strategy</li> <li>• Safeguarding</li> <li>• UNCRC (United Nations Convention on the Rights of the Child)</li> <li>• YOS (Youth Offending Service)</li> <li>• Youth Services</li> </ul>

2.2.5 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.

2.2.6 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.

- 2.2.7 **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. Further to Committee discussion on 1 August on emerging proposals, the Housing Commissioning Review final report will be subject of Cabinet decision on 21 November. A special Committee meeting on 18 November could be arranged for pre-decision scrutiny, subject to availability of cabinet report.

### 2.3 Inquiry Panels:

- 2.3.1 The first task of an Inquiry Panel is to have a briefing on the issue and then determine the key question and terms of reference for the inquiry. Once the planning stage is complete, the inquiry will be evidence gathering, with the last stage being to develop the final report.

<b>In Progress / Planned</b>	<b>Completed (follow up stage)</b>
1. <b>Equalities</b> (final report was presented to Cabinet 19 Sep – response awaited) 2. <b>Procurement</b> (initial meeting arranged for 24 Oct)	1. <b>Regional Working</b> (15 Oct 2019) 2. <b>Natural Environment</b> (tba as part of Performance Panel work plan)

### 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):

<b>Performance Panel</b>	<b>Convener</b>
1. <b>Service Improvement &amp; Finance</b> (monthly) 2. <b>Education</b> (monthly) 3. <b>Adult Services</b> (monthly) 4. <b>Child &amp; Family Services</b> (every two months) 5. <b>Development &amp; Regeneration</b> (every two months) 6. <b>Natural Environment</b> (quarterly)	Cllr. Chris Holley  Cllr. Lyndon Jones Cllr. Peter Black Cllr. Paxton Hood-Williams  Cllr. Jeff Jones  Cllr. Peter Jones



<b>7. Public Services Board</b> (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:

<b>1. Brexit</b> (meeting was held on 23 Sep) <b>2. Staff Health &amp; Wellbeing</b>	<b>3. Road Safety</b> <b>4. Digital Inclusion</b>
---	--

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 Councillor Group is currently meeting quarterly.

- 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 Committee currently appears to be meeting every two months.

### 3. **Monitoring the Work Programme**

- 3.1 The Committee is responsible for monitoring progress of work undertaken by the informal Panels and Working Groups and findings to ensure that this work is effective and has the required visibility.
- 3.2 **Appendix 4a** provides a timetable of all scrutiny activities (projected or actual where dates are known). Lead councillors and officers are also noted within.
- 3.3 **Appendix 4b** provides a snapshot of progress with all of the Panels and Working Groups established by the Committee and their current position.

#### **4. Scrutiny Support**

- 4.1 The Committee should note that one of the Council's Scrutiny Officers is leaving their post from 11 October, however recruitment process is underway to fill the full-time vacant post. This clearly affects capacity to support the scrutiny work programme for the time being.
- 4.2 As a consequence the proposed inquiry on Procurement, and the remaining Working Groups will need to be put on hold, in order to re-direct support to on-going activities. With regard to Procurement, a 'pre-inquiry' meeting has already been arranged for 24 October. We intend to proceed with that meeting as it is an initial briefing on the subject, and will help to define what the focus / scope for any inquiry should be. The work can then be resumed as soon as we are able to do so.
- 4.3 The Scrutiny Team will endeavour to maintain support for, and minimise impact on, planned Performance Panel activities. However, we will need all Conveners and Councillors involved to be mindful of capacity to support meetings, which should be taken into account before planning future work. A member of the Scrutiny Team will be in touch with individual Conveners / Panels to discuss their work and take over support. Lead officers are shown within Appendix 4a (Work Programme Timetable).

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

- 5.1 None.

#### **6. Financial Implications**

- 6.1 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.

