



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, 11 Tachwedd 2019

Amser: 4.30 pm

Cadeirydd: Y Cyngorydd Mary Jones

Aelodaeth:

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

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

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

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

Agenda

Rhif y Dudalen.

- 1 Ymddiheuriadau am Absenoldeb.**
- 2 Datgeliadau o Fuddiannau Personol a Rhagfarnol.**
www.abertawe.gov.uk/DatgeluCysylltiadau
- 3 Gwahardd Pleidleisiau Chwip a Datgan Chwipiau'r Pleidiau.**
- 4 Cofnodion.** **1 - 6**
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: Aelodau'r Cabinet dros y Gwasanaethau Plant (y Cynghorwyr Elliott King a Sam Pritchard)** **7 - 46**

7	Adroddiadau Cynnydd y Panel Craffu Perfformiad: Gwasanaethau Plant a Theuluoedd (Y Cynghorydd Paxton Hood-Williams, Cynullydd)	47 - 51
8	Aelodaeth Paneli a Gweithgorau Craffu.	52 - 53
9	Adroddiadau Craffu - Adroddiad Effaith Chwarterol.	54 - 59
10	Rhaglen Waith Craffu ar Gyfer 2019/20. Trafodaeth am: a) Gynllun Gwaith y Pwyllgor. b) Cyfleoedd Craffu Cyn Penderfynu. c) Cynnydd gyda Phaneli a Gweithgorau Craffu.	60 - 90
11	Llythyrau Craffu.	91 - 130
12	Cynllun Gwaith y Pwyllgor Archwilio (Er Gwybodaeth).	131 - 133
13	Dyddiad ac Amser Cyfarfodydd Paneli/Gweithgorau Sydd ar Ddod.	134

Cyfarfod nesaf: Dydd Llun, 18 Tachwedd 2019 ar 1.00 pm

Huw Evans

Huw Evans
Pennaeth Gwasanaethau Democrataidd
Dydd Llun, 4 Tachwedd 2019

Cyswllt: Y Gwasanaethau Democrataidd Ffôn (01792) 636923

Agenda Item 4



City and County of Swansea

Minutes of the **Scrutiny Programme Committee**

Council Chamber - Guildhall, Swansea

Monday, 14 October 2019 at 4.30 pm

Present: Councillor M H Jones (Chair) Presided

Councillor(s)

C Anderson
D W Helliwell
W G Lewis

Councillor(s)

M Durke
T J Hennegan
W G Thomas

Councillor(s)

L S Gibbard
P K Jones

Also Present

Councillor Mark Child Cabinet Member for Care, Health & Ageing Well
Councillor Jennifer Raynor Cabinet Member for Education Improvement, Learning & Skills

Statutory Co-opted Member(s)

D Anderson-Thomas

Councillor Co-opted Member(s)

P M Black L R Jones
C A Holley J W Jones

Officer(s)

Kate Jones Democratic Services Officer
Simon Jones Social Services Strategy and Performance Improvement Officer
Brij Madahar Scrutiny Team Leader
Mark Sheridan Head of Vulnerable Learner Service
Debbie Smith Deputy Chief Legal Officer
Nick Williams Director of Education

Apologies for Absence

Councillor(s): E T Kirchner and G J Tanner
Statutory Co-opted Member(s): A Roberts
Councillor Co-opted Members: P R Hood-Williams

53 Disclosures of Personal & Prejudicial Interest.

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

D Anderson-Thomas – personal – Minute No 57 – Governor at Ysgol Gyfun Gwyr.

Councillor C A Holley – personal – Minute No 58 – Chair of Governors at Burlais School

54 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.

55 Minutes.

Resolved that the Minutes of the Special Scrutiny Programme Committee held on 1 August 2019 and the Minutes of the Scrutiny Programme Committee held on 9 September 2019 be approved and signed as correct records.

56 Public Question Time.

There were no public questions.

57 Cabinet Member Question Session: Cabinet Member for Education Improvement, Learning & Skills (Councillor Jennifer Raynor).

The Cabinet Member for Education Improvement, Learning & Skills presented a report on the key headlines of the Education Improvement, Learning & Skills portfolio. The Director of Education and the Head of Vulnerable Learner Service were also present for the question and answer session.

Questions and discussions with the Cabinet Member and Officers focused on the following: -

- Air pollution / emissions from vehicles travelling and parking outside schools – monitoring of schools for air pollution
- Dangerous parking outside schools and issues of abuse when controlling the same
- Education on the environment, climate and biodiversity and the role of the school governors
- Monitoring of Specialist Teaching Facilities (STF)
- Accessibility of Life Long Learning courses – provision and assistance for those with disabilities
- School condition surveys – recent water damage at Bishopston Comprehensive School and renovations of the roof
- 21st Century Schools Programme – Band B funding
- Education Through Regional Working (ERW) - outstanding issues and improvements that have been made to the working of the regional school improvement consortium
- Not in Education, Employment or Training (NEET) – progress and update
- School Attendance - recording of attendance in schools and consistency
- Progress on the Skills and Talent Project for the City Deal – regional skills partnership

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

58 Scrutiny Performance Panel Progress Report: Education. (Councillor Lyndon Jones, Convener)

Councillor Lyndon Jones, Convener, presented a report on 'Education Scrutiny Performance Panel Update'. He specifically highlighted the following from the Panel's work:-

- The Panel's direct engagement with schools
- High quality of teaching staff throughout Swansea
- Progress at Burlais Primary School – the school had been working very hard on their improvement journey, with much success
- Good practice regarding pupil well-being at Dylan Thomas Community Comprehensive School
- Joint meeting with the Child & Family Services Scrutiny Panel on support for and educational outcomes of Looked After Children and challenges
- Some concern on the performance of those receiving free school meals – the Panel will continue to monitor
- Positive relationship with the Cabinet member for Education Improvement, Learning & Skills, who is responsive to Panel letters, and the senior management of the Education Department

There was some discussion about the potential for confusion for schools between differing ERW (the regional school improvement consortium) and Estyn (inspectorate) viewpoints on improvement. There was also a discussion about the effectiveness of the regional school improvement consortium and progress made with its reform over the last few years, and new business plan. Some observations were made about the whether the regional footprint for ERW was right.

The Director of Education informed that Committee that there was currently a consultation open on the future of Estyn Inspections from September 2021 onwards should anyone wish to contribute to the consultation. He stated that there will be a period without Estyn inspections during 2020-21 to allow schools to respond to the demands of the new curriculum.

The Chair thanked Convener and the Performance Panel for its work.

Resolved that the update be noted.

59 Annual Report 2018/19 - Corporate Safeguarding.

The Cabinet Member for Care, Health and Ageing Well and the Social Services Strategy and Performance Improvement Officer attended to present the Annual Report on Corporate Safeguarding 2018/19.

The following was highlighted: -

- Safeguarding was a corporate priority - vulnerable adults and children was “everyone’s business”
- Focus had been on creating more eyes and ears – if you see it, report it
- The Council’s now has a well-established Corporate Safeguarding Group (first set up in 2014), chaired by the Director of Social Services, and has lead representatives from all service areas across the Council
- The need to respond to the changes in safeguarding issues arising e.g. financial exploitation, County Lines, modern slavery
- The Council’s Corporate Safeguarding Policy is focused on safeguarding arrangements and activity being proactive and preventative, implementing innovative ways of working with children, young people, adults and families through the Signs of Safety practice framework
- Wales Audit Office have carried out a review on Corporate Safeguarding and will publish report soon

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

- Ensuring the need for confidentiality does not become a barrier to safeguarding
- The role of councillors as corporate parents in safeguarding – and to what extent they can get involved in individual cases. It was stressed to the Committee that participation in multi-agency case conferences would not be appropriate or necessary for councillors, but it was important that councillors understood the policy and report any concerns to relevant professionals
- The percentage of elected members who have completed safeguarding training – it was noted that performance figures for 2018/19 showed that 81.9% had done so, however the Cabinet Member added that he was pleased that the figure was now 100%
- Addressing difficulties previously reported with the accuracy of record keeping on safeguarding training – the Committee heard that there was no single system to easily generate data and report on compliance, but work was ongoing to improve the collection and reporting of performance, and could be assisted with the Council’s upcoming Oracle system upgrade. However, it was expected that each management team within the Council take responsibility for ensuring that members of staff are up-to-date with training requirements, and report this information centrally through safeguarding leads. It was accepted that current data recording had limitations but the Council was able to provide assurance to Wales Audit Office about access to and take up of training by staff, which is delivered at an appropriate level e.g. on-line and face-to-face. The Committee felt that it was necessary for the Council to improve its system of reporting and recording information
- Ensuring that temporary staff, services with a transient workforce, and external contractors have access to training and safeguarding awareness – it was noted that all training materials have been reviewed and updated and that the training offer is for all staff and built into induction processes, and for external partners engaged by the Council. Whilst induction for new employees was currently

delivered through e-learning consideration is being given to a face-to-face session instead when a new member of staff joins the Council

- Monitoring of safeguarding training for School Governors – the Committee noted that there was no specific data collected about this though the Education Department may have this information. It was clarified that every school has clear responsibilities around Child Protection, Looked After Children and Safeguarding and every governor needed to undertake training as part of their induction.
- The work of Regional Safeguarding Boards

Resolved that the views of the Committee be noted by the Cabinet Member.

60 Scrutiny Annual Report 2018/19.

The Chair presented the Scrutiny Annual Report 2018/19, which highlighted the work carried out by scrutiny during the previous municipal year.

Resolved that the report be agreed and presented to Council.

61 Membership of Scrutiny Panels and Working Groups.

The Chair presented a report on 'Membership of Scrutiny Panels and Working Groups'. The Committee noted that:-

- Councillor Peter Jones had been appointed a Convener of the Natural Environment Performance Panel
- Councillor Cyril Anderson had been nominated as the representative for the Mid & West Wales Fire Authority, and will join the Public Service Board Scrutiny Performance Panel
- Mr John Meredith, Statutory Co-optee of the Scrutiny Programme Committee, had stood down and the Church of Wales would advise of a new representative in due course.

Resolved that the report be noted.

62 Scrutiny Work Programme 2019/20.

The Chair presented the Scrutiny Work Programme for 2019/20. She highlighted that Bethan Hopkins, Scrutiny Officer had recently left the authority and in the interim it would be necessary to put some scrutiny activities on hold – the Procurement Inquiry and next set of Working Groups.

She clarified that the first meeting of the Inquiry Panel would take place as planned on 24 October in order to discuss possible focus of the inquiry.

The Chair highlighted that the next meeting was scheduled to have the Annual Report on the Children & Young People's Rights Scheme as well as a Question and Answer Session with the Cabinet Members for Children Services.

There was also a Special Scrutiny Programme Committee meeting scheduled for 1pm on 18 November 2019 for pre-decision scrutiny on the Housing Commissioning Review.

Resolved that the report be noted.

63 Scrutiny Letters.

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

Resolved that the scrutiny letters log be noted.

64 Audit Committee Work Plan (For Information).

The Audit Committee Work Plan was **noted**.

65 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 6.07 pm

Chair

Agenda Item 6



Report of the Chair

Scrutiny Programme Committee – 11 November 2019

Cabinet Member Question Session

Purpose:	To enable the Committee to question Cabinet Members on their work. The Committee's questions will broadly explore Cabinet Members' priorities, actions, achievements and impact in relation to areas of responsibility.
Content:	The following Cabinet Members will appear before the Committee to participate in a question and answer session: a) Councillor Elliott King, Cabinet Member for Children Services (Early Years – Lead) b) Councillor Sam Pritchard, Cabinet Member for Children Services (Young People – Lead)
Councillors are being asked to:	<ul style="list-style-type: none">• Question the Cabinet Member on relevant matters• Make comments and recommendations as necessary
Lead Councillor:	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer:	Tracey Meredith, Chief Legal Officer
Report Author:	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Amanda Thomas

1. Introduction

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

1.2 There are 10 Cabinet portfolios:

	Cabinet Portfolio	Cabinet Member
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 Elliott 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 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.

1.4 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 Members will appear before the Committee:

- a) Councillor Elliott King, Cabinet Member for Children Services (Early Years – Lead)
- b) Councillor Sam Pritchard, Cabinet Member for Children Services (Young People – Lead)

2.2 The Cabinet portfolio responsibilities are set out below:

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

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 Members have provided a report on 'headlines' in relation to the portfolio to help the Committee focus on priorities, actions, achievements and impact - see **Appendix 1**.
- 3.4 Amongst key themes / questions from the Committee is the intention to ask about Youth Work.
- 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 following last year's Q & A session on Children Services (November 2018) is attached. Taking account of any portfolio changes since last year, the following issues relevant to the current portfolio were discussed, and Committee Members may wish to follow up:

- Child & Family Services Inspection Reports
- Child Protection and Safeguarding
- Regional Adoption Service
- Flying Start
- Play Therapy
- Apprenticeships
- Youth Inclusion & Citizenship, and
- Cultural Opportunities for Vulnerable Groups.

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

Child & Family Services Scrutiny Performance Panel: There is regular correspondence with the Cabinet Members based on discussion of performance, but they were written to over the past year about the following specific issues:

- Youth Offending Service and Inspections on Children's Services and Foster Swansea (Nov 2018)
- Corporate Parenting (Jan 2019)
- Impact of Prevention and Early Intervention on Child & Family Services, Child Sexual Exploitation, Child Disability (Mar 2019)
- Looked After Children Reduction Expectations (May 2019)
- Care Inspectorate Wales Local Authority Performance Review (Sep 2019)

Child & Adolescent Mental Health Services Inquiry Panel Follow Up: The Inquiry Panel concluded monitoring of the inquiry panel recommendations however wrote to the Cabinet Member for Children Services – Early Years in December 2018 about progress, some outstanding concerns, and the need for ongoing monitoring of CAMHS performance, which the Child & Family Services Performance Panel is carrying out.

5. Future Scrutiny

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

Child & Family Services Scrutiny Performance Panel – the Cabinet Members will continue to be involved as the Panel monitors and challenges performance of Child & Family Service.

6. Other Questions

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

6.2 On this occasion, the Committee has been requested by a councillor not on the Committee to raise the following:

- Flying Start (for Cllr. King) - Is Flying Start in Swansea generally considered to be a successful programme? Does the Cabinet Member feel that there is a shared understanding across the authority of what the programme is aiming to achieve, and with that in mind, that the right outcomes are being tracked through Flying Start to assess success? How does local performance compare to Wales-wide?
- UNCRC / Schools (for both) - Do the Cabinet Members feel that our position as a council, having adopted the UNCRC and declared a climate emergency, is adequately reflected in the work undertaken in Swansea schools to become more "rights respecting" or "eco" aware?
- Child Poverty (for both) - Given the predicted increases in child poverty, which we are already seeing in evidence as Universal Credit rolls out, do the Cabinet Members feel satisfied with the council's benefit take-up/money advice/benefits advice offer to families with young children?

NOTE – Welfare Reform / Welfare Rights is one of Cllr Alyson Pugh's responsibilities as Cabinet Member for Better Communities (People – Lead).

7. Next Session

7.1 The next scheduled Cabinet Member Question Session, on 9 December, is with the Cabinet Member for Care, Health & Ageing Well, Councillor Mark Child. 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: Children Services Portfolio

Appendix 2: Previous Correspondence



Report of the Cabinet Members for Children Services

Scrutiny Programme Committee – 11th November 2019

Key Headlines: Children Services Portfolio

Purpose: This report outlines notable activities and achievements in terms of ensuring the delivery of key priorities within the Children Services portfolio. It describes some of the improvements made and the impact of these activities in terms of delivering key activities within the portfolio. The report also identifies objectives, key challenges and decisions which are anticipated for Cabinet over the next 12 months. It also sets out how the Well-being of Future Generations Act (Wales) is being used to achieve positive outcomes.