#### **7. Legal Implications**

- 7.1 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

## Agreed Scrutiny Work Programme 2019/20

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

## Agreed Scrutiny Work Programme 2019/20

	<p>Reserve List:</p> <ul style="list-style-type: none"> <li>• Active Travel (are we meeting obligations of Welsh Government Active Travel Act; encouragement of cycling / walking)</li> <li>• 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)</li> <li>• 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)</li> </ul>	<ul style="list-style-type: none"> <li>- Quality of Needs Assessments / Care Plans</li> <li>- Charging</li> <li>- Availability of Specialised Dementia Beds in Care Homes</li> <li>- Waiting Lists for Care in the Community</li> <li>• Child &amp; Family Services: <ul style="list-style-type: none"> <li>- Youth Offending Service (effectiveness of new local arrangements following critical regional inspection)</li> </ul> </li> <li>• Development &amp; Regeneration: <ul style="list-style-type: none"> <li>- Inward Investment (concern about retail collapse in city centres; advice/support to SMEs)</li> <li>- City Deal &amp; Wider Regeneration</li> <li>- Management of Gower AONB</li> <li>- Regeneration Projects in Deprived Communities</li> <li>- Seafront Proposals</li> <li>- Student Accommodation Developments (managing impact)</li> </ul> </li> <li>• Natural Environment: <ul style="list-style-type: none"> <li>- Follow up on Inquiry Recommendations</li> <li>- Local Flood Risk Management</li> <li>- Pollution Control</li> <li>- Use of Glyphosate for Weed Spraying</li> <li>- Council action on Climate Change</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- Tourism</li> </ul>
<p style="text-align: center;"><b>Regional Scrutiny</b></p> <ul style="list-style-type: none"> <li>• <b>ERW</b> (Education through Regional Working)</li> <li>• <b>City Deal</b> (Swansea Bay City Region Joint Scrutiny Committee)</li> </ul>			

## Scrutiny Programme Committee – Work Plan 2019/20

### Standing / Recurring Agenda Items:

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

ACTIVITY	8 July 2019	1 August 2019*	12 August 2019	9 September 2019	14 October 2019	11 November 2019
<b>Scrutiny Work Programme</b>	<ul style="list-style-type: none"> <li>• Role of the Committee</li> <li>• Draft Work Programme for Agreement</li> <li>• Scrutiny / Audit Committee Coordination</li> </ul>					
<b>Cabinet Member Question &amp; Answer Sessions</b>			Business Transformation & Performance (Deputy Leader)	Homes & Energy	Education Improvement, Learning & Skills	Children Services (Early Years and Young People)
<b>Other Cabinet Member / Officer Reports</b>		Housing Commissioning Review			Annual Corporate Safeguarding Report	Children & Young People's Rights Scheme – Compliance and Progress
<b>Scrutiny Performance Panel Progress Reports</b>			Service Improvement & Finance	Adult Services	Education	Child & Family Services
<b>Pre-decision Scrutiny</b>				Enterprise Resource Planning (ERP) System		
<b>Final Scrutiny Inquiry Reports</b>	Equalities					
<b>Scrutiny Reports to Council</b>					Scrutiny Annual Report 2018/19	Scrutiny Dispatches Impact Report

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

\* denotes extra meeting

#### To Be Arranged:

Scrutiny / Audit Committee Coordination	<ul style="list-style-type: none"> <li>Chair of Audit Committee to attend to share work plan of Audit Committee / Annual Report. Discussion to ensure: <ul style="list-style-type: none"> <li>- mutual awareness and understanding of respective work plans and co-ordination</li> <li>- issues relating to work programmes can be discussed</li> </ul> </li> </ul>
Wales Audit Office Reports	<ul style="list-style-type: none"> <li>Corporate Safeguarding Arrangements</li> </ul>
Final Scrutiny Inquiry Report(s)	<ul style="list-style-type: none"> <li>Tbc</li> </ul>
Pre-decision Scrutiny; Housing Commissioning Review	<ul style="list-style-type: none"> <li>Further to Committee discussion on 1 August on emerging proposals, the Housing Commissioning Review final report will be subject of Cabinet decision, currently scheduled for 21 November. The Committee wishes to undertake pre-decision scrutiny which may necessitate a special meeting.</li> </ul>

#### Specific Recurring Reports to Committee:

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



### Appendix 3 – Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Annual Review of Performance 2018/19.</b>	To report the Council's compliance with its statutory obligations to make arrangements to secure continuous improvement as set out under Part 1 of the Local Government (Wales) Measure 2009 and the Well-being of Future Generations (Wales) Act 2015.	Richard Rowlands	Cabinet Member - Resilience & Strategic Collaboration	Cabinet	17 Oct 2019	Open