Report Author: Joanne Portwood

Finance Officer: Paul Roach

Legal Officer: Debbie Smith

For Information

1. The Portfolio for Children Services

1.1 The key responsibilities within the portfolio for Children Services are as follows;

- Best Start in Life (EK),
- Flying Start (EK),
- Families First (EK),
- Play Opportunities (EK),
- CAMHS (Child and Adolescent Mental Health) (EK & SP),
- Children & Young People Board (EW & SP),
- Continuum of Care (SP),
- Corporate Parenting (EK & SP),
- Regional Adoption Service (EK),

- Safe Looking After Children (LAC) Reduction Strategy (EK & SP),
 - Safeguarding (EK & SP),
 - Apprenticeships Support (SP),
 - NEETS (Not in Employment, Education or Training) (SP),
 - Readiness for work (support) (SP),
 - Opportunities for Young People (SP),
 - Promoting Youth Inclusion & Youth Citizenships (SP),
 - UNCRC (SP)
 - Youth Services (SP),
 - Youth Offending Service (Y.O.S.) (SP),
- 1.2 In addition, the Portfolio also includes a joint responsibility with all other Cabinet Members for delivering cross cutting priorities related to Poverty Reduction and Sustainable Swansea.
- 1.3 Responsibility for Children Services is shared between Councillor Elliot King (EK) who leads on Early Years services and Councillor Sam Pritchard (SP) who leads on Young People services.
- 1.4 The Cabinet vote rotates every three months. During the months when one does not hold the vote, they act as a non-executive member in constituted meetings but maintain responsibility for the areas on which they lead.
- 1.5 This report highlights the progress made and future areas of focus in relation to key priorities within the portfolio including; the Early Years strategy, the Best Start Campaign in Life, Flying Start, Families First Play Opportunities, Child and Adolescent Mental Health Services, Corporate Parenting, Safe Looking After Children (LAC) Reduction Strategy, Safeguarding, Apprenticeship Support, Promoting Youth Inclusion and Youth Citizenship, Youth Services and the Youth Offending Service. The report also highlights other notable areas of achievement and focus for the longer term.

2 Best Start in Life Campaign

- 2.1 The Council have continued to develop its Early Years strategy through the Best Start Campaign, the Flying Start Programme, Families First the Foundation Phase, Jig-so and a range of other activities to support children, parents and their families. Working in partnership with Health and other key partners, the Council's strategy has focused on targeted interventions for children and families living in relatively high areas of deprivation, supporting children with emerging additional needs and universal provision for children and their families across Swansea.

- 2.2 During 2018-19, the Best Start Campaign has continued with further development through social media, posters and events with an estimated coverage of over 300,000 people during this year. Several Best Start engagement events have been undertaken, promoting the key messages of Best Start. The second 'Buggy Push' was held on October 28th 2019 promoting the messages across the area. The social media campaign has continued with regular posts and links to national campaigns. The "Family That Learned to Listen" story book was promoted and utilised with Foster Carers and formed part of the focus at the Primary School Big Conversation in October 2019.
- 2.3 The roll out of the integrated Jig-so project has also continued to support vulnerable young families from conception and during the child's early years. The project aims to fill the gaps between statutory services across sectors with a team of midwives, community nursery nurses, family facilitators and language development workers offering support to all young parents up to 18 yrs and vulnerable parents aged 19-24 yrs. The Penderi GP cluster model expanded into a further two areas during 2018/2019 and was nominated as a finalist in the ACADEMI Wales Awards 2019 for Innovation.

3 Flying Start

- 3.1 The Welsh Government's grant funded Flying Start programme is based on research evidence drawn from a range of interventions across the UK and internationally. It provides support for early years (0-3yrs) and aims to establish positive behaviours in children and families, through healthy lifestyles, positive parenting, child development and raising aspirations. The programme is targeted at families living in areas of deprivation. The programme provides an enhanced health visiting entitlement, speech and language provision parenting programmes and part time childcare
- 3.2 During 2018-19, almost 3,000 children ($n=2,925$) children participated in the Flying Start programme in Swansea. The average childcare attendance for the Flying Start programme was 79%. The Flying Start programme continued to operate with the Foundation Phase Profile (FPP) adapted for pre-school children and the Wellcomm Speech and language tool. The results show that 29% of children reached or exceeded their speech and language milestones on childcare entry and 61% of children reached or exceeded their speech and language milestones on childcare exit. Just over 40% of children achieved 'Gold' in Personal & Social Development on childcare entry and 72% of children achieved 'Gold' in Personal & Social Development on childcare exit.

- 3.3 During 2018-19, 143 families attended a Flying Start Parenting group and 370 people attended a drop in session. Parent Eiklan was delivered for the first time in Birchgrove & Clase childcare settings. The uptake and feedback was very positive and it is now being offered in other settings. The annual “Get Fit Week” was held in July 2019 which involved Flying Start childcare settings engaging children and families in activities that promoted physical activity and well-being. More than 30 organisations attended the 10th anniversary of the Teddy bears picnic this year, with 355 families and a total of 750 people attending - representing an increase of about 200 people from the previous year.

4. Families First

- 4.1 The Families First programme is one of 7 grant programmes now combined into the Children and Communities Grant through the Welsh Government flexible funding programme. The Families First programme continues to provide a holistic programme of activity and support and is available to help address the support needs of the most vulnerable children and families in communities, through a range of early intervention, prevention and support. During 2018/19, the Families First programme supported 10,780 children, parents and families in Swansea with a range of targeted interventions aiming to prevent emerging needs from escalating and providing support for more complex needs. Swansea Families First led on the development of a national cost avoidance tool. This has now been adopted by Welsh Government and included in the Families First guidance. It is being utilised by all 22 local authorities in Wales.
- 4.2 Future priorities for the Families First programme include plans to integrate other funding streams now within the Children and Communities Grant and to take advantage of more joined up working, building upon the good practise already established in terms of good commissioning and efficiency savings. Commissioning reviews for areas funding via the Children and Communities Grant will be completed within the next 12 months, aiming to give assurance and provide an understanding on how these activities contribute to the de-escalation of need and help manage demand for services

5. Play Opportunities

- 5.1 The Child & Families (Wales) Measure 2010 placed a statutory duty on Local Authorities to ‘secure sufficient play’. Part of the requirements is to undertake a Play Sufficiency Assessment of the local area and to develop an action plan ever 3 years. The third Play Sufficiency Assessment for Swansea was completed in March 2019. The Assessment involved ranking Swansea’s play provision across 9 “matters” or areas in relation to meeting diverse needs, access to play, space, infrastructure, design, engagement and impact on key Council policies. The Assessment also incorporated the views of over 600

children and young people, parent/carers, professionals and the general public, as well as several stakeholder working groups representing people with protected characteristics. Out of 93 indicators, the Assessment showed that 51 indicators were fully met, 41 indicators were partially met and 1 area was unmet, representing a series of improvements compared to the previous Play Assessment in 2016.

- 5.2 Work is ongoing in relation to the implementation of Play Sufficiency actions and updating Swansea's Play Strategy Implementation Plan 2019-22. The Play Access Group continued to meet bi-monthly throughout 2018/19 with a cross-cutting cohort of parent/carers and representative organisations, feeding into the overall Play Network. The Play Access Group ensured issues affecting access to play for those with disabilities and their families was fed into Swansea's Play Sufficiency Assessment 2019.

6 CAMHS (Child and Adolescent Mental Health)

- 6.1 The Council is working in partnership with Health and other partners to review the effectiveness of Emotional Health and Well Being Services for Children and Young People in Swansea. The Children and Young People's Emotional and Mental Health Planning Group (led by Health) are overseeing developments and have agreed key areas of joint work and a strategic action plan. This group is also responsible for the ongoing joint scrutiny of the performance of Regional CAMHS (Child and Adolescent Mental Health Services).
- 6.2 The Regional CAMHS Prevention and Wellbeing Sub Group (led by Health) has been established to review and reconfigure support. The group have agreed to align a new Primary CAMHS Liaison Role to sit within Swansea's IIAA (Integrated Information, Advice and Assistance) Team within Child and Family Services, align a new Primary CAMHS School's Liaison Role to work across Primary and Secondary schools in Swansea and align 3 new Emotional Health and Wellbeing Workers (primary age focussed) and 5 new Emotional Health and Wellbeing Workers (secondary age focussed) to sit within the proposed Early Help Hub Structure in Child and Family Services.
- 6.3 A Regional CAMHS Service Model Task and Finish Group (led by Health) has also been established to develop a new hub and spoke model of delivery. Although the location for the main hub and single point of entry into the service will be located in the Neath Port Talbot Hospital, the group are responsible for ensuring that there is an effective 'spoke' for Swansea and there is access to face to face services in Swansea. The group are leading on the transfer of existing provision from the Cefn Coed site to a new 'spoke' site on the Kingsway.

- 6.4 A Swansea focused Emotional and Psychological Wellbeing Group is responsible for scrutinising the Children and Young People's Counselling Service contract and performance. The group are also undertaking a mapping exercise of services, reviewing pathways, identifying gaps in provision and contributing to the commissioning of wider services.

7. Corporate Parenting

- 7.1 Work is ongoing in relation to Corporate Parenting to ensure that all Councillors and Officers of the Council, as corporate parents, understand their collective responsibility to ensure that looked after children and care leavers can have the outcomes every good parent would want for their children. This means ensuring they are safe and providing opportunities to help them achieve their potential. Corporate parents have responsibility for the child's education, training and employment, health, welfare, leisure, housing and cultural opportunities.
- 7.2 Swansea's Corporate Parenting Forum is driving the Council's improvement programme to achieve these outcomes. All forum members have direct contact with the children and young people in order to understand their views, and what matters most to them, and support events involving looked after children.

8 Safe Looking After Children (LAC) Reduction Strategy

- 8.1 Swansea's Child & Family Services supported 3035 children during 2018-19 (3428, last year), and 1841 families (2085, last year). The number of children who are looked after to ensure their safety and well-being was 554 at the end of 2018-19. The Council's approach to Safe LAC reduction became the subject of a review by both Care Inspectorate Wales and the Ministerial Advisory Group for Looked After Children and the Council received positive feedback on the proactive approaches it could demonstrate. Child and Family Services developed an Edge of Care team this year as part of an Improvement Programme which aims to ensure that vulnerable children are safeguarded, live within permanent, stable, secure and loving families (cared for by their birth family and within their community of origin whenever possible).

9 Safeguarding

- 9.1 The Council is continuing to proactively safeguard and protect vulnerable people from harm, abuse and neglect. Safeguarding is 'everyone's business', which is supported by a cross-Council Corporate Safeguarding Group. Work is underway to implement a new Corporate Safeguarding policy which aims to address a wider range of issues of potential concerns, such as child sexual exploitation, financial abuse, modern slavery, County Lines, hate crimes, bullying in schools

and, through a local PREVENT strategy, radicalisation and possible terrorist related activities. The Council is taking steps with partner organisations to tackle the full range of new and emerging concerns ie 'Contextual Safeguarding.' Following a successful bid, the Council has become the first in Wales to develop Contextual Safeguarding with a three year project involving the University of Bedfordshire. This will help Swansea address some of the wider, social issues such as County Lines, Child Sexual Exploitation and School Exclusions and Bullying.

- 9.2 The Council's entire workforce, Councillors, Officers of the Council, partners, and those working on behalf of the Council are required to complete the newly updated Safeguarding training. This promotes awareness of the issues to look for and a duty to report concerns. During 2018-19, all Councillors received safeguarding training. With the success of the focus on promoting mandatory safeguarding training for all staff, the majority of staff have now undertaken a proportionate level of mandatory safeguarding. The Council also supports a range of campaigns and well attended events, in particular during National Safeguarding Week to raise awareness across staff and partners of issues such as child sexual exploitation, County Lines, and Modern Slavery.

10. Apprenticeships Support

- 10.1 During 2018-19 the Council continued to implement its Apprenticeship Strategy aiming to help raise vocational aspirational and skills levels in the work place. Over 200 young people have benefited from the Council's apprenticeship programme in Corporate Building Services over the last ten years, learning trades such as carpentry, plastering, bricklaying, plumbing and electrics. The Council's Corporate Building services employed 15 apprentices in September 2019. Over 800 training weeks were provided via Welsh Housing Quality Standard (WHQS) contracts, 27 people were employed from local communities and the building trade apprentices were engaged on WHQS work.
- 10.2 Work is also under way to increase apprenticeship opportunities in other areas of the Council's work. The Council has recently signed an agreement with Gower College to develop a wider apprenticeship strategy aiming to offer other opportunities in Council departments such as IT, Waste, Highways, Economic Regeneration and Parks. The Council have also developed a Creative Apprenticeship programme for digital marketing and technical work with Gower College to support the Grand Theatre's new digital ambitions. The Council are also part of a regional collaboration with Creative & Cultural Skills offering work placements in Heritage Skills for young people who are not in employment, education or training (NEETs), hosted at our Galleries and Museums; the first cohort began their placement in September 2018.

11. NEETS (Not in Education, Employment or Training) and Readiness for Work

- 11.1 During 2018-19 work with NEET (Not in Education, Employment or Training) has continued to take place under the Council's Youth Progression & Engagement Plan. Good progress has been made with the implementation of Swansea's Keeping in Touch Strategy and the Welsh Government's Engagement and Progression Framework. Young people who are most at risk of becoming NEET (not in employment, education or training) are identified and provided with the personal support they require to remain engaged with education, employment and training. Regular meetings take place between, schools, careers, Evolve and partner organisations to regularly track those at risk during year 11.
- 11.2 The Council and its partners have made good progress in term of reducing the number of young people who are NEET since 2008, until fairly recently. The proportion of Year 11 school leavers who were NEET in Swansea fell from 5.8% in 2008 to 2.2% in 2017. However, the numbers have remained fairly static since and have not decreased any further due to the complex needs of a core group of NEETs who are either 'not available' or 'not ready' to enter employment or training and require a personalised package of support.
- 11.3 Support for young people who are already NEET, or at the greatest risk of becoming NEET, has been provided by Cynnydd (a regional project for young people aged 11-24 yrs at greatest risk of becoming NEET), the Council's Education Other Than At School (EOTAS) Strategy, Cam Nesa (a regional engagement, learning and training programme for young people aged 16-24 yrs), Communities for Work and Swansea Working. Swansea's allocation of Cam Nesa funding has supported the expansion of the recently established Evolve lead work team within our Young People Services. This team has worked intensively with young people and their families to develop individual well-being and NEET focussed plans, supporting them to overcome complex barriers that can prevent their progress.
- 11.4 Plans are currently being finalised to provide specific support to our Looked After Children to help them find and secure work under the umbrella of Swansea Working – an emerging programme that aligns employment support to ensure the right support is in place at the right time. This includes ring-fenced opportunities through our apprenticeships programme.

12. Promoting Youth Inclusion & Youth Citizenships and the United Nations Conventions on the Rights of the Child (UNCRC)

12.1 Work is ongoing to ensure that Children and Young People have the opportunity to be involved in decisions which affect them. The Council adopted the United Nations Conventions on the Rights of the Child (UNCRC) in 2014. This means the Council must perform all its functions in a manner that is consistent with the interests of local children. Children and young people must be provided with meaningful opportunities to influence decisions concerning their lives (Art. 12). The UNCRC teaches young citizens to respect rights, understand responsibilities and be globally aware and responsible citizens.

12.2 During 2018-19, 9 Big Conversations took place involving 476 Children and Young people. This year, the age range of participants in the Big Conversations was extended from 11-18 yrs to 50yr +, including older people at Intergenerational Forums. In September 2019, the Council undertook a contract with UNICEF UK that allows schools to receive assessments of their Rights Respecting Schools (RRS) status, at Silver and Gold level, for free at point of contact for schools. Several Head Teachers and Officers are trained to undertake assessments, saving schools on average £450.00 per assessment.

12.3 Future plans include the agreement and implementation of the Rights Respecting Schools Assessment RRSA model and the development of support for schools, the publication of the Children and Young People's Rights Scheme Annual Report 2018/19 and the 5th Anniversary of Swansea's Children's Rights Scheme to take place on November 19th 2019.

12.4 The Council has also co-produced a new Participation and Co-production Strategy for Vulnerable Children and Young People April 2018 – March 2021. This Strategy describes how Child and Family Services will support the UNCRC and Article 12. Plans include implementing the 'This Is Me' framework, which is being rolled out across Wales and supporting 'Supper Club' an existing 16+ participation group.

13. Youth Offending Service (Y.O.S.)

13.1 In April 2019, Swansea Youth Justice Service (SYJS) was formed as a result of the disaggregation of Western Bay Youth Justice Service (WBYJS) in March 2019 as a result of concerns relating to the effectiveness of the Regional Service. The Council formed its own Youth Justice Service within Child and Family services. Swansea Youth Justice Service is currently focused on implementing its strategic improvement plan. This plan seeks to address and rectify the actions and recommendations resulting from Western Bay's most recent inspection and the service focuses on improving the quality of

service to this very vulnerable group of young people. The focus is concentrating on developing robust assessments, quality assurance processes and reviewing its interventions to ensure the aims and objectives of the service are met and good outcomes are achieved with young people. The plan also focuses on developing good practice in all areas of service delivery from early intervention, prevention work and diversion through to the bureau, resettlement and reintegration.