### Appendix 3 – Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Contract Award and Capital Programme Authorisation for New Build for YGG Tan-y-lan.</b>	<p>Following a statutory consultation process in March 2019 Cabinet approved that the capacity of YGG Tan-y-lan increases to 420 plus nursery in a new build school at Beacons View Road, Clase.</p> <p>Welsh Government approved in principle the Outline Business Case in December 2018. Planning approval was obtained on the 7 May 2019. A construction tender process was conducted during June and July 2019. The Responsible Officer is satisfied that the tender process has been conducted in accordance with the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules and the award is recommended for approval on that basis.</p> <p>This report is seeking approval to award the contract in accordance with Contract Procedure Rule 13.10, and commit the scheme to the capital programme in accordance with Financial Procedure 7.</p>	Louise Herbert-Evans	Cabinet Member - Education Improvement, Learning & Skills	Cabinet	17 Oct 2019	Open

## Appendix 3 – Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Regenerating Our City for Wellbeing and Wildlife – The Draft Swansea Central Area Green Infrastructure Strategy.</b>	<p>The Council's Strategic Planning and Nature Environment Section has been working with Natural Resources Wales and Green Infrastructure Consultancy to develop a green infrastructure strategy which will realise the aims of the Swansea Central Area Regeneration Framework and ensure the city centre benefits from strategically planned green infrastructure enhancements.</p> <p>The strategy explores the benefits and cost-effectiveness of green infrastructure i.e. reduced flood risk, summer cooling, cleaner air and water, reductions in noise, better mental and physical health, gains in biodiversity and a strengthened economy. It will enable the Council and stakeholders to take an informed and joined up approach to maximising these benefits and will create investor confidence in green infrastructure in the city centre. It will form part of a suite of documents designed to inform all land use planning and developments in the future, supporting the Local Development Plan (LDP) Policy ER 2 Strategic Green Infrastructure Network.</p> <p>The strategy will also contribute to the Council's duties under the Well-being of Future Generations (Wales) Act 2015, Environment (Wales) Act 2016 and will support the application of the Statutory SuDS Standard 2019.</p>	Penny Gruffydd	Cabinet Member - Delivery & Performance (Joint-Interim Deputy Leader)	Cabinet	17 Oct 2019	Open

### Appendix 3 – Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Scrutiny Inquiry on Tourism - Cabinet Member Response and Action Plan.</b>	To outline a response to the tourism scrutiny recommendations and to present an action plan for agreement by Cabinet.	Tracey McNulty	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	21 Nov 2019	Open
<b>City Centre Marketing of Strategic Sites Joint Venture Opportunity.</b>	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	21 Nov 2019	Open
<b>Housing Service Commissioning Review Option Appraisal Report.</b>	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 & Service Transformation (Joint-Interim Deputy Leader)	Cabinet	21 Nov 2019	Open

### Appendix 3 – Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Revenue and Capital Budget Monitoring 2nd Quarter 2019/20.</b>	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	21 Nov 2019	Open
<b>Scrutiny Inquiry into Equalities – Cabinet Member Response.</b>	Contains a response to the conclusions and recommendations resulting from a scrutiny inquiry into equalities.	Adam Hill	Cabinet Member - Resilience & Strategic Collaboration	Cabinet	21 Nov 2019	Open
<b>Award of Contract for Principal Contractor for the Hafod Morfa Powerhouse and Outbuildings Redevelopment Project.</b>	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	21 Nov 2019	Fully exempt

### Appendix 3 – Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Foreshore Sites - Public Consultation and Procurement Responses Summary and Next Steps.</b>	<p>A PIN (Prior Information Notice) was published via the Sell2Wales website in May 2019 asking for expressions of interest with regard to 5 foreshore sites.</p> <p>Whilst the PIN notice was live Swansea Council also ran a Public Consultation exercise via its website.</p> <p>This report briefly summarises the responses received and recommends how to proceed further on a site-by-site basis.</p>	Geoff Bacon	Cabinet Member - Resilience & Strategic Collaboration, Cabinet Member - Economy and Strategy (Leader), Cabinet Member - Investment, Regeneration & Tourism	Cabinet	21 Nov 2019	Fully exempt

## Appendix 3 – Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Swansea Central Phase 1 – Final Delivery Report.</b>	<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 &amp; 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>	Huw Mowbray	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	21 Nov 2019	Fully exempt

### Appendix 3 – Cabinet Forward Plan 2019 – 2020

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<b>Quarter 2 2019/20 Performance Monitoring Report.</b>	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 - Resilience & Strategic Collaboration	Cabinet	12 Dec 2019	Open
<b>Annual Review of Charges (Social Services) 2019/20.</b>	This report sets out the annual review of Swansea Council's charges (social services), providing a transparent framework for the setting of charges and the application of allowances to citizens who receive managed care and support, provided or arranged by the council.	Simon Jones	Cabinet Member - Care, Health & Ageing Well	Cabinet	12 Dec 2019	Open
<b>Environment (Wales) Act – Section 6 Biodiversity Duty Report to Welsh Government, December 2019.</b>	The report outlines the processes we have put in place and the activities we have undertaken over the past 3 years to meet our Section 6 Biodiversity Duty under the Environment (Wales) Act 2016.	Deb Hill	Cabinet Member - Delivery & Performance (Joint-Interim Deputy Leader)	Cabinet	12 Dec 2019	Open



### Appendix 3 – Cabinet Forward Plan 2019 – 2020

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

## Scrutiny Work Programme 2019-20 – Projected Timetable of Activity (actual dates shown)

[illegible]

## Appendix 4a

Activity / Month	JUN 2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2020	FEB	MAR	APR	MAY
<b>Equalities</b> (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)											
<b>PERFORMANCE PANELS:</b>												
<b>Adult Services</b> (monthly) Lead Scrutiny Councillor: Peter Black Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member Mark Child Lead CMT: Dave Howes Lead Head of Service: Deb Reed (interim)	20	30	20	24	29	19	17	28	tba* 25	17	28	19
<b>Service Improvement &amp; Finance</b> (monthly) Lead Scrutiny Councillor: Chris Holley Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: David Hopkins Lead CMT: Adam Hill / Ben Smith Lead Head of Service: cross-cutting	24		19	16	21	11	9	20	tba* 10	2 30		11
<b>Education</b> (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	17	14	19	16	tba* 13	12	30	tba

## Appendix 4a

Activity / Month	JUN 2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2020	FEB	MAR	APR	MAY
<b>Child &amp; Family Services</b> (bi-monthly) Lead Scrutiny Councillor: Paxton Hood-Williams Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Elliot King Lead CMT: Dave Howes Lead Head of Service: Julie Thomas	26		28		28		18		tba* 24		27	
<b>Development &amp; Regeneration</b> (bi-monthly) Lead Scrutiny Councillor: Jeff Jones Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Rob Stewart / Robert Francis-Davies Lead CMT: Martin Nicholls Lead Head of Service: Phil Holmes		17 31*				18		27		23		18
<b>Natural Environment</b> (quarterly) Lead Scrutiny Councillor: Peter Jones Lead Scrutiny Officer: Brij Madahar Lead Cabinet Member: David Hopkins Lead CMT: Martin Nicholls Lead Head of Service: cross-cutting				25	22*		16					
<b>Public Services Board</b> (twice yearly) Lead Scrutiny Councillor: Mary Jones Lead Scrutiny Officer: Brij Madahar Lead Cabinet Member: Rob Stewart Lead CMT: Phil Roberts Lead Head of Service: cross-cutting		4					4				22	
<b>WORKING GROUPS:</b>												
<b>Brexit</b> Lead Scrutiny Councillor: Peter Jones Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Rob Stewart / Clive Lloyd Lead CMT: Adam Hill Lead Head of Service: cross-cutting				23								

## Appendix 4a

Activity / Month	JUN 2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2020	FEB	MAR	APR	MAY
<b>Staff Health &amp; Well-being</b> Lead Scrutiny Councillor: Cyril Anderson Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Clive Lloyd Lead CMT: Adam Hill Lead Head of Service: Sarah Caulkin												
<b>Road Safety</b> Lead Scrutiny Councillor: Steve Gallagher Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Mark Thomas Lead CMT: Martin Nicholls Lead Head of Service: Stuart Davies												
<b>Digital Inclusion</b> 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												
<b>REGIONAL SCRUTINY:</b>												
<b>ERW - Education through Regional Working</b> (bi-annual) Lead Scrutiny Councillors: Lyndon Jones / Cyril Anderson Lead Scrutiny Officer: Michelle Roberts Lead Cabinet Member: Jennifer Raynor Lead CMT: Nick Williams Lead Head of Service: Helen Morgan-Rees Regional Lead: Phil Roberts (Lead Director for ERW)	3			23				27				4

# Appendix 4a

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

\* denotes extra meeting

Information correct as of 07/10/19 16:18

## 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 presented to Cabinet on 19 September. A response to the recommendations is expected to be reported to Cabinet within two months.