- 13.2 Swansea's Annual Youth Justice Plan for 2019/20 was approved by the Youth Justice board and will be ratified at the next Youth Justice Management board on the 7th November 2019.

14. Youth Services

- 14.1 Evolve is Swansea Council's young people's service, offering a range of services for young people, and their families. This includes support from a lead worker, in times of difficulty, specialist support in areas such as sexual health, domestic abuse, risk taking behaviour, safety online and opportunities for young people that require additional support to get in, and stay in, employment, education or training. The services contributes to the reduction in numbers of young people and families identified as Child in Need, on Child Protection Register or Looked After.

15. The Well-being of Future Generations Act

- 15.1 The sustainable development principle's five ways of working underpin how the portfolio operates. In terms of prevention, support in the early years of a child's life can help support families and mitigate the effects of deprivation on future life chances and prospects. Early Years provision at the earliest possible stage in a child's life can help prevent the escalation of need into more costly statutory services, support children to achieve at school and break the cycle of poor future outcomes.
- 15.2 In terms of involvement, work in relation to the UNCRC and the participation of Children and Young People in decisions which affect them are embedded in Council Policy. The Big Conversation and Pupil Voice, in addition to other participation mechanisms built into services for Children and Young People ensure that they have a voice. The involvement of vulnerable Children and Young People Services seeks to promote a wider range of participation and involvement opportunities for Looked After Children, which is supported by Swansea's Corporate Parenting Board.

- 15.3 In terms of long term planning, the Best Start Campaign, Flying Start and Families First programme are based on the premise of early intervention and support aiming to improve long term outcomes for children and their families. The Council's approach to working with young people who are not in education, employment or training (NEET) also have a long term focus in terms of supporting young people access and remain in education, training or employment.
- 15.4 In terms of integration, close links have been developed between Flying Start, Education and Health in order to ensure children's readiness for school and to prevent educational disadvantage in later school years. Support for Young People through Evolve (the Youth Service) and Schools has become more integrated through collaborative working and the development of the IIA service in Child and Family Services.
- 15.5 Collaboration underpins the Council's strategy to work with children in their early years and support for young people. Work with partners such as Health and other key stakeholders is an integral part of the support offered to children, young people and their families.

16. Legal Implications

- 16.1. There are no legal implications.

17. Financial Implications

- 17.1 There are no specific financial considerations arising through this report. Any future decisions around the funding of the services covered in this report will be considered in accordance with the budget priorities of the Council and its budgetary approval processes.



**To/
Councillors Elliot King & Will Evans
Cabinet Members for Children
Services**

BY EMAIL

cc Cabinet Members

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Scrutiny

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SPC/2018-19/7

06 December 2018

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Members following the meeting of the Committee on 12 November 2018. It is about Child & Family Services Inspection Reports, Child Protection and Safeguarding, Regional Adoption Service, Flying Start, Play Therapy, Apprenticeships, Youth Inclusion & Citizenship, Cultural Opportunities for Vulnerable Groups, and Children's Rights

Dear Councillor,

Cabinet Member Question Session – 12 November

Thank you for attending the Scrutiny Programme Committee on 12 November 2018 and answering questions on your work together as Cabinet Members for Children Services. The session also benefited from the attendance of the Head of Child & Family Services, Julie Thomas.

We are aware the portfolio is shared and split with designated responsibility for Early Years and Young People, and recognised that you were both relatively new to this role. You highlighted issues around Child Protection & Safeguarding, Looked After Children and Corporate Parenting which were paramount and cut across this divide. We appreciate you jointly providing a written paper in support of your appearance. The Q & A session gave us an opportunity to explore priorities and achievement in relation to your areas of responsibility.

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU
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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:

Child & Family Services Inspection Reports

You highlighted recent positive Care Inspectorate Wales findings in relation to Child & Family Services and Foster Swansea and praised the staff working in these areas for achieving this outcome. You reported that inspectors found good quality practice with positive outcomes achieved for most children and families. Additionally they found that services were effectively delivered by staff that were dedicated, well supported and enjoyed working for a local authority where there was a culture of support.

However, you felt there was no room for complacency and recognised that the report identified a number of areas for improvement, for example there is scope to improve support and opportunities to help children and young people to achieve good educational outcomes. We noted the aim for Looked After Children to succeed in school and to have opportunities for further education, higher education, employment or training, but asked what data there was around the educational attainment of Looked After Children and entry into higher education. We recognised this was an area which the Corporate Parenting Board and Cabinet Member for Education Improvement, Learning & Skills would have involvement in, though you undertook to provide this information to us in writing.

Child Protection and Safeguarding

As one of the Council's corporate priorities we were aware that training for councillors and staff on child protection and safeguarding was compulsory however the position was less clear in the case of school governors. We acknowledged that Cllr Mark Child, Cabinet Member for Care, Health & Ageing Well, had lead responsibility for Corporate Safeguarding, and that the Cabinet Member for Education Improvement, Learning & Skills may also have a view on this. It would be helpful if you could inform the Committee whether training on safeguarding is mandatory for school governors.

We noted from the work of the Child & Family Services Scrutiny Performance Panel some concern about the percentage of children on the Child Protection Register that have been registered previously, with most of these children not coming back for the same reason – something that needs to be monitored closely. It was noted that this concern was shared within Child & Family Services and it was explained to us that this was not necessarily because of any lack of awareness of issues but that some children will present with new issues depending on their individual circumstances and changes that may happen after initial intervention. For example neglect can be followed by domestic violence issues later on.

Regional Adoption Service

We discussed progress with the regional adoption service and performance. We heard that a very small percentage of children are placed for adoption and these will be the very young children. We noted that as children get older there is a decreased likelihood of adoption. We also noted that the service is seeing an increasing number of complex cases, and there are also a number of large sibling groups, which, as a consequence, makes these children difficult to place. We acknowledged that some of these children will have had traumatic life experiences due to a range of issues included domestic violence, substance misuse and mental health, making it very challenging to find such permanent solutions for them.

It was agreed to provide the Committee with relevant performance data relating to the adoption service. Members were keen to know how many children were awaiting adoption and the trend, and process timescales which some members observed can be too long.

Flying Start

We asked you about Flying Start which you reported offers free, high quality part-time childcare for children aged two in targeted areas in the more deprived areas of Swansea. The aim was to help improve readiness for school and to help their families support their children. The Committee asked you about spending on Flying Start (which you agreed to provide to us in writing), coverage across Swansea, and improvement plans. Whilst recognising that Flying Start has long term focus, we also asked about the measures of outcomes and success of the programme.

We noted that in 2017/18, 2,955 children benefitted from the Flying Start programme and the childcare attendance average remained on target above the national average at 80%. In addition, the Council has successfully applied to the Welsh Government for capital grants for Flying Start centres in the City, with more than £100,000 to be spent improving pre-school facilities for young children in some of the most deprived areas of Swansea. You told us that it will be used to improve and upgrade children's areas, add additional facilities and improve security and safety at seven sites. We were particularly curious about the security and safety issues that needed to be addressed.

You stressed that the Flying Start programme is operating within clear objectives, funding, guidelines and criteria prescribed by the Welsh Government with designated Flying Start areas in Swansea. However there are additional projects and initiatives in place, for example the Families First Programme including 'Team Around the Family in schools' initiative and multi-disciplinary 'Jig-so' project, as well as other interventions, information and advice giving to support early years.

Based on your experience, you spoke highly of the Flying Start Programme in child development and reducing barriers to education, though acknowledged that the funding means limited coverage across Swansea. We also recalled positive findings from previous discussions within scrutiny, including a visit to the Flying Start setting at Seaview.

Play Therapy

The Committee asked about the provision of Play Therapists within the Council, and how this service is managed and delivered. We were told that there are three play teams within the Council, which linked with family therapists and regional teams. In addition the Council worked closely with the Third Sector to ensure needs are met.

Apprenticeships

You reported on close working with other Cabinet Members to ensure opportunities for children and young people, particularly Looked After Children, to benefit from apprenticeships. We noted that collaborative work between Corporate Building Services and Social Services has resulted in significantly improving opportunities for Looked After Children to secure apprenticeships. 55 apprenticeships trained in 2017/18, with three apprenticeships being secured by Looked After Children. You felt this was a direct result of promoting and targeting the scheme to Looked After Children. We were interested in whether apprenticeship opportunities extended beyond Corporate Building Services and were told that this is something which you intended to achieve.

Youth Inclusion & Citizenship

You reported on work to engage children and young people in the decisions that affect them, through various forums, survey work, and 'Big Conversation' events. We were interested in the engagement of children and young people from Swansea in the first ever Welsh Youth Parliament. We understand that a ballot was being held for 11-18 year olds during November that will determine Swansea's representation, as well as that across the rest of Wales. We heard that 480 young people applied to be candidates, and were pleased that there has been a high level of interest in Swansea. The Committee looks forward to hearing about the outcome of the Welsh Youth Parliament elections, and would be grateful if you can share any further information that you may have in your response.

Cultural Opportunities for Vulnerable Groups

In support of national well-being goals we were interested in how your work is contributing to more cohesive communities. Your report mentioned the Fusion Programme which is bringing together the Council and third sector to create more cultural opportunities for more diverse communities. You stated that

regular free culture sessions are now being provided for vulnerable groups which include looked after children, carers and NEETS, as well as improving access to cultural venues across Swansea.

Children's Rights

At the meeting we also received the Annual Progress Report on the Children's Rights Scheme. We heard directly from Jane Whitmore, Partnership and Commissioning Manager, and Katie Spendiff, the Children's Rights Co-ordinator about achievements in relation to implementing the Scheme and embedding the UNCRC across the Council, and ensuring due regard is paid.

We agreed that it was a positive report demonstrating good progress and achievement of key objectives. The Committee was particularly pleased with the commitment to hearing children's voices and valuing their opinions, however highlighted the need to ensure information on children's rights (including promoting the Big Conversation) is accessible, which may not necessarily be through the Council website. We thanked the Officers for their hard work.

Your Response

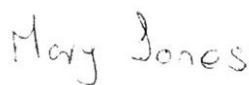
In your response we would welcome your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to our request for you to:

- Provide data on the educational attainment of Looked After Children and entry into higher education.
- Confirm whether training on safeguarding is mandatory for school governors.
- Provide relevant performance data relating to the adoption service.
- Confirm spending in Swansea on the Flying Start Programme.
- Share any further information about the Welsh Youth Parliament elections.

Please provide the response to this and any other comments about our letter by 3 January. A single co-ordinated response letter would be appreciated. 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 both to a future Committee meeting in due course.

Yours sincerely,



COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

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Councillor Mary Jones
Chair, Scrutiny Programme Committee

BY EMAIL

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Our Ref: WE/HS
Your Ref: ref
Date: 14 January 2019

Dear Cllr Jones

Scrutiny Cabinet Member Question Session – 12 November

With reference to your letter dated 6 December 2018 please find responses below.

QUESTION 1

Provide data on the educational attainment of Looked After Children and entry into higher education.

RESPONSE

i) Children at local schools?

ii) With looked after children in other authorities?

It is recognised that reporting cohorts are small and therefore liable to significant fluctuation and are largely dependent on the individual abilities of the individual learners each year. Individual potential and Additional Learning Needs (ALN) status are not requested, nor considered, in national reporting, which has been raised as an issue with Welsh Government.

All data attached is extracted from Local Authority and ERW data reported annually through PLASC. This includes all looked after learners attending Local Authority education in Swansea from other counties also in line with our responsibilities to other education departments. It should be noted however that Welsh Government have taken the decision to not collect any data on their PLASC returns effectively immediately. This will affect the ability to report on the results achieved.

Concern is expressed at the differences in some of the data in appendix A and B. Appendix A is generated from Swansea's data base in consultation with our data manager. Appendix B is ERW data taken from PLASC. Conversations are taking place as to how best resolve these differences. With such a small cohort, small changes can make big differences.

In considering the information below it is important to consider that it would be unusual for a pupil to be LAC for the duration of their school career. Many children come in and out of LAC status, affecting the stability of their schools placements and affecting educational outcomes. The figures below do not identify at what education stage pupils become LAC, often they are at KS3 and 4, which unfortunately means that there will be gaps in

their learning at a lower stage and it is often difficult for schools to provide enough intervention for them to catch up while simultaneously teaching a curriculum. Pupils do not progress through education stages in a continuous manner, despite best efforts LAC learners are still subject to high levels of instability in home and school placements. It should also be noted that out of county placements, and intercountry placements can be made at any stage and often in Key Stage 4. As a county we are liable for the education of the learners in our schools.

I. Comparison of LAC pupils with all others in Swansea schools. **(See Appendix A and C attached)**

Pupils achieving the Foundation Phase Indicator (FPI) at end of Foundation Phase (outcome 5 or higher in language, mathematics, PSD)

In Foundation phase the gap between looked after children (LAC) performance and all learners in Swansea has traditionally been the narrowest of any key stage. Over a 3 year period LAC learners in Swansea are 21.9% behind their peers.

This year there has been a decrease in this indicator which runs in line with decreases in Swansea, ERW and Wales figures.

Pupils achieving the Core Subject Indicator (CSI) at end of Key Stage 2 (KS2)
Level 4+ in English/Welsh, Mathematics and Science.

In Key Stage 2 the gap between LAC performance and all learners in Swansea is second narrowest of any key stage. In 2018 LAC learners achieved 55.0% this is lower than previous years.

Pupils achieving the Core Subject Indicator (CSI) at end of Key Stage 3 (KS3)
Level 5+ in English/Welsh, Mathematics and Science.

In Key Stage 3 the gap between LAC performance and all learners in Swansea shows an increase to a 3 year average gap of 32.7%. Learners achieved a 3 year average of 54.7%. LAC learners in KS3 in 2018 achieved 54.2%.

Pupils achieving Level 2+ at end of Key Stage 4 (KS4)
5A* - C including English/Maths, and Science.

In Key Stage 4 the gap between LAC performance and all learners in Swansea over a 3 year average is greatest at -44.4 %, we are concerned that just 1 LAC learner out of 18 achieved L2+, but must be taken into context that 14 of these youngsters had an additional learning need and were given intervention to support their needs. It is worthy to note that the changes to the reporting standards by Welsh Government, can be seen to significantly disadvantage more vulnerable learners, by omitting vocational qualifications from headline figures.

Pupils achieving Level 1 at end of KS4

The Level 1 threshold which is 5 A*-G has a much narrower margin with LAC learners achieving 88.9% compared with all 96.2% for all learners. This is very pleasing as it shows good distance travelled for our vulnerable young people, as it indicates good outcomes despite a high level of additional learning needs.

I. Comparison of LAC pupils with all LAC learners in other counties in ERW (See Appendix B attached)

Pupils achieving the Foundation Phase Indicator (FPI) at end of Foundation Phase (Outcome 5 or higher in language, mathematics, PSD)

2018 reporting (see Appendix B) shows LAC learners in Swansea achieving significantly higher than the ERW average of 43.8% and above the 9.1% and 16.7% reported by both neighbouring counties of Carmarthenshire and Neath Port Talbot.

Swansea had the largest reporting cohort of 16 learners within ERW. It should be noted that only 5 learners were reported on in Pembrokeshire who achieved the highest reporting of 100.0%

Over 3 years Swansea LAC learners have achieved the highest percentage of any county in ERW with an average of 61.5% compared to an ERW average of 51.7%. Both neighbouring counties reported significantly lower results with NPT showing 35.9% and Carmarthenshire 39.4%.

3 year average figures show that Swansea had the greatest number of learners in the cohort. We are delighted to report this excellent performance.

Pupils achieving the Core Subject Indicator (CSI) at end of Key Stage 2 (KS2)

Level 4+ in English/Welsh, Mathematics and Science.

2018 reporting shows LAC learners in Swansea achieving 52.6% slightly below the ERW average of 65.2% however significantly above NPT reporting 16.7%. Swansea are the largest reporting cohort of 19 with NPT at 12. Reporting in 2018 shows a 3 year average of 60.8%.

Pupils achieving the Core Subject Indicator (CSI) at end of Key Stage 3 (KS3)

Level 5+ in English/Welsh, Mathematics and Science.