Projected End Date: Complete

#### b) **Procurement** (convener: Cllr Chris Holley)

Key Question: tbc

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

The first stage will be for a 'pre-inquiry' meeting which has been arranged for the 24 October this will involve an overview / briefing on the subject matter, with advice from relevant cabinet members / officers and existing research & information. This will help inform decisions about how scrutiny can contribute to improvement and the focus, scale and direction of any inquiry. If the Panel agrees an inquiry should be undertaken then it will then need to put together appropriate Terms of Reference for this work 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	15 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. The recent meeting on 16<sup>th</sup> September looked at Council Charges and the Archive Service. The Panel will request significant changes in charges to be reported each year and have expressed concern over the future plans for the Archive Service. Letters have been sent to relevant Cabinet Members. The next meeting will look at Q1 Performance Monitoring Report and the Recycling and Landfill Annual Report 18/19.

### b) **Education** (convener: Cllr Lyndon Jones)

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

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

This Panel meets every month. The Panel last met on 24 September and looked at Supported Living Developments for Mental Health and Learning Disability Services and Procurement Practice and Assurance in Social Care. The meeting on 29 October will look at Performance Monitoring and Commissioning of Residential Care and receive an update on the Adult Services Transformation Programme.



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

This Panel meets every two months. The Panel will meet on 28 October when it will receive a briefing on the Youth Offending Service, an update on progress with CAMHS and an update on the report to WG on Safe Looked After Children Reduction Strategy.

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

This Panel meets every two months. On 17 July the Panel met to review the Wales Audit Office Report 'Local Government Services to Rural Communities'. The Panel wrote to the Cabinet Member and Ministers Ken Skates and Lesley Griffiths raising their concerns over lack of Broadband in rural areas and a successor to the Rural Development Programme with ends in 2020.

The recent meeting on 31 July had the usual dashboard update and provided the Panel with progress on these projects. There was also an update from Cabinet Member Mark Thomas and Stuart Davies Head of Highways and Transportation on Transport projects. The Panel have written to relevant Cabinet Members with their thoughts.

The FPR7 for Swansea Central Phase 1 will go to Cabinet in November and the Panel will undertake pre-decision scrutiny and invite the SIF Panel to the meeting for joint input.

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

This Panel will meet quarterly. The first meeting took place on 25<sup>th</sup> September. A presentation was delivered on the current Council position on the Natural Environment and its commitments both internally and externally. A discussion was had about the work which is currently being delivered and some of the barriers to delivering more such as funding. The Panel will write to the Cabinet Member and Environment Minister. The next meeting will look at Nuisance Gulls which was a public request for scrutiny.

**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 and Annual Review of the Public Services Board. The Panel will look forward to seeing the new action plans and more evidence of outcomes in future meetings. The next meeting takes place on 4 December.

## 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 met on the 23 September 2019 and looked at:

- Progress with reform programme and meeting the national mission with the Interim Managing Director of ERW
- Discussed the costed ERW business plan
- Spoke to the ERW Lead for Digital Learning Systems
- Spoke to the ERW Lead for Health and Wellbeing

The next meeting has been scheduled for the 27 January 2020 and will be hosted by Powys Council.

### b) Swansea Bay City Region

The Joint Scrutiny Committee met on 2 September at the Civic Centre, Neath, which included 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 expected on 21 November.

### 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: Cllr Peter Jones)

This Working Group met on 23 September to 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. A letter will be sent to the Cabinet Member for Economy & Strategy with the thoughts of the Working Group.

b) **Staff Health & Well-being** (convener: Cllr Cyril Anderson)

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: Steve Gallagher)

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)



## Report of the Chair

Scrutiny Programme Committee – 14 October 2019

### Scrutiny Letters

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

#### 1. Introduction

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

## **2. Reporting of Letters**

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

## **3. Letters Log**

- 3.1 This report contains a log of scrutiny letters produced to enable the committee to maintain an overview of letters activity over the year – see **Appendix 1**. The letters log also shows the average time taken by Cabinet Members to respond to scrutiny letters, and the percentage of letters responded to within timescale.