2018 reporting shows Swansea at 59.1%. Swansea's performance was above the ERW average of 57.7% comparable to Carmarthenshire at 59.1% and significantly above NPT with their results at 48.1%.

Swansea's performance in 2018 shows a 3 year average of 56.2% compared with ERW at 54.6%, and considerably higher than neighbouring authority NPT with 45.06%

Pupils achieving Level 2+ at end of Key Stage 4 (KS4)

5A* - C including English/Maths, and Science - only is included in reporting.

The decrease in the percentage pass rate is something that should be reported and questions asked. The number of 2017-2018 year 11 LAC learners on the Additional Learning Needs register was the highest ever at nearly 80%. This undoubtedly has contributed to this headline figure.

Pupils achieving Level 1 at KS4

Swansea LAC Learners achieved 88.9% Level 1 + threshold, much higher than the ERW average of 84.7%, and those of our neighbouring counties with NPT at 82.4% and Carmarthenshire with 76%. This shows the high standards of care and support of our

schools in Swansea that so many of our learners achieved 5 GCSE grades despite their learning needs.

No looked after learner left a Swansea school without an approved external qualification in 2017-2018. All looked after learners achieving approved external qualifications remains a priority for schools and our local authority. The LA and Swansea schools place a high priority to ensure that Swansea learners leave school an approved qualification.

Information is also collected and analysed below for learners with any LAC status by Swansea Council in Year 11 placed both in and out of county. Analysis shows the total Y11 cohort for 2017-2018 as 29 pupils and 25 achieved a level 1 (86.2%). 2 achieved level 2+ (6.9%). See Appendix D which is locally collected data only.

Within the cohort 22 learners attend mainstream schools (75.9%), 4 are in specialist provision (13.7%), 3 in EOTAS/Pathways provision (10.3%). Also within the cohort of 29 a total of 5 learners are inter county learners all are in mainstream schools.

It is worthy of note that of the 29 there are 22 with additional learning needs (75.8%) 7 of whom have a Statement of special education needs (24.1%).

Entry in to Higher education

Good links have been established with Gower College and further education in neighbouring counties. In addition to support from schools, arrangements individual appointments for LAC learners can be made as needed. Gower College's LAC and Care Leaver Officer links relevant staff.

The officer also represents the College on the multi-agency LAC group. Gower College also host transition support events for LAC learners and have developed their own PEP. Partnership agencies are also working with the 'Reaching Wider ' partnership seeking to promote entry into higher education. The LACES team supported Key Stage 4 learners to engage in a range of activities at Swansea University to encourage aspiration and arrange individual support as needed. Activities for younger learners are currently being planned.

See appendix 4 – All learners surveyed in July had plans to either enter higher education or training. These will be surveyed again in January 2019 to compare figures and information gathered to understand issues facing our care experienced young people

The BAYs + team in conjunction with the LACES team actively promote the 'Higher Education Bursary' for previously looked after children.

QUESTION 2

Confirm whether training on safeguarding is mandatory for school governors.

RESPONSE

I can confirm that safeguarding training is compulsory for school governors.

QUESTION 3

Provide relevant performance data relating to the adoption service

RESPONSE

Please find attached the adoption service performance information for November 2018.

QUESTION 4

Confirm spending in Swansea on the Flying Start Programme

RESPONSE

I can confirm that in 2018/19 the allocation and projected expenditure is £5,986,567

QUESTION 5

Share any further information about the Welsh Youth Parliament elections

RESPONSE

The first Welsh Youth Parliament has been established, the parliament is made up of 60 people, 40 of whom were elected in an online ballot and a further 20 who represent specific interests of children and young people and were elected from specific organisations and charities.

- Three representatives have been elected for Swansea:
 - **Gower:** Ffion Haf-Davies
 - **Swansea East:** Ruth Sibayan
 - **Swansea West:** Ubayedhur Rahma
- Representatives elected from Special Interest include the following from the Swansea area
 - William Hackett (disability – deaf issues)
 - Sophie Billingham (disability – deaf issues)
 - Anwen Grace Rodaway (disability – girls with autism)
 - Nia Rose-Evans (representing Girlguiding Cymru)

Details of members portfolios can be found at
<https://www.youthparliament.wales/members>

Many of these members are already involved in the Big Conversation and we are delighted they have been successfully elected to represent Swansea at the Welsh Youth Parliament and will continue to work with them in the future.

Yours faithfully



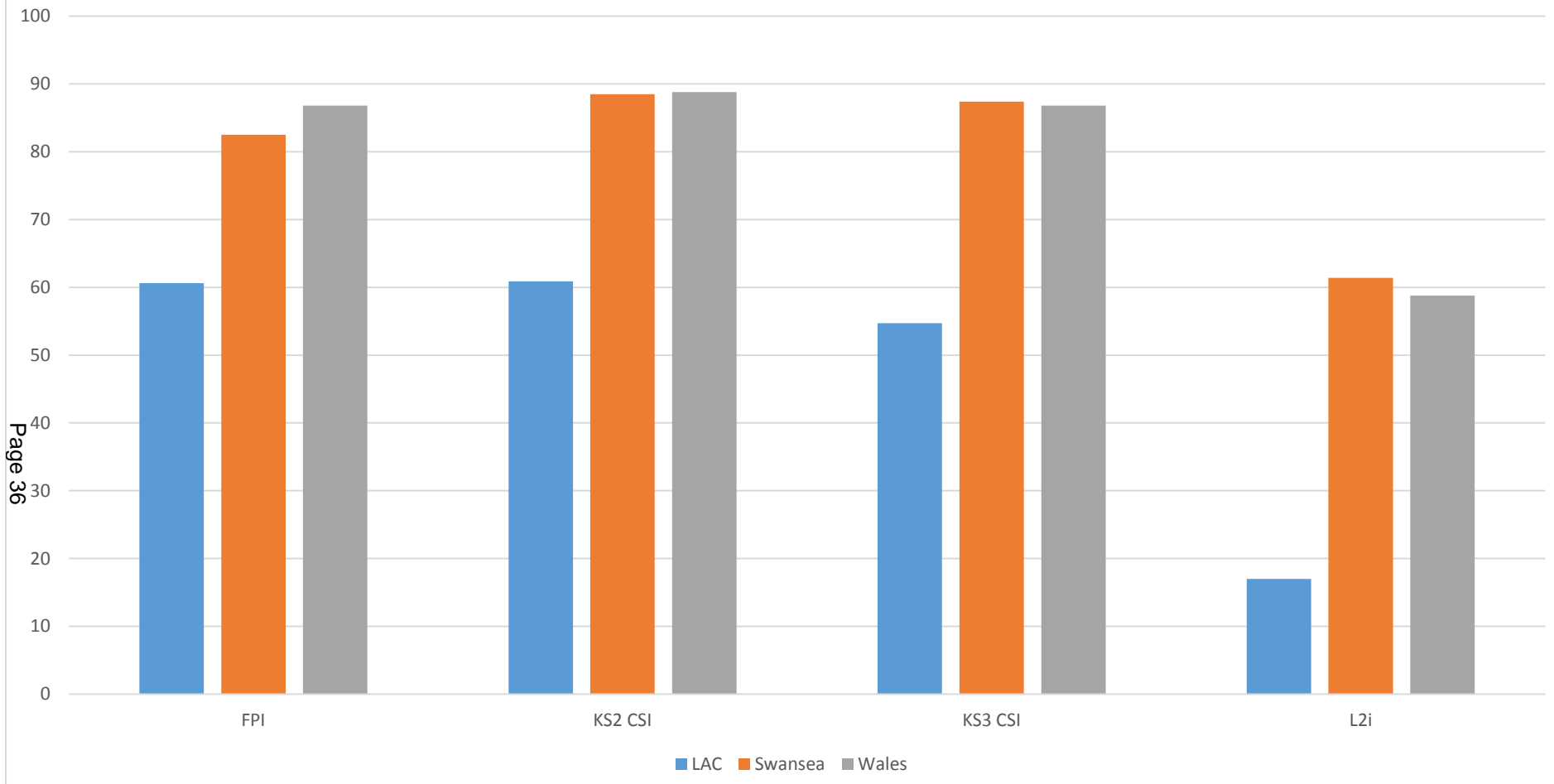
**COUNCILLOR WILLIAM EVANS
CABINET MEMBER FOR CHILDREN'S
SERVICES YOUNG PEOPLE**



**COUNCILLOR ELLIOTT KING
CABINET MEMBER FOR CHILDREN'S
SERVICES – EARLY YEARS**

Appendix A - Comparison of Results for Looked After Children in Swansea						
Year	Measure	No. of LAC	Swansea LAC result	Swansea all pupils	Wales all pupils	Swansea LAC gap
2016	FPI	23		85.0	87.0	-11.1
	KS2 CSI	19	63.2	88.2	88.6	-25.0
	KS3 CSI	15	40.0	86.3	85.9	-46.3
	L2i	16	25.0	66.3	60.3	-41.3
2017	FPI	21	66.7	85.5	87.3	-18.8
	KS2 CSI	16	64.7	89.5	89.5	-24.8
	KS3 CSI	20	70.0	88.2	87.4	-18.2
	L2i	21	19.0	57.7	54.6	-38.7
2018	FPI	17	41.2	77.1	86.2	-36
	KS2 CSI	20	55.0	87.7	88.2	-32.7
	KS3 CSI	24	54.2	87.7	87.0	-32.7
	L2i	18	5.6	60.3	61.6	-54.7
3 year average	FPI	20	60.6	82.5	86.8	-21.9
	KS2 CSI	18	60.9	88.5	88.8	-27.6
	KS3 CSI	20	54.7	87.4	86.8	-32.7
	L2i	18	17	61.4	58.8	-44.4

Three Year Average Results LAC compared with Swansea and All Wales



Appendix B – ERW Data

Foundation Phase

The Foundation Phase’s mandatory areas of learning (reporting-wise) are:

- Language, literacy and communication skills in Welsh (**LCW**) OR Language, literacy and communication skills in English (**LCE**)
- Mathematical development (**MDT**)
- Personal and social development, well-being and cultural diversity (**PSD**)

The Foundation Phase Indicator (**FPI**) is achieved by a pupil if Outcome 5 or greater is achieved in LCW/LCE, MDT and PSD in combination.

Local Authority	13/14		14/15		15/16		16/17		17/18	
	LAC cohort	%	LAC cohort	%	LAC cohort	%	LAC cohort	%	LAC cohort	%
Powys	6	83.3	3	33.3	2	100	6	66.7	4	25.0
Ceredigion	3	66.7	0		3	66.7	3	66.7	5	40.0
Pembrokeshire	4	50.0	6	50.0	8	50.0	7	85.7	5	100.0
Carmarthenshire	20	35.0	16	50.0	16	62.5	15	46.7	11	9.1
Swansea	23	60.9	31	71.0	23	73.9	21	66.7	16	43.8
Neath Port Talbot	11	63.6	24	41.7	18	44.4	15	46.7	12	16.7
ERW	67	55.2	80	55.0	70	61.4	67	59.7	53	34.0

Key stage 2

The Core Subject Indicator (CSI) is achieved by a pupil if a level 4 is obtained in the core areas

	13/14		14/15		15/16		16/17		17/18	
	LAC cohort	%	LAC cohort	%	LAC cohort	%	LAC cohort	%	LAC cohort	%
Powys	8	37.5	7	57.1	6	50.0	9	77.8	9	44.4
Ceredigion	6	100.0	5	40.0	4	100.0	6	66.7	3	66.7
Pembrokeshire	9	55.6	8	62.5	3	100.0	9	100.0	7	42.6
Carmarthenshire	21	52.4	22	72.7	20	50.0	12	66.7	11	81.8
Swansea	13	76.9	15	60.0	19	63.2	15	66.7	19	52.6
Neath Port Talbot	11	63.6	24	41.7	18	44.4	15	46.7	12	16.7
ERW	57	57.0	82	64.6	67	59.7	73	67.1	69	65.2

Key stage 3

The Core Subject Indicator (CSI) is achieved by a pupil if a level 5 is obtained in the core areas

Local Authority	13/14		14/15		15/16		16/17		17/18	
	LAC cohort	%	LAC cohort	%	LAC cohort	%	LAC cohort	%	LAC cohort	%
Powys	13	53.8	9	77.8	15	66.7	12	58.3	12	75.0
Ceredigion	14	85.7	6	100.0	5	60.0	3	66.7	6	66.7
Pembrokeshire	12	41.7	13	53.8	7	14.3	7	42.9	8	50.0
Carmarthenshire	27	55.6	26	73.1	30	60.0	29	55.2	22	59.1
Swansea	14	57.1	25	48.0	14	42.9	18	66.7	22	59.1
Neath Port Talbot	30	50.0	17	52.9	19	42.1	20	45.0	27	48.1
ERW	110	56.4	96	62.5	90	51.1	89	55.1	97	57.7

Key Stage 4

The indicators used at Key Stage 4 are:

- Level 1 threshold (**L1**): Qualifications are achieved equivalent to 5 GCSE grades A*G;
- Level 2 threshold including English/Welsh and Mathematics (**L2+**): Qualifications are achieved equivalent to 5 GCSE grades A*C, including one in English/Welsh and one in Mathematics;

The “capped points score” (**Cap9**) is calculated by using the best 9 results of all qualifications approved for pre16 use in Wales, e.g. an A* GCSE grade is worth 58 points, A is 52 points, B is 46 points etc. It has to include one GCSE first language (the best), Mathematics, Numeracy and the two best Sciences. The average score is then taken across the school.

L2+ (Level 2 inclusive)

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Local Authority	13/14		14/15		15/16		16/17		17/18	
	LAC cohort	%	LAC cohort	%	LAC cohort	%	LAC cohort	%	LAC cohort	%
Powys	7	28.6	12	8.3	13	15.4	10	40.0	12	16.7
Ceredigion	8	0.0	9	44.4	10	50.0	4	25.0	7	28.6
Pembrokeshire	12	0.0	6	16.7	12	16.7	13	8.3	6	0.0
Carmarthenshire	30	26.7	34	11.8	30	33.3	25	20.0	25	28.0
Swansea	22	9.1	21	38.1	16	31.3	20	20.0	18	5.6
Neath Port Talbot	25	24.0	21	19.0	31	41.9	19	15.8	17	11.8
ERW	104	17.3	103	21.4	112	35.0	90	20.0	85	16.5

KS 4 Level 1

Local Authority	13/14		14/15		15/16		16/17		17/18	
	LAC cohort	%	LAC cohort	%	LAC cohort	%	LAC cohort	%	LAC cohort	%
Powys	7	85.7	12	83.3	13	76.9	10	100.0	12	100.0
Ceredigion	8	100.0	9	100.0	10	100.0	4	100.0	7	71.4
Pembrokeshire	12	83.3	6	66.7	12	75.0	13	58.3	6	100.0
Carmarthenshire	30	73.3	34	64.7	30	76.7	25	80.0	25	76.0
Swansea	22	72.7	21	81.0	16	100.0	20	85.0	18	88.9
Neath Port Talbot	25	92.0	21	76.2	31	90.3	19	68.4	17	82.4
ERW	104	81.7	103	75.7	112	85.7	90	78.9	85	84.7

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KS4 Capped 9

Local Authority	16/17		17/18	
	LAC cohort	Score	LAC cohort	Score
Powys	10	347.4	12	276.2
Ceredigion	4	294.9	7	246.1
Pembrokeshire	13	156.9	6	216.1
Carmarthenshire	25	259.9	25	275.0
Swansea	20	251.8	18	262.3
Neath Port Talbot	19	211.5	17	244.9
ERW	90	245.4	85	259.9

Appendix C

Data for Looked after Children

Academic year 2017 - 2018

Baseline Assessment Indicators

RECEPTION 02+	
(Assessment on English/Maths/Personal and social development)	
Local Authority (BAI)	44.30%
LAC BAI (15 pupils)	26.70%

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Foundation Phase 05+	
Local Authority	77.10%
LAC (17 pupils)	41.20%

Key Stage 2 Core Subject Indicator (CSI) Level 4+	
Local Authority	87.70%
LAC (20 pupils)	55.00%

National Test Scores

Average Score Years 2-9

Reading Test	
English	
Local Authority	101.60
LAC	89.5
Welsh	
Local Authority	100.80
LAC (2 pupils)	95