## **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: 91

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	24-Jul	20	n/a

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	Child & Family Services Performance Panel	26-Jun	Cabinet Member Q & A Session and draft work programme	Children Services - Early Years	10-Jul	n/a	n/a	n/a
10	Committee	13-May	Cabinet Member Q & A Session	Delivery	11-Jul	01-Aug	21	12-Aug
11	Committee	13-May	Cabinet Member Q & A Session	Investment, Regeneration & Tourism	12-Jul	01-Aug	20	12-Aug
12	Public Services Board Performance Panel	04-Jul	Governance Structure and Annual Report	Chair of Public Services Board	16-Jul	n/a	n/a	
13	Service Improvement & Finance Performance Panel	13-May	Commissioning Review Update - Q3 Performance Monitoring Report	Business Transformation & Performance (Deputy Leader)	25-Jul	15-Aug	21	n/a
14	Development & Regeneration Performance Panel	17-Jul	WAO Services to Rural Communities	Investment, Regeneration & Tourism	30-Jul	22-Aug	23	n/a
15	Education	11-Jul	Dylan Thomas School re: wellbeing	Education Improvement, Learning & Skills	31-Jul	05-Aug	5	n/a

16	Development & Regeneration Performance Panel	17-Jul	WAO - LG services to rural communities - Ken Skates	Investment, Regeneration & Tourism	20-Aug			
17	Development & Regeneration Performance Panel	17-Jul	WAO - LG services to rural communities - Lesley Griffiths	Investment, Regeneration & Tourism	20-Aug			
18	Committee	01-Aug	Housing Commissioning Review Progress	Homes & Energy	21-Aug	n/a	n/a	09-Sep
19	Development & Regeneration Performance Panel	31-Jul	Dashboard Update	Economy & Strategy (Leader)	23-Aug	n/a	n/a	n/a
20	Development & Regeneration Performance Panel	31-Jul	Transport Update	Environment & Infrastructure Management	28-Aug	n/a	n/a	n/a
21	Service Improvement & Finance Performance Panel	19-Aug	Finance Reports	Economy & Strategy (Leader)	30-Aug	18-Sep	19	n/a
22	Service Improvement & Finance Performance Panel	19-Aug	Annual Performance Monitoring Report 18/19	Business Transformation & Performance (Deputy Leader)	04-Sep			
24	Committee	12-Aug	Cabinet Member Q & A Session	Business Transformation & Performance (Deputy Leader)	09-Sep			
25	Adult Services Performance	30-Jul	West Glamorgan Programme, Performance Monitoring, Financial Outturn, Annual CIW letter	Care, Health & Ageing Well	09-Sep	n/a	n/a	n/a



26	Adult Services Performance Panel	20-Aug	Outcomes of re-procurement process - domiciliary care and respite at home	Care, Health & Ageing Well	09-Sep			
27	Committee	09-Sep	Pre-decision Scrutiny: Enterprise Resource Planning System	Business Transformation & Performance (Deputy Leader)	11-Sep			
28	Service Improvement & Finance Performance Panel	16-Sep	Charges	Business Transformation & Performance (Deputy Leader)	24-Sep			
29	Schools Performance Panel	12-Sep	Elective Home Education and performance of FSM pupils	Education Improvement, Learning & Skills	01-Oct			
30	Service Improvement & Finance Performance Panel	16-Sep	Archive Service	Investment, Regeneration & Tourism	01-Oct			
31	Natural Environment Performance Panel	25-Sep	Natural Environment Overview	Delivery & Performance	04-Oct			
32								
33								
34								
35								
36								
37								
38								
39								
40								
41								
42								