Numeracy - Procedural	
Local Authority	102.30
LAC	91.10

Key Stage 3 Core Subject Indicator (CSI) Level 5+	
Local Authority	87.70%
LAC (24 pupils)	54.20%

Key Stage 4 Core Subject Indicator (CSI) Level 2 +	
Level 2 (5 A* - C) including Maths, English and Science	
Local Authority	60.30%
LAC (18 pupils)	5.60%

Key Stage 4 Core Subject Indicator (CSI) Level 1 + (5 A* - G)	
Local Authority	96.20%
LAC (18 pupils)	88.90%

Key Stage 4 Core Subject Indicator (CSI) Capped 9 points score	
Local Authority	368.5
LAC (18 pupils)	262.30

Numeracy - Reasoning	
Local Authority	102.20
LAC	91.10

Attendance

Primary

Local Authority	94.65%
LAC	96.02%

Secondary

Local Authority	94.15%
LAC	93.00%

Exclusions

Total days lost through exclusion

Local Authority	2293.50
LAC	196.50

Appendix D
Year 11 LAC Learners in Swansea LEA 2017-2018

LEA	Corporate Parent	Placement stability		PDGLAC support	Attainment			SEN	Exclusion s	16+ planned destination
		Secondary School	Placement		FPI	KS 2	KS 3			
Swansea	Swansea	1	2	Pupil	Yes	Yes	No	None	No	College
Swansea	Swansea	1	1	Pupil	No	No	No	SA+	Yes	College
Swansea	Cardiff	2	2	Pupil+School	No	No	No	None	No	College
Swansea	Swansea	1	3+	Pupil+School	Yes	Yes	Yes	None	Yes	College
Swansea	Torfaen	2	2	School				SA	No	College
Swansea	Swansea	1	3+	Pupil	Yes	Yes	Yes	SA	No	College
Swansea	Swansea	1	1	School	Yes	No	No	None	No	College
Swansea	Swansea	1	2	Pupil+School	Yes		No	SA	No	College
Swansea	Pembrokeshire	1	1	School	No	No	No	SEN	No	College
Swansea	Swansea	1	3+	Pupil+School		Yes	Yes	SA+	Yes	College
Swansea	Swansea	2	2	Pupil+School	Yes	Yes	Yes	None	No	6th form
Swansea	Swansea	1	3+	School	No	No	No	SEN	No	College
Swansea	Swansea	2	2	Pupil+School	No	No	Yes	SA+	Yes	College
Swansea	Powys	1	3+	Pupil+School	Yes	No	No	SEN	No	Training
Swansea	Swansea	1	3+	Pupil+School	Yes	Yes	Yes	None	No	College
Swansea	Swansea	1	3+	Pupil+School	No	No		SA	No	Training
Swansea	Swansea	1	3+	Pupil+School	No	No	No	SA+	No	College
Swansea	Swansea	1	3+	Pupil+School		Yes	Yes	SA	Yes	College
Swansea	Swansea	1	3+	Pupil+School	No	No	No	SA+	Yes	College
Swansea	Merthyr Tydfil	2	3+	Pupil				SEN	Yes	College
Swansea	Swansea	1	3+	School	Yes	Yes	Yes	SA+	No	College
Swansea	Swansea	2	3+	School			No	SA	No	College
Swansea	Swansea	2	3+	Pupil+School		Yes		None	No	College
Swansea	Swansea	2	3+	Pupil+School				SA	No	College

Swansea	Swansea	2	3+	School	No	No	No	SA+	No	Training
Swansea	Swansea	2	3+	School	No	Yes		SA+	No	College
Swansea	Swansea	2	3+	School	Yes		Yes	SA+	Yes	College
Swansea	Swansea	1	2	School	No	No	No	SEN	No	College
Swansea	Swansea	1	3+	School	No	No	No	SEN	No	College
Swansea	Swansea	3+	3+	School	No	No		SEN	No	College

Adoption Service - Performance Information (November 2018)

	Bridgend	NPT	Swansea	Western Bay Adoption Service (WBAS)
CHILDREN				
1. Number of Children Referred				
Monthly	5	3	5	13
Year to Date	29	32	59	120
2017/18 year end data	39	51	97	187
2. Number of Permanence Orders Granted				
Monthly	1	1	1	3
Year to Date	17	13	36	66
2017/18 year end data	22	26	20	68
3. Number of children matched				
Monthly	2	1	4	7
Year to Date	18	10	21	49
2017/18 year end data	26	23	28	77
4. Number of Children Placed				
Monthly	1	1	2	4
Year to Date	20	10	19	49
2017/18 year end data	24	22	28	74
5. Number of Children waiting to be Matched (family finding)				
Current	27	22	33	82
Potential Links identified	10	5	5	20
Potential Matches identified	4	0	8	12
Still searching	5	17	15	37
Consideration being given to change of plan	4	0	5	9
6. Number of Adoption Orders Granted				
Monthly	1	0	1	2
Year to Date	15	11	20	46
2017/18 year end data	28	28	34	90
7. Number of Children in Adoptive P'ment where AOG not yet granted				
Monthly	24	12	20	56
2017/18 year end data	22	12	21	55
8. Number of Children placed outside of region				
Monthly	0	0	0	0
Year to date	6	1	6	13
2017/18 year end data	5	10	12	27

9. Number of Children Placed with WBAS Adopters				
Monthly	1	1	2	4
Year to Date	14	9	13	36
2017/18 year end data	19	12	16	47
10. Number of Placement Breakdowns(post AOG) & Disruptions (pre AOG)				
Monthly disruptions	0	0	0	0
year to Date	0	0	0	0
Disruption meetin held	0	0	0	0
2017/18 year end data	1	0	0	1
Monthly breakdowns	0	0	0	0
Year to Date	0	0	0	0
2017/18 year end data	0	0	0	0
ADOPTERS				
11. Number of Enquiries				
Monthly				15
Year to Date				81
2017/18 year end data				118
12. Number of Prospective Adopters going through assessment process				
Current				29
13. Number of Adopters Approved				
Monthly				3
Year to Date				18
2017/18 year end data				46
14. Number of Potential Placements Generated				
Monthly				3
Year to Date				18
2017/18 year end data				51
15. Number of Adopters where Income has been generated				
Monthly				1
Year to Date				3
2017/18 year end data				2
16. Number of children with evidence of Life Story books (>3 and direct work materials <3) at panel				
Number of children presented	2	2	3	7
Evidence provided of LSB	0	2	3	5
Evidence of direct work	0	0	0	0

Agenda Item 7



Report of the Chair

Scrutiny Programme Committee – 11 November 2019

Scrutiny Performance Panel Progress Report

Purpose	The Committee is responsible for managing the overall work of scrutiny and its effectiveness. Performance Panel conveners will regularly provide a progress report, updating the Committee on headlines from their Panel's work and impact.
Content	This report focuses on the following Performance Panel: a) Child & Family Services
Councillors are being asked to	<ul style="list-style-type: none">• Ensure awareness and understanding of the work of the Panel• Consider its effectiveness and impact• Consider any issues arising and action required
Lead Councillor(s)	Councillor Paxton Hood-Williams (convener)
Lead Officer & Report Author	Liz Jordan Tel: 01792 637314 E-mail: scrutiny@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Amanda Thomas

1. Introduction

- 1.1 There are 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) Child & Family Services

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 in November 2018. This includes a summary of Panel activities, correspondence between the Panel and relevant Cabinet Members, recommendations and impact.

1.5 The Child & Family Services Performance Panel has a membership of 10, as follows:

Councillors:

Labour Councillors: 7

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

Liberal Democrat/Independent Councillors: 2

Kevin Griffiths	Susan Jones
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Conservative Councillor: 1

Paxton Hood-Williams (CONVENER)	
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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 – Child & Family Services Scrutiny Performance Panel Update

Child and Family Services Scrutiny Performance Panel Update

1. Remit of the Panel

The overarching purpose of the panel is to: provide ongoing challenge to child and family social services performance to ensure that as the service is undergoing major change performance is maintained and that further improvements are made across all areas of the service.

2. Key Activities

The Panel discussed and agreed their work plan for the year in June and is currently meeting on a bi-monthly basis. Since the last update the panel has looked at the following:

- a) Performance Monitoring Report (December)
- b) Corporate Parenting Board Update (December)
- c) Draft Budget Proposals for Child and Family Services (February)
- d) Update on Impact of Prevention and Early Intervention on Child and Family Services (February)
- e) Safeguarding – Child Sexual Exploitation (is there a problem in Swansea? What is happening to prevent it? (February)
- f) Child Disability update (February)
- g) Performance Monitoring Report (April)
- h) Update on Welsh Government's Local Authority Looked After Children Reduction Expectation (April)
- i) Cabinet Member presentation and Q and A session (June)
- j) Review of the year 2018/19 (June)
- k) Performance Monitoring Report (August)
- l) Feedback on CIW Inspection Report – update on action plan (August)
- m) CIW Performance Review and Letter (August)
- n) Briefing on Youth Offending Service (October)
- o) Update on progress with CAMHS (referred from CAMHS Inquiry Panel) (October)
- p) Update on report to WG on Safe LAC Reduction Strategy (October)

3. Achievements / Impact

We have sent 6 letters to the Cabinet Members for Children Services since November 2018 in order to give our views, raise concerns and make recommendations, for example:

Positives:

- Corporate Parenting Board Update - Panel feels it is very important that all governors are receiving information to help them to scrutinise schools properly. It would be useful for governors to know the right questions to ask at governor meetings and to ask LAC teachers and safeguarding teachers about vulnerable children in school. Agreed that Child and Family Services will think about solution focussed questions that governors can ask.
- Corporate Parenting Board Update - Panel was informed that there are still issues with CAMHS but that figures are improving. Panel pleased to hear this.
- Corporate Parenting Board Update - Panel feels it is important to monitor progress being made by the Corporate Parenting Board and will therefore receive an update on an annual basis in future. Informed that a suite of performance indicators is going to be developed for the Panel on the 8 objectives in the Strategy. Most will be reported on a quarterly basis, some annually.
- Safeguarding: Child Sexual Exploitation - The Authority is taking a contextual safeguarding approach going forward and that as well as CSE, criminal exploitation

is also included in contextual safeguarding. Panel very pleased to hear that the Authority has successfully bid for a grant following the successful piloting of this approach in Hackney and was one of only 3 sites in the UK selected and the only one in Wales.

- Performance Monitoring – Panel asked about the scope to see reverse mentoring in Swansea and Wales particularly in courts. They heard that the Department has a mentoring scheme and senior officers still sit on some boards, including the Permanence Board, to ensure what they do is rooted in practice. Also heard that the Department has a good relationship with the courts and that only cases that need to go to court go, and therefore the number of cases going to court are reducing.

Issues / Concerns:

- Corporate Parenting Board Update – very concerned about some of the figures in the Corporate Parenting Board Annual Report. It shows very poor education figures for Key Stage 4 in Swansea. Panel informed that this was picked up in the Inspection Report and the Bright Spots Survey and is in the Action Plan. Panel invited representatives from Education to a future meeting of the Panel to explain the poor results for Key Stage 4 in Swansea.
- Child Disability Update - raised the issue that vocal parents often take the lead in group meetings and it is difficult to get the views of the quiet ones. Panel pleased to hear that training is now being provided and a new forum established to try and move away from this.
- Child and Family Improvement Programme for Swansea - Panel is concerned about the lack of resources to carry out these plans. Panel will be adding ‘Progress on Child and Family Improvement Programme’ to the Work Programme 2019/20 as they will want to monitor this.
- Cabinet Member Q&A – Panel raised the need to ensure the Council openly and honestly listens to the voice of the child, the family and the community, and that social workers need to listen to children and children need to be encouraged to speak up. We heard that in Swansea we have UNCRC that is encouraging children to speak out more. We also heard that the Department is talking to social workers all the time about how important the relationship is but there is tension to get paperwork done. Also, that it demands a cultural change and this is the direction the Council is moving in.
- Signs of Safety Metrics – Panel noted that all areas of performance for Signs of Safety are low and were informed that team meetings are going to be held to discuss the importance and impact of this. Panel heard that June is the first month of collating this data and that there are issues with recording of this work and picking up information from PARIS, however, the Department will be moving over to the Welsh Community Care Information System (WCCIS) and recording of data should improve.

4. Future Work Programme

The programme for the remainder of this municipal year is as follows:

Meeting date	Item to be discussed
Meeting 4 Wednesday 18 December 2019 10am	<ul style="list-style-type: none"> • Performance Monitoring and Update on Regional Adoption Service • Corporate Parenting Board Update

Additional meeting February 2020 (tbc)	<ul style="list-style-type: none"> • Draft budget proposals for Child and Family Services
Meeting 5 Monday 24 February 2020 4pm	<ul style="list-style-type: none"> • Progress on Child and Family Improvement Programme • Safeguarding (County Lines and Child Sexual Exploitation) • Briefing on Carer Assessments (including young carers)
Meeting 6 Monday 27 April 2020 4pm	<ul style="list-style-type: none"> • Performance Monitoring • Child Disability Update • CFS Complaints Annual Report 2018-19 (tbc) Julie Nicholas-Humphries, Corporate Complaints Manager
Meeting 4 Wednesday 18 December 2019 10am	<ul style="list-style-type: none"> • Performance Monitoring and Update on Regional Adoption Service • Corporate Parenting Board Update

5. Action for the Scrutiny Programme Committee

None.

Agenda Item 8



Report of the Chair

Scrutiny Programme Committee – 11 November 2019

Membership of Scrutiny Panels and Working Groups

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

1. Introduction

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

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

- 2.1 Procurement Inquiry Panel

Remove Councillor Wendy Fitzgerald

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

Labour Councillors: 5

Philip Downing	Mary Sherwood
Mandy Evans	Mike White
Peter Jones	

Liberal Democrat/Independent Councillors: 2

Chris Holley (CONVENER)	Jeff Jones
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Conservative Councillors: 2

Lyndon Jones	Brigitte Rowlands
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Uplands Councillors: 1

Irene Mann	
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3. Guiding Principles

3.1 When determining membership / conveners or agreeing any changes there are some key considerations for the Committee:

- It is necessary for more than one political group to be represented on each panel / working group.
- These bodies also need to be of a manageable size in terms of team working and effective questioning.
- 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.

4. Legal Implications

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

5. Financial Implications

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

Background Papers: None

Appendices: None

Agenda Item 9



Report of the Chair

Scrutiny Programme Committee – 11 November 2019

Scrutiny Dispatches – Quarterly Impact Report

Purpose	To present a draft of the quarterly report from the Committee to Council on the impact of scrutiny.
Content	The report appends the draft 'Scrutiny Dispatches' report, which headlines recent activities and impact for council and public awareness.
Councillors are being asked to	Approve content of the draft 'Scrutiny Dispatches' for submission to Council.
Lead Councillor(s)	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer(s)	Tracey Meredith, Chief Legal Officer
Report Author	Brij Madahar, Scrutiny Coordinator Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Amanda Thomas

1. Introduction

- 1.1 The Scrutiny Programme Committee is responsible for the overall work programme, including the various informal scrutiny activities, and monitoring progress to ensure that the work is effective.
- 1.2 The Committee is also concerned about improving communication and public engagement, and getting more coverage in the media so that the public are more aware of the work of scrutiny.
- 1.3 In order to provide 'headlines' from scrutiny activity and give the work of scrutiny greater visibility, both for council and public audience, a quarterly 'Scrutiny Dispatches' report is published.

2. Scrutiny Dispatches

- 2.1 The next quarterly report has been drafted for approval (***attached***). This will then be submitted to the next available Council meeting for discussion (27 November).
- 2.2 'Scrutiny Dispatches' is intended to demonstrate scrutiny achievements and outcomes. It is effectively a regular report about impact and how scrutiny is making a difference, rather than a descriptive account of the scrutiny work programme and activities. The aim is to focus on and promote a small number of 'significant stories'. A chair's roundup is also featured to highlight other work.
- 2.3 As well as being a report to council the content will be shared more widely, with advice and support from the Council's Communications Team and utilising social media. This should help raise awareness of the work and impact of scrutiny, and hopefully encourage more public engagement and participation in scrutiny. It is anticipated that some of the impact stories within Scrutiny Dispatches will generate press releases. Scrutiny Dispatches will also form part of the Scrutiny Annual Report.
- 2.4 In order to ensure that people are informed more generally about the work of scrutiny a monthly newsletter is also being produced. This is circulated via an email subscription (sign up via www.swansea.gov.uk/scrutiny), and includes details of:
- Topics being looked at by scrutiny
 - Progress with current activities
 - Forthcoming panel and working group meetings

3. Legal Implications

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

4. Financial Implications

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

Background Papers: None

Appendices:

Appendix 1 - Scrutiny Dispatches Quarterly Report

Scrutiny Dispatches

City & County of Swansea – 2019/2020 (No. 1)

‘How scrutiny councillors are making a difference’



Ensuring Swansea Council is meeting its Equalities duties

Scrutiny Councillors have carried out an in-depth inquiry to examine how well the Council is meeting its duties under the Equality Act 2010

(Lead: Councillor Louise Gibbard)

The Convener of the Equalities Scrutiny Inquiry Panel, Councillor Louise Gibbard, said ‘*We chose to look at this issue because it features highly in the list of issues that Councillors and the general public are concerned about. It has provided scrutiny councillors with the opportunity, ten years on from the passing of the Equality Act, to reflect on how far we have come as a city and a local authority to embed the principles of equality and diversity in all we do.*’

Councillors sitting on this Inquiry Panel heard from people from different groups and organisations across Swansea, including: young people, older people, people from the LGBT Forum, Carers, and people from the Black & Minority Ethnic Forum.

Councillors also spoke to Council Directors in order to understand the equalities aspects within their remit including how they are progressing with their equalities objectives, the embedding of the council’s equalities duties and staff training/knowledge.

The Panel found that ‘Swansea Council does treat people fairly but this could be improved’. The Panel concluded that there are seven ways in which Swansea Council can improve how it meets its equalities duties, by:

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

Following this inquiry the council has already decided to establish an Equalities & Future Generations Policy Development Committee that will help the Council to identify and take forward actions to implement the inquiry recommendations.

The [final inquiry report](#) was presented to Cabinet on 19 September and it was very well received. Councillor Clive Lloyd, who is the Cabinet Member responsible for Equalities, thanked all who took part in the inquiry, welcomed the inquiry report as he thought it was ‘timely’ and added ‘*it is really pleasing the amount of engagement that took place through this Panel with outside bodies in terms of demonstrating how the council interacts in a proper equalities manner in line with our strategic equality plan. I think this was a good example of excellent co-production, listening and delivering an inquiry which really focussed on what people and groups think of the Council rather than it being member led*’

A decision on the inquiry recommendations is expected at the Cabinet meeting on 21 November.

Holding Cabinet Members to Account

The Scrutiny Programme Committee continues to hold cabinet members to account through monthly Q&A sessions. Acting as a 'critical friend' Scrutiny Councillors challenge Cabinet Members on their priorities, actions, achievements and impact.

(Lead: Councillor Mary Jones)

The Committee recently met with Cllr Andrea Lewis, Cabinet Member for Homes & Energy, and questioned her on various aspects of her portfolio including progress made with the Council's adoption of the 'Housing First' model and approach to tackling homelessness. Cllr Lewis reported that accommodation and intensive support for the most entrenched rough sleepers in Swansea can be achieved through this model. She added that there is a capacity to work with up to 20 individuals with an Intervention Team on hand and through multi-agency working to help these individuals access housing and the support they need to help sustain it. The Committee wrote to Cllr Lewis following the session asking for the planned start date for 'Housing First' and for more details on support expected from the local health board.

Members of the public are invited to contribute ideas to the Scrutiny Programme Committee's Q&A sessions. We have now introduced an [online submission form](#) to further simplify and promote engagement with the general public.

Upcoming Q&A Sessions

9 Dec 2019:

Cllr. Mark Child:
Care, Health & Ageing Well

13 Jan 2020:

Cllr. Rob Stewart
(Leader): Economy & Strategy

10 Feb 2020:

Cllr. Mark Thomas:
Environment & Infrastructure Management

Continuing to listen to the people of Swansea

Councillor-led scrutiny enables the voice and concerns of the public to be heard. The Adult Services Scrutiny Performance Panel has held focus groups to listen to the views of parents of adults with Mental Health Issues and Learning Disabilities who require supported living arrangements.

(Lead: Councillor Peter Black)

The Adult Services Scrutiny Panel has been keen to engage more widely and gather external perspectives to support its monitoring of performance and challenge to services. Before considering a report from the Cabinet Member for Health, Care & Ageing Well, Councillor Mark Child, on 'Supported Living Developments for Mental Health and Learning Disability Services' the Scrutiny Panel heard what parents of adults with Mental Health Issues & Learning Disabilities who are either in supported living or are on the waiting list for supported living, thought of the service.

Scrutiny councillors were able to discuss and question Cllr Child and senior officers about their assessment of services in light of the concerns raised by the parents including:

- Lack of communication between parents & care providers
- Care plans and contracts not deemed transparent and many parents expressed concerns about not having access to their adult children's care plans
- High level of carer staff turnover
- Lack of training of carer staff
- Instability brought forth by change of management and/or care provider affecting the service users' well-being

Cllr Peter Black, convenor of this Panel wrote to Cllr Child to reflect on the Panel's findings.

Following on from these meetings two further focus groups have been arranged as requested by the parents for both the Adult Services and the Child & Family Services Scrutiny Panels to listen to views of carers focussing on 'Carers Assessments'.



Preparing for Brexit

A one off Scrutiny Working Group took place to look at the Authority's plans in preparation for Brexit.

(Lead: Cllr Peter Jones)

Scrutiny Councillors were reassured by the information provided at the meeting and felt the Authority is as prepared as it can be for Brexit. They would like to see the Authority publicise the good work it is doing to communicate this message.

The Working Group was pleased to hear that some monies are in place to help fund preparations for Brexit. However, this will not cover all the costs of managing and monitoring this work and Scrutiny Councillors suggested that the Authority will need to look at ways of getting this money back.

Scrutiny Councillors also felt concerned about any potential fuel crisis, as this could have a huge impact on communities should it go on for months. Their main concern was how the public would be able to continue accessing transport to work as well as emergency services. The Working Group acknowledged that there should not be a fuel shortage but if there is panic buying it could cause one and they wanted to know what the Authority could do to help.

In his response to the Working Group, the Leader of the Council has reassured that *'the likelihood of any disruption to fuel supplies is very low and this is agreed by all partners who have business continuity plans in-place; many of the emergency services have significant fuel reserves like ourselves in addition to our electric vehicle fleet. Public transportation has also been planning for some time and have contingency plans in-place to ensure service delivery. There has also been a significant amount of workaround communications, a part of which will be reassurance messaging to help prevent any false emergency being caused through panic buying'*.



Chair's Round up

This is my first roundup of the work of scrutiny for 2019/20, as Chair of the Scrutiny Programme Committee.

(Lead: Councillor Mary Jones)

Priorities for 2019/20

The Scrutiny Work Programme was agreed by the Committee in July, following our annual Work Planning Conference in June. All scrutiny councillors were invited to participate in an informal discussion on priorities for scrutiny, reflecting on last year's programme, hearing 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 shows 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. A new Performance Panel has been set up to focus on Natural Environment, aligned with the new Council Priority on maintaining and enhancing Swansea's natural resources and biodiversity, to monitor delivery of Council commitments, and ensure there is an ongoing conversation between scrutiny and the executive on performance.

However, we also identify topics either for in-depth Inquiry or light-touch Working Groups. Our inquiry will look at Procurement, which will focus on what the Council is doing to ensure it procures locally, ethically, and greenly while being cost effective and transparent in its practices.

In terms of one-off Working Groups, we have already looked at the Council's preparedness for Brexit. Other topics will include a look at: Staff Health & Well-being, Road Safety, and Digital Inclusion.

Lead Scrutiny Councillors

I want to thank all of the councillors who lead or participate in scrutiny, and we are keen to explore and address any barriers to participation that may exist. Councillors leading different parts of this year's Scrutiny Work Programme are:

Procurement Inquiry Panel	- Cllr. Chris Holley
Adult Services Performance Panel	- Cllr. Peter Black
Child & Family Services Performance Panel	- Cllr. Paxton Hood-Williams
Development & Regeneration Performance Panel	- Cllr. Jeff Jones
Education Performance Panel	- Cllr. Lyndon Jones
Natural Environment Performance Panel	- Cllr. Peter Jones
Public Services Board Performance Panel	- Chair of Scrutiny Programme Committee
Service Improvement & Finance Performance Panel	- Cllr. Chris Holley
Brexit Working Group	- Cllr. Peter Jones
Staff Health & Well-being Working Group	- Cllr. Cyril Anderson
Road Safety Working Group	- Cllr. Steve Gallagher
Digital Inclusion Working Group	- Cllr. Lesley Walton

Annual Report published

Looking back at 2018/19, I was proud to present our second Scrutiny Annual Report of this Council term to Council (Oct). The report reflected 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. It 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.

Picking Up Public Concerns

Following a public request for scrutiny we agreed to convene a meeting to look at concerns about urban gulls and nuisance. A meeting of the Natural Environment Performance Panel was held on 22 October to listen to these concerns, and consider different perspectives on the issue including the Council's position, and views from the RSPB. The Panel will be writing to the Cabinet Member for Environment & Infrastructure Management, Cllr. Mark Thomas, with its views and recommendations that could help to address the problem, including actions to discourage public feeding and improve food waste storage and disposal. Even with a work programme agreed requests for scrutiny from any scrutiny councillor or member of the public can be made throughout the year. I will consider any issue raised and, with the committee's agreement, determine how best scrutiny can deal with it to make a 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:

Web: www.swansea.gov.uk/scrutiny

Twitter: @swanseascrutiny

Email: scrutiny@swansea.gov.uk

Blog: www.swanseascrutiny.co.uk

Agenda Item 10



Report of the Chair

Scrutiny Programme Committee – 11 November 2019

Scrutiny Work Programme 2019/20

Purpose	This report presents the agreed Scrutiny Work Programme for 2019/20, which the Committee is responsible for monitoring.
Content	The agreed work programme is attached, which shows the topics that will be examined by scrutiny through various Panels and Working Groups. A plan for future committee meetings is also attached.
Councillors are being asked to	<ul style="list-style-type: none">• plan for the committee meetings ahead• consider opportunities for pre-decision scrutiny• review the scrutiny work programme (including progress of current Panels and Working Groups)
Lead Councillor	Councillor Mary Jones, Chair of the Scrutiny Programme Committee
Lead Officer	Tracey Meredith, Chief Legal Officer
Report Author	Brij Madahar, Scrutiny Team Leader Tel: 01792 637257 E-mail: brij.madahar@swansea.gov.uk
Legal Officer:	Debbie Smith
Finance Officer:	Amanda Thomas

1. Introduction

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

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

1.3 The broad aim of the scrutiny function is to:

- help improve services
- provide an effective challenge to the executive
- engage members in the development of policies, strategies and plans

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

It also needs to be:

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

2. Scrutiny Work Programme 2019/20

- 2.1 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 meetings are:

18 November (special meeting):

- Pre-decision Scrutiny of Cabinet Report: Housing Commissioning Review Option Appraisal

9 December:

- Cabinet Member Question Session: Cabinet Member for Care, Health & Ageing Well - Cllr Mark Child

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

- Activities to Promote Independence & Aging Well
- Adult Social Services Modernisation
- Assessment / Care Management
- Elderly Care
- Healthy City Partnership
- Integration of Health & Social Care
- Joint Equipment
- Leader's Representative on West Glamorgan RPB
- Learning Disability
- Local Area Coordination Implementation - Lead
- Mental Health
- Physical & Sensory Impairments
- Safeguarding
- Supporting People
- Wellbeing

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.

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.

In Progress / Planned	Completed (follow up stage)
1. Equalities (final report was presented to Cabinet 19 Sep – response awaited) 2. Procurement (initial meeting held on 24 Oct)	1. Regional Working (meeting held on 15 Oct 2019) 2. Natural Environment (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):

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

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

2.5 Working Groups:

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

1. Brexit (meeting was held on 23 Sep) 2. Staff Health & Wellbeing	3. Road Safety 4. Digital Inclusion
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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. **Public Requests for Scrutiny / Councillor Calls for Action**

4.1 None.

5. Financial Implications

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

6. Legal Implications

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

Background papers: None

Appendices:

Appendix 1: Agreed Scrutiny Work Programme 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

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

Agreed Scrutiny Work Programme 2019/20

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

Scrutiny Programme Committee – Work Plan 2019/20

Standing / Recurring Agenda Items:

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

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

ACTIVITY	18 November 2019*	9 December 2019	13 January 2020	10 February 2020	9 March 2020	20 April 2020	11 May 2020
Scrutiny Work Programme							<ul style="list-style-type: none"> • Annual Work Programme Review • Progress on Scrutiny Improvement Objectives
Cabinet Member Question & Answer Sessions		Care, Health & Ageing Well	Economy & Strategy (Leader)	Environment & Infrastructure Management	Investment, Regeneration & Tourism	Better Communities (People and Place)	Delivery
Other Cabinet Member / Officer Reports			Children & Young People's Rights Scheme – Compliance and Progress				
Scrutiny Performance Panel Progress Reports		Development & Regeneration	Service Improvement & Finance	Adult Services	Education	Natural Environment	Public Services Board
Pre-decision Scrutiny	Housing Commissioning Review Option Appraisal Report						
Final Scrutiny Inquiry Reports							
Scrutiny Reports to Council				Scrutiny Dispatches Impact Report			Scrutiny Dispatches Impact Report

* denotes extra meeting

To Be Arranged:

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

Specific Recurring Reports to Committee:

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

Appendix 3 – Cabinet Forward Plan 2019-20

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Award of Contract for Principal Contractor for the Hafod Morfa Powerhouse and Outbuildings Redevelopment Project.	Following the tender exercise and evaluation to source an appropriately skilled and experience Principal Contractor for the Hafod Morfa Powerhouse and Outbuildings Re-development, the report will be seeking approval of the winning tenderer.	Tracy Nichols	Cabinet Member - Investment, Regeneration & Tourism	Cabinet	21 Nov 2019	Fully exempt
City Centre Marketing of Strategic Sites Joint Venture Opportunity and FPR7.	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
Housing Service Commissioning Review Findings.	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 2019-20

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Revenue and Capital Budget Monitoring 2nd Quarter 2019/20.	To note any significant variations from the agreed budget 2019/20 and savings plan and the actions planned to achieve a balanced budget.	Ben Smith	Cabinet Member - Economy and Strategy (Leader)	Cabinet	21 Nov 2019	Open
Scrutiny Inquiry into Equalities – Cabinet Member Response.	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
Scrutiny Inquiry on Tourism - Cabinet Member Response and Action Plan.	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
Statutory Compliance Strategy.	The report sets out the way in which all buildings under the control of Swansea Council comply with appropriate statutory, regulatory and corporate standards.	Geoff Bacon	Cabinet Member - Homes, Energy & Service Transformation (Joint-Interim Deputy Leader), Cabinet Member - Delivery & Performance (Joint-Interim Deputy Leader)	Cabinet	21 Nov 2019	Open

Appendix 3 – Cabinet Forward Plan 2019-20

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Swansea Central Phase 1 – Final Delivery Report.</p>	<p>The report provides a business case for Swansea Central Phase 1 demonstrating the economic and social benefits of the scheme and its ability to stimulate further inward investment and regeneration in Swansea city centre to help meet the Corporate Priority of Transforming our Economy & Infrastructure. Stage 4 designs will be presented.</p> <p>The report will seek authority for the capital funding to enter into the building contract with the main contractor to deliver the scheme together with approval of revenue budget for ongoing operation and maintenance.</p> <p>Part of the report will need to be in camera as the construction figures will be a confidential negotiation with the contractor.</p>	<p>Huw Mowbray</p>	<p>Cabinet Member - Investment, Regeneration & Tourism</p>	<p>Cabinet</p>	<p>21 Nov 2019</p>	<p>Fully exempt</p>

Appendix 3 – Cabinet Forward Plan 2019-20

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Annual Review of Charges (Social Services) 2019/20.	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
Environment (Wales) Act – Section 6 Biodiversity Duty Report to Welsh Government, December 2019.	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 2019-20