# Agenda Item 13

## **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

Terms of Reference	11 June 2019	13 August 2019	16 September 2019	8 October 2019	10 December 2019	11 February 2020	14 April 2020
<b>Training</b>		Financial Management & Accounting		External Audit  Risk Management	Internal Audit	Counter Fraud	Governance
<b>Governance and Assurance</b>	Election of Chair & Vice Chair  Audit Committee Training Programme 2019/20  Audit Committee Terms of Reference	Draft Annual Governance Statement  Progress addressing WAO Recommendations relating to Strategic Commissioning of Accommodation Services for Adults with Learning Disabilities. (For Information)  Progress in implementing the Recommendations of the Wales Audit Office Review of Housing Adaptations in Wales Report. (For Information)  Wales Audit Office Report - Local Government Services to Rural Communities. (For Information)  Local Government Services to Rural Communities. (For Information)	Annual Governance Statement  Draft Audit Committee Annual Report 2018/19  Progress addressing WAO Recommendations relating to Strategic Commissioning of Accommodation Services for Adults with Learning Disabilities. (For Information)  Progress in implementing the Recommendations of the Wales Audit Office Review of Housing Adaptations in Wales Report. (For Information)  Wales Audit Office Report - Local Government Services to Rural Communities. (For Information)  Local Government Services to Rural Communities. (For Information)	Chair of Scrutiny Programme Committee  Audit Committee Annual Report 2018/19  Audit Committee Review of Performance 2018/19 Action Plan - Draft	AC Performance Review 18/19 Action Plan Update	AC Performance Review 18/19 Action Plan Update	AC Performance Review 18/19 Action Plan Update
<b>Internal Audit</b>	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 Annual Plan 2019/20 Monitoring Report For the Period 1 April 2019 to 30 June 2019  Internal Audit Recommendation Follow-up Report Q1 2019/20	Internal Audit Annual Plan 2019/20 Monitoring Report For the Period 1 April 2019 to 30 June 2019.  Internal Audit Moderate Rating Follow Up Report - Young People's Services 2019/20. (Verbal)	Annual Report of School Audits 2018/19  Director of Education 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

### Audit Committee Workplan 2019/20

		Internal Audit Moderate Rating Follow Up Report - Young People's Services 2019/20. (Verbal)	Internal Audit Recommendation Follow-up Report Q1 2019/20				
<b>Risk Management &amp; Performance</b>	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		Performance management framework  Partnership performance  WAO Proposals for Improvement Report – Six Month Update	Overview of the Overall Status of Risk Report Q2 2019/20  Digital Strategy – progress and performance.  WAO Local Government Use of Data Report – CCS	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
<b>Counter Fraud</b>				Corporate Fraud Annual Report 2018/19			Corporate Fraud Annual Plan 2020/21
<b>Operational matters / key risks</b>				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) – Director of Place	Update on Internal Control Environment (incl risk management) – Deputy Chief Executive and Director of Resources
<b>External Audit</b>		Draft ISA 260 Report  City and County of Swansea - Audit Enquiries to Those Charged with Governance and Management.	Wales Audit Office - Review of Audit Committee Effectiveness	Wales Audit Office Recommendations Following Review of Audit Committee Effectiveness	WAO Annual Audit Letter 2017/18	WAO Grants Report 2017/18	Audit Committee Review of Performance 2018/19  WAO Annual Audit Plan 2018/19 CCS & Pension Fund
<b>Financial Reporting</b>		Draft Statement of Accounts 2018/19 – CCS  Revenue Financial Outturn 2018/19		Budget Report  Treasury Management Strategy Report & Mid-Year Update  Treasury Management	Budget Report  Review of Reserves Report  Trusts & Charities Report 2018/19  Treasury Management Annual Report 2018/19		Budget Report

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.

### 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 14

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

### **15 October – 11 November**

- a) 15 October at 10.30am – Regional Working Inquiry Panel Follow Up (Committee Room 5, Guildhall)
- b) 17 October at 4.00pm – Education Scrutiny Performance Panel (Committee Room 3A, Guildhall)
- c) 21 October at 10.00am – Service Improvement and Finance Scrutiny Performance Panel (Committee Room 5, Guildhall)
- d) 22 October at 11.30am – Natural Environment Scrutiny Performance Panel (extra meeting – Committee Room 3, Civic Centre)
- e) 24 October at 10.30am – Procurement Scrutiny Inquiry Panel (Committee Room 5, Guildhall)
- f) 28 October at 2.00pm – Swansea Bay City Region City Deal Joint Scrutiny Committee (Council Chamber, Guildhall)
- g) 28 October at 4.00pm – Child & Family Services Performance Panel (Committee Room 5, Guildhall)
- h) 29 October at 4.00pm – Adult Services Scrutiny Performance Panel (Committee Room 3A, Guildhall)