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Foreshore Sites - Public Consultation and Procurement Responses Summary and Next Steps.</p>	<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>	<p>Geoff Bacon</p>	<p>Cabinet Member - Resilience & Strategic Collaboration, Cabinet Member - Economy and Strategy (Leader), Cabinet Member - Investment, Regeneration & Tourism</p>	<p>Cabinet</p>	<p>12 Dec 2019</p>	<p>Fully exempt</p>
<p>Management Update and Option Report for Swansea Airport.</p>	<p>Update report following recent Civil Aviation Authority inspection and temporary suspension of operating licence. Report to include future appraisal options for ownership and management.</p>	<p>Geoff Bacon</p>	<p>Cabinet Member - Delivery & Performance (Joint-Interim Deputy Leader)</p>	<p>Cabinet</p>	<p>12 Dec 2019</p>	<p>Fully exempt</p>

Appendix 3 – Cabinet Forward Plan 2019-20

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Quarter 2 2019/20 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the second quarter period July 2019 – September 2019.	Richard Rowlands	Cabinet Member - Resilience & Strategic Collaboration	Cabinet	12 Dec 2019	Open
Sustainable Swansea - Fit for the Future: Budget Proposals 2020/21 – 2023/24.	To consider budget proposals for 2020/21 to 2023/24 as part of the Council's Budget Strategy Sustainable Swansea - fit for the future. To enable consultation to take place with residents, employees, partners and other interested parties.	Lee Morgan (Procurement), Ben Smith	Cabinet Member - Economy and Strategy (Leader), Cabinet Member - Homes, Energy & Service Transformation (Joint-Interim Deputy Leader)	Cabinet	12 Dec 2019	Open

Appendix 3 – Cabinet Forward Plan 2019-20

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Contract Award and Capital Programme Authorisation for the Extension and Remodelling of Y G Gŵyr.</p>	<p>This project is part of Band B of the 21st Century Schools Programme and if approved will be jointly funded by Welsh Government and Swansea Council.</p> <p>The project provides for the extension and remodelling of the current Y G Gwyr school site enabling an increase in capacity of the school so that it can accommodate 1273 pupils and meet the current and projected demand.</p> <p>The project is subject to full business case approval by Welsh Government.</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> <p>The report will be subject to finalisation prior to a Special Cabinet on the 23 January once the tender process has been conducted in accordance with the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules.</p> <p>A Special Cabinet is required to enable Cabinet to approve the award of contract and commitment to the capital programme, at the earliest opportunity and to avoid any avoidable delay in the delivery of the project.</p>	<p>Nicola Jones</p>	<p>Cabinet Member - Education Improvement, Learning & Skills</p>	<p>Cabinet</p>	<p>23 Jan 2020</p>	<p>Open</p>

Appendix 3 – Cabinet Forward Plan 2019-20

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
<p>Contract Award and Capital Programme Authorisation for the New Build Replacement of YGG Tirdeunaw.</p>	<p>This project is part of Band B of the 21st Century Schools Programme and if approved will be jointly funded by Welsh Government and Swansea Council.</p> <p>Following a statutory consultation process in March 2019 Cabinet approved that the capacity of YGG Tirdeunaw increases to 525 plus nursery in a new build school at in a new build school at the YGG Bryn Tawe site, off Heol Gwytrosydd.</p> <p>The project is subject to full business case approval by Welsh Government.</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> <p>The report will be subject to finalisation prior to a Special Cabinet on the 23 January once the tender process has been conducted in accordance with the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules.</p> <p>A Special Cabinet is required to enable Cabinet to approve the award of contract and commitment to the capital programme, at the earliest opportunity and to avoid any avoidable delay in the delivery of the project.</p>	<p>Alayne Smith</p>	<p>Cabinet Member - Education Improvement, Learning & Skills</p>	<p>Cabinet</p>	<p>23 Jan 2020</p>	<p>Open</p>

Appendix 3 – Cabinet Forward Plan 2019-20

Report Title	Report Summary	Report Author	Portfolio	Decision to be taken by	Date of Expected Decision	Exempt Details
Annual Review - Corporate Plan 2020/22.	To publish a refreshed Corporate Plan 2020/22 following an annual review as set out within the Well-Being of Future Generations (Wales) Act 2015 and statutory guidance relating to Public Bodies.	Richard Rowlands	Cabinet Member - Delivery & Performance (Joint-Interim Deputy Leader)	Cabinet	19 Mar 2020	Open
Quarter 3 2019/20 Performance Monitoring Report.	To report the performance indicator results and summarise the Council's performance meetings its priorities for the third quarter period October 2019 – December 2019.	Richard Rowlands	Cabinet Member - Resilience & Strategic Collaboration	Cabinet	19 Mar 2020	Open

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

Activity / Month	JUN 2019	JUL	AUG	SEP	OCT	NOV	DEC	JAN 2020	FEB	MAR	APR	MAY
Staff Health & Well-being 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												
Road Safety 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												
Digital Inclusion Lead Scrutiny Councillor: Lesley Walton Lead Scrutiny Officer: Liz Jordan Lead Cabinet Member: Andrew Stevens Lead CMT: Sarah Caulkin Lead Head of Service: Jo Harley												
REGIONAL SCRUTINY:												
ERW - Education through Regional Working (bi-annual) Lead Scrutiny Councillors: Lyndon Jones / Cyril Anderson Lead Scrutiny Officer: Michelle Roberts Lead ERW: Andi Morgan 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

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

* denotes extra meeting

Progress Report – Current Scrutiny Panels and Working Groups

1. Inquiry Panels:

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

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

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

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

The final report produced by the Inquiry Panel was presented to Cabinet on 19 September. A response to the recommendations is expected to be reported to Cabinet within two months. It is currently scheduled for cabinet meeting on 21 November.

Projected End Date: Complete

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

Key Question: What is the Council doing to ensure it procures locally, ethically, and greenly while being cost effective and transparent in its practices?

Progress Bar:

Planning				Evidence Gathering				Draft Final Report			

The Procurement Pre-Inquiry Working Group met on the 24 October and involved an overview / briefing on the subject matter. This helped Councillors to be informed about how scrutiny can contribute to improvement and the focus, scale and direction of any inquiry. The Panel agreed to undertake an inquiry and the Terms of Reference were discussed. The inquiry will start evidence gathering Feb 2020 and this will 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 may 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 COMPLETE
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 21 October looked at the review of revenue reserves, recycling and Landfill Annual Report and the Quarter 1 performance monitoring report. The next meeting in December will look at a budget update ahead of proposals, the mid-year budget statement for 2019/20, Quarter 2 budget monitoring 2019/20 and the planning annual performance report along with the response a Wales Audit Office report.

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

This Panel meets every month. In October the Panel met with the Headteacher, Chair of Governors and Challenge Advisor for Penclawdd Primary School to discuss their improvement journey. At the next meeting on 14 November the Panel will discuss the National Mission and New Curriculum for Wales and the Healthy Schools Initiative.

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

This Panel meets every month. The Panel last met on 29 October and discussed the Commissioning of Residential Care and the Performance Monitoring Report for August/September 2019, and also received an update on the Adult Services Transformation Programme. The meeting on 19 November will look at the Telecare and Community Alarms mini commissioning review and Workforce Development and receive a briefing on Carers Assessments.

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

This Panel meets every two months. A progress report appears separately in the agenda as Item No. 8.

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

This Panel meets every two months. The Panel will next meet on 18 November for the usual dashboard update and progress on these projects. The Panel is also planning to undertake pre-decision scrutiny on the cabinet report on FPR7 for Swansea Central Phase 1, which is scheduled for Cabinet on 21 November. The Service Improvement & Finance Panel will be invited to the meeting for this item, for joint input.

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

This Panel meets quarterly. The Panel held a special meeting on 22 October in order to deal with a public request for scrutiny on urban gull nuisance. The Panel will meet again on 16 December to focus on Weed Management, and Local Flood Risk Management.

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

This Panel meets twice yearly. The Panel will focus on action plans associated with Public Services Board objectives, progress and outcomes. The next meeting takes place on 4 December, and will be held at St Teilo's Community Cwtch, in Portmead. The meeting will focus on the Early Years and Live Well, Age Well objectives, and plan to hear from Council and Local Health Board leads.

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 28 October in Swansea to continue its City Deal Programme monitoring but also discuss local projects for Swansea (Digital Village; Digital Square) with the Leader of the Council, Cllr. Rob Stewart. The Committee will meet again on 15 January.

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 was sent to the Cabinet Member for Economy & Strategy with the thoughts of the Working Group and a response has been received – included in the Committee's agenda under Item 12.

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)

Agenda Item 11



Report of the Chair

Scrutiny Programme Committee – 11 November 2019

Scrutiny Letters

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

1. Introduction

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

2. Reporting of Letters

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

3. Letters Log

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

	Activity	Meeting Date	Correspondence
a	Committee (Q & A Session)	12 Aug	Letter to / from Cabinet Member for Resilience & Strategic Collaboration (formerly Business Transformation & Performance)
b	Committee (Pre-decision scrutiny – Enterprise Resource	9 Sep	Letter to / from Cabinet Member for Resilience & Strategic Collaboration

	Planning System)		(formerly Business Transformation & Performance)
c	Committee (Q & A Session)	9 Sep	Letter to / from Cabinet Member for Homes, Energy & Services Transformation (formerly Homes & Energy)
d	Brexit Working Group	23 Sep	Letter to / from Leader of the Council / Cabinet Member for Economy and Strategy

3.3 Key Points:

- 3.3.1 Brexit Working Group (convener Cllr Peter Jones) - A meeting of the Working Group was held on 23 September. The Panel discussed the Council's preparations for Brexit and resilience, and heard from the Leader of the Council, Cllr Rob Stewart, the Deputy Chief Executive, and a number of officers represented on the Council's Brexit Steering Group.

The Working Group was satisfied that the Council is as prepared as it can be, and working closely with the Welsh Government and Welsh Local Government Association. Members however shared some concerns and issues for the Council to consider, e.g. the need to ensure clear messages to the public to address any misunderstand about impacts, and avoid any anxiety such as panic buying (food, fuel, medicines etc), uncertainty around funding support for Councils to prepare for Brexit, and potential opportunities that Brexit may present e.g. for the port of Swansea.

Whilst it is still unknown when Brexit will happen and what form it will take the Working Group recommends to the Committee to that a follow up meeting of the Working Group is held post Brexit, when the impact(s) is likely to be clearer. **The Committee should consider this request.**

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): 20 (target within 21 days) % responses within target: 76

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		n/a	n/a
17	Development & Regeneration Performance Panel	17-Jul	WAO - LG services to rural communities - Lesley Griffiths	Investment, Regeneration & Tourism	20-Aug		n/a	n/a
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	15-Oct	41	n/a
23	Committee	12-Aug	Cabinet Member Q & A Session	Business Transformation & Performance (Deputy Leader)	09-Sep	08-Oct	29	11-Nov
24	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

25	Adult Services Performance Panel	20-Aug	Outcomes of re-procurement process - domiciliary care and respite at home	Care, Health & Ageing Well	09-Sep	07-Oct	28	n/a
26	Committee	09-Sep	Pre-decision Scrutiny: Enterprise Resource Planning System	Business Transformation & Performance (Deputy Leader)	11-Sep	08-Oct	27	11-Nov
27	Service Improvement & Finance Performance Panel	16-Sep	Charges	Business Transformation & Performance (Deputy Leader)	24-Sep	15-Oct	21	n/a
28	Child & Family Services Performance Panel	28-Aug	Performance Monitoring, Feedback on CIW Inspection Report and CIW Performance Review and Letter	Children Services - Early Years	30-Sep			
29	Schools Performance Panel	12-Sep	Elective Home Education and performance of FSM pupils	Education Improvement, Learning & Skills	01-Oct	15-Oct	14	n/a
30	Service Improvement & Finance Performance Panel	16-Sep	Archive Service	Investment, Regeneration & Tourism	01-Oct	14-Oct	13	n/a
31	Natural Environment Performance Panel	25-Sep	Natural Environment Overview	Delivery & Performance	04-Oct	22-Oct	18	n/a
32	Natural Environment Performance Panel	25-Sep	Letter to WG (Lesley Griffiths) - Funding for NE issues and penalties in legislation	Delivery & Performance	04-Oct	25-Oct	n/a	n/a
33	Brexit Working Group	23-Sep	Council's preparedness for Brexit	Economy & Strategy (Leader)	08-Oct	22-Oct	14	11-Nov

34	Adult Services Performance Panel	24-Sep	Supported Living Developments and Procurement Practice and Assurance	Care, Health & Ageing Well	14-Oct			
35	Committee	09-Sep	Cabinet Member Q & A Session	Homes, Energy & Service Transformation	16-Oct	29-Oct	13	11-Nov
36	Adult Services Performance Panel	24-Sep	Follow up letter on Supported Living Developments	Care, Health & Ageing Well	21-Oct			
37	ERW Scrutiny Cllr Group	23-Sep	Regional Scrutiny of ERW	Education Improvement, Learning & Skills	22-Oct		n/a	n/a
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**To/
Councillor Clive Lloyd
Cabinet Member for Business
Transformation & Performance**

BY EMAIL

cc Cabinet Members

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SPC/2019-20/4

09 September 2019

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member following the meeting of the Committee on 12 August 2019. It is about Portfolio Responsibilities, Universal Review of Council Land, Pension Fund, Corporate Plan – Natural Resources & Biodiversity, Commissioning Reviews, Community Safety, Agile Working, Strategic Estates & Property Management, Financial Services and Loss of Community Banking Services.

Dear Councillor Lloyd,

Cabinet Member Question Session – 12 August

Thank you for attending the Scrutiny Programme Committee on 12 August 2019 and answering questions on your work as Deputy Leader / Cabinet Member for Business Transformation & Performance.

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, and share the views of the Committee, and highlight any outstanding issues / actions for your response. The main issues are summarised below:

OVERVIEW & SCRUTINY / TROSOLWG A CHRAFFU
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Portfolio Responsibilities

You highlighted two key areas that you have taken on lead responsibility for: Public Services Board (PSB) and Community Safety.

We noted that the Council have taken over the chairing of the PSB following Andrew Davies stepping down from his role as Chair of the Local Health Board. You confirmed that you have been tasked by the Leader to Chair the PSB (having been vice-chair last year), and spoke about the developing the PSB following a governance review and its role in tackling priorities. You reported that one of the key changes focuses on placing the four Local Well-being Objectives at the heart of the PSB, each co-ordinated by a Statutory Member accountable for its delivery.

On Community Safety you updated the Committee on the Critical Incident Task & Finish Group which has been established to address issues and concerns on the High Street, primarily to ensure there is strategic oversight in addressing the issues. These issues included anti-social behaviour, substance misuse / county lines, sexual exploitation. However, you felt positive about the future of the High Street and highlighted the investment and regeneration that has happened in recent years and lay ahead. In contrast to recent negative press reports you informed the Committee that High Street had been shortlisted for a national award for best High Street in the UK, following a submission by Swansea BID.

As lead for both the PSB and Community Safety you placed emphasis on improving partnership working and felt that there would now be an overarching link between the PSB and Community Safety to help ensure swifter action in tackling the big issues, including the High Street. We welcomed this linkage and efforts to develop multi-agency working.

Universal Review of Council Land

You were asked from the public gallery a number of questions in respect of progress with the Universal Review of Council land and potential areas of land for disposal. This matter had been referred to in correspondence between the Committee and yourself following the previous Q & A Session.

The questions focussed on the following: -

- Date of the Universal Review and whether this is accessible to the public?
- How much surplus land in acres was identified in 2016/2017, 2017/2018 and 2018/2019?
- The efforts that have been made to market surplus land?
- What is the percentage of surplus land that had been sold and amount remaining?

You stated that you would provide a full response in writing to the member of the public, and it would be helpful to have sight of your response.

We noted that you were keen to highlight that revenue was also being generated from acquisitions / investments.

Pension Fund

We followed up on previous discussion about progress with the divestment of the Council's Pension Fund from fossil fuel companies. We were aware of the commitment made by the Pension Fund Committee, towards a 50% reduction in such investment by 2023, but Committee Members were keen to ask about timescales and whether the pace of divestment needed to be faster, given declared climate emergency, including the need to give consideration to total divestment. We asked whether the Pension Fund Committee would be reviewing its position.

It was clear that you understood the issues, and acknowledged the need for divestment, given investment in carbon-based fossil fuels was not sustainable in the long-term. Furthermore, you stated that the level of current investment in fossil fuel companies has been established to be below national average and action has been taken to progress investment into low-carbon investment funds, and there is work in progress to assess alternative investments, to ensure the best sustainable financial return for members of the Pension Fund over the long term.

You stressed that progress here was relatively advanced when comparing with others, however the Pension Fund Committee would keep its commitment under review. You added that even full divestment would need to consider that fact that all businesses carry some carbon footprint, so you argued that stakeholder engagement around environment-friendly practice and cultural change was important as the first strategy with divestment following if necessary.

Corporate Plan – Natural Resources & Biodiversity

As lead for performance management and improvement, we asked about progress in developing suitable and robust performance indicators that would enable the Council to measure and monitor its progress against the new corporate priority / well-being objective in relation to Natural Resources and Biodiversity. This is clearly important to our new Natural Environment Scrutiny Performance Panel who will be monitoring and assessing Council activities and performance in this key area.

You reported that it is challenging to fully, and quantitatively, measure the Council's contribution to improving environmental well-being through the new Corporate Well-being Objective, and is work in progress. However, we heard that officers have identified a small number of measures as a starting point,

which have the potential for integration into the suite of corporate performance indicators and reported on within the regular monitoring reports to Cabinet. We noted that measures focused on issues such as emissions / carbon reduction, waste for reuse / recycling, tree / wildflower planting, air / water quality. However, you highlighted it was an area that would depend on qualitative, not only quantitative, data to assess performance, impact and difference made. So performance reports will benefit from a narrative to explain how well the Council is delivering on its commitment. You told us that work will continue to explore further data development opportunities during 2019/20.

Commissioning Reviews

The Committee asked about your specific role, responsibility and involvement in the various Commissioning Reviews that the Council has carried out, and future programme of reviews.

We understood that Commissioning Reviews were a vital part of the overall Sustainable Swansea – Fit for the Future Programme, with the need to review the effectiveness, efficiency, and competitiveness of services and explore with an open mind new models of delivery. Your particular concern was around the quality, consistency and timeliness of the Commissioning Review process, and ensuring adherence to the principles. You indicated that you oversee the whole programme and have attended most scrutiny meetings, at which final Commissioning Review reports have been discussed, along with the Cabinet Member(s) responsible for the particular service(s) in question.

Noting that there have been 17 Commissioning Reviews we are interested in the costs and benefits of these reviews. We look forward to your next update report to the Committee on progress with the implementation of service changes following Commissioning Reviews and outcomes (last provided in December 2018). You quoted a figure of £30m as savings that have been derived. You also referred to reviews that have shown our services to be more cost effective and competitive than the private sector e.g. Corporate Building Services and Cleaning Services, with the ability to deliver savings through a degree of service reform. In contrast there was some services, such as Leisure Centres, that would benefit from external management with the ability to access grants. You stressed that the Commissioning Review process and cost of undertaking reviews were managed in-house, the majority of which was the time commitment of relevant officers involved.

Community Safety

High Street

Further to our discussion on the issues, challenges, and actions to tackle the problems on High Street, we asked you to confirm the membership of the Critical Incident Task & Finish Group, which you undertook to provide.

CCTV Review

You reported that a CCTV review and option appraisal paper is being prepared, as the current system will be obsolete within 18-36 months, and no longer maintained. You highlighted that this was a resilience issue as the current system dated back the late 1990s, and has a limited lifespan. Whilst you recognised there was an element of risk you were confident about actions in place to consider options and replace the system in good time. You stated that this needed to be considered as part of the wider city centre regeneration project, and was a timely opportunity to integrate new CCTV coverage with the re-development and digital strategy for the city centre, taking advantage of new technology.

National Serious Violence Strategy

You reported on the need for the Council to consider its role in supporting the National Serious Violence Strategy and the establishment of a Violence Reduction Unit in Wales. We noted that Swansea has been identified as one of five violent crime hotspots. You stated that you would pick this up with the Safer Swansea Partnership, as the Council's lead member.

Safety of Children around Schools

We were asked by a councillor not on the Committee to question you on safety around schools. Whilst something perhaps more appropriate to raise with the Cabinet Member for Education, Learning & Skills, you talked about the Council's consultation and engagement with children and young people. You referred to 'Big Conversation' events, which are now well established, and Swansea's Pupil Voice Forum, in order to hear directly from children about how they feel and the issues which matter to them, including risks from a community safety standpoint. You acknowledged that children have, though such forums, raised concerns about bullying, safety on-line, respect/homophobia, healthy relationships, substance misuse, and personal safety. You stated that these were issues which the Council's youth support services, which are integrated with Child & Family Services, were helping to tackle. You also mentioned the work carried out in schools and the Police schools' programme to help build links and the develop the relationship.

Agile Working

We wanted to check your assessment of the agile working rollout programme and its success, and whether all staff were happy with new working arrangements.

You reported that the roll out of agile and mobile working has been a key focus over the past year. We noted that the transition to enable staff to work more flexibly is ongoing and is being rolled out to the Guildhall at end of the year. You stated that the programme has helped release significant space which has facilitated partnership working and income generation. In addition, staff are able to work more effectively reducing the need for business travel to meetings and reducing commuting to work, leading to positive impacts on carbon emissions, work life balance and finance.

You explained that agile working was part and parcel of the estates strategy and review of office space, and reducing costs. At the same time, providing staff with opportunities to work more flexibly. The roll out of agile and mobile working has also been supported by the digital roll out of Office 365.

You felt that most members of staff have welcomed agile working. You pointed out that agile working would not necessarily be appropriate for all officers, as there were some services that were more rigid and need to be delivered from a fixed location. Where agile working was in practice, you assured the Committee that managers would ensure this is being managed responsibly with regular team interaction maintained.

In terms of financial benefits from released accommodation in the Civic Centre, you reported that income has been generated from renting to Swansea University and the Local Health Board, as they have been interested in short-term office space. You reported that with the planned further release of accommodation, the potential annual income is estimated at around £500,000.

Strategic Estates & Property Management

You reported that there have been major successes in terms of investment acquisitions generating in excess of £600,000 per annum. You pointed out that current low rate borrowing has enabled the Council to borrow for acquisitions / investments that will generate significant returns, and provide an additional income stream for the Council. This was something, you told the Committee, that has been a successful strategy in other local authorities.

We noted the intention to report to Cabinet on Prior Information Notice (PIN) responses for potential joint venture development. There was some concern amongst Committee Members that there has been little progress in relation to the setting up of a Council Working Group to discuss the future of the Home Farm Site located within Singleton Park. It was agreed by Council at the end of June that the Leader would set up the cross party group to consider viable options for the repurposing of the Home Farm Depot with report to Cabinet within the next 6 months. However, you assured us that nothing would be progressed in relation to the Home Farm site without the input of the Working Group, which will be set up.

With regard to the Public Interest Notices on Seafront Development, you confirmed that the West Cross Inn site was removed from the list of sites following public feedback.

Financial Services

You reported that the Minimum Revenue Provision (MRP) Policy Statement Review has been successfully delivered - responding to a change from regulation to guidance on how local authorities account for capital expenditure on assets with a life expectancy of over one year. We noted that the Well-being of Future Generations Act was explicitly considered as a material factor influencing this change in policy. The adoption of 'prudent annual charge' will reduce the historic liability on future generations and generate short term savings. For the 2018/19 financial year and for the period of the Medium Term Financial Plan 2019/20 to 2022/23, revenue savings of circa £2.7 million per annum are projected. It should be clarified however that this will be repaid in due course, therefore not in essence savings but a short term reduction in payments that will be offset by an increase in payments over the longer term – which means over the term there will be nil cost and nil saving.

You told the Committee that the Council has undertaken substantial borrowing to lock in at historically low rates of interest to protect future generations who will benefit from large scale planned capital investment. We were interested in the actual amount of Council borrowing, and whilst sharing an approximate figure you agreed to respond to in writing with the accurate information.

Loss of Community Banking Services

This was an issue raised by a councillor not on the Committee. We asked you to talk about what the Council could do to help to get some sort of financial banking services to come to the communities that have lost all their banks. Of course we understood that banks took commercial decisions, and whilst the authority and local councillors can lobby banks, the Council did not have any power to compel banks to retain facilities within communities. You focussed on the role and responsibility of the Council to ensure that its services are accessible to all, and where payments are necessary it is easy for people to do so, and referred to the Digital Inclusion Strategy that was being developed to support this.

We lamented the loss of community facilities including banks and post offices, and the erosion of face-to-face contact, particular for older people.

Your Response

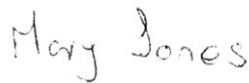
In your response we would welcome your comments on any of the issues raised in this letter. We would be grateful, however, if you could specifically refer to our request for you to:

- Ensure that the public questions put to you regarding the Universal Review of Council Land are responded to, and copied to us;
- Confirm the membership of the Critical Incident Task & Finish Group that has been established to address issues and concerns on the High Street; and
- Tell us about the exact amount of Council borrowing referred to in your report

Please provide the response to this and any other comments about our letter by 30 September. 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

Councillor Mary Jones
Chair, Scrutiny Programme Committee

Sent by email

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Our Ref: CL/JW
Your Ref:
Date: 8 October 2019

Dear Councillor Jones

Cabinet Member Question Session – 12 August 2019

Thank you very much for your questions at the Scrutiny Programme Committee on the 12th August. I have focused my answers on the key points raised.

With regard to questions asked from the public gallery in respect of progress with the Universal Review of Council land and potential areas of land for disposal.

- Date of the Universal Review and whether this is accessible to the public? The Universal Review started in 2009/10. The work is not held in a format which is accessible to the public as there are numerous files and information held in various formats and locations. This involved all officers in the asset management team, collating and analysing site information, and pulling together recommendations in respect of sites.
- How much surplus land in acres was identified in 2016/2017, 2017/2018 and 2018/2019? It is not possible to provide a response to this question in the format requested.
- The efforts that have been made to market surplus land? In the majority of instances marketing of surplus land is via external agents who are appointed following a procurement process and who satisfy the Council's ambition to have widest possible exposure of surplus sites to the market (either by private treaty or via auction). In many instances the process can be quite lengthy given the need to involve planning colleagues to determine the most valuable or practical use of land to ensure that the Council meets its obligations in respect of best value.
- What is the percentage of surplus land that had been sold and amount remaining? It is not possible to provide a response to this question in the format requested.

Page 2

- Revenue is also being generated from acquisitions / investments. To date, the authority has acquired three commercial property investments which generate an additional revenue for the authority of £628,200 p.a (exc. of existing ground rents). Breakdown is below:-
 - - DHL – The property has a total floor area of approximately 4,000 sq. m (43,000 sq. ft.) and an overall plot size of circa 4.5 acres. The trade depot is located in the Enterprise Park. Income is £123,200 (exc. ground rent). Purchase price was £900,000 which reflects a 13.5% NIY.
 - NCP Kingsway & Orchard Street – Kingsway consists of 328 spaces on a total site area of 0.60 Acres. Orchard Street consists of 512 spaces on a total site area of 0.81 Acres. Both car parks are located in Swansea City Centre. Combined revenue is £505,000 (exc. ground rents). Total purchase price was £6,915,000 reflecting 7% NIY.

With regard to the Critical Incident Task & Finish Group, good progress is being made, membership includes:

- Local Authority – key service area leads where appropriate
- South Wales Police
- Swansea Bay University Health Board
- Mid & West Wales Fire & Rescue Service
- 3rd Sector organisations i.e. Barod; Wallich; Women’s Aid
- Registered Social Landlords
- Swansea University
- University of Wales Trinity St. David
- British Transport Police
- BID
- Nominated Community representation
- Deputy Leader/Ward Councillors
- Other members as required / identified

On the question relating to Pensions - our advanced position has now been suitably recognised by the Council winning the UK wide award for Best Approach to Sustainable Investing strategy in the LAPF 2019 awards, as announced at Council in September. I look forward to officers receiving the award at October Council.

With regard to Council borrowing, the exact amount of borrowing is set out in the annual report on Treasury Management, which was reported fully to Council in September.

Yours sincerely



**COUNCILLOR CLIVE LLOYD
CABINET MEMBER FOR RESILIENCE
& STRATEGIC COLLABORATION**



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

BY EMAIL

cc: Cabinet Members

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SPC/2019-20/5

11 September 2019

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member for Business Transformation & Performance following the meeting of the Committee on 9 September 2019. It is about a proposed cabinet decision on the Enterprise Resource Planning (ERP) System.

Dear Councillor Lloyd,

**Pre-decision Scrutiny of Cabinet Report:
Enterprise Resources Planning (ERP) System**

The Scrutiny Programme Committee met on 9 September to consider the report that you intend to present to Cabinet on 19 September, and give a view on the proposed decision. We thank you and relevant officers for engaging with scrutiny councillors on this matter and inviting a view from the Committee prior to decision-making.

Your report concerns the need to upgrade the Council's existing Oracle system, which is responsible for back office processes across the whole Council, and therefore, in your words, the lifeblood of the organisation. You reported that the system will not be supported from November 2020 and will not receive regular updates and patches as it does now, which increases the risk of cyber-attacks and potential data theft. Furthermore, we noted that the system will be completely obsolete by December 2021. The Committee understood that this clearly presented a risk to the operation of key Council functions, including accounting, procurement, and payroll systems. Clearly doing nothing was not an option.

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You explained to the Committee the approach taken to identify suitable options to upgrade the system, and rationale for recommending a move to Oracle Cloud following due diligence, taking into account Council resources, which you told us was both cheaper and more advantageous than upgrading to the next version of Oracle (version R12.2). In your view Oracle Cloud will deliver everything the Council already does whilst significantly improving and transforming processes, and provide better resilience for the Council and support for business continuity. You added that a move to Oracle Cloud will put the Council in an advantageous position compared with other regional partners. Given the regionalisation agenda there would be an opportunity for Swansea to run the back office functions of other public bodies and potentially sell consultancy services given staff knowledge and experience.

We noted, however, that the move to Oracle Cloud is a large programme that will involve significant technical and service resources over the implementation period, which your report describes in detail, and outlines some urgency to proceed to allow enough time for procurement and backfill processes before the delivery / implementation programme starts in November. You reported that there would be a training requirement for staff to support the implementation as the look and feel and ways of working will be completely different. We also noted that there would be no scope to tailor the new system to around local processes but rather the organisation expected to adapt to the system. You felt that the customisable nature of the existing system has led to inefficient processes within the Council, involving manual workarounds. Your report shows the opportunities for change and service and subsequent efficiency and cashable savings from moving to Oracle Cloud.

The Committee would raise the following points as a 'critical friend' with Cabinet, which should be taken into account before committing the Council to this project.

Cabinet should:

- Consider its confidence in, and the shelf life of the new system. To what extent is it future-proof, e.g. integration with future AI (artificial intelligence) systems? Will the Council find itself needing to upgrade / move to a different system, at significant expense, in a few years' time?
- Fully understand the financial implications and revenue costs associated with the upgrade, which were unclear during the Committee discussion. There is no indication of what the revenue costs will be after 2021. We would expect that there will be an ongoing commitment for many years after that date and there should be some indication of this in the financial implications. Committee members also felt the one-off costs outlined in the report were confusing and could be clearer. There was some concern at the proposed use of the capital equalisation reserve. Members were under the impression that this reserve was allocated to cover the cost of the arena. What are the revenue implications for the Council if Cabinet is using this reserve for this ICT project instead?

- Satisfy itself about the projected / potential benefits (non-cashable and cashable) of the new system. Are they realistic? Councillors, like myself, can remember previous decisions to implement / upgrade the Oracle System and were understandably cautious about the benefits outlined in the report as there was some concern about the level of benefits / savings delivered by the existing system, which some years ago promised a similar transformation of the Council's operations. We would ask how are these benefits going to be monitored?
- Ask why a re-charging model, referred to in para. 5.1 of your report, has not already been explored given that cloud services are priced based on consumption. It is unclear what business processes will change and what they will look like following the move to Oracle Cloud and again reinforces the need for Cabinet to be realistic about the transformation opportunities, including the expectation of more sophisticated and streamlined processes. Cabinet should be aware of the budgetary impacts, including risk on the revenue budget, if ambitious savings targets are not realised. It should also consider whether there is going to be a financial impact to specific departments across the Council, e.g. arising from any re-charging model. There should be an idea of what the recharge system would look like with some example of costs per use.
- Be clear that cashable savings outlined in the report could include a reduction in staffing.
- Be clear that the Oracle Cloud data centre is based in the UK, not overseas, which will improve the Council's resilience / disaster recovery, business continuity, and reduce the physical server footprint within the Civic Centre that will also save energy.
- Check that new system requirements will be conducive to the growing number of Council staff working agile, and equally accessible whether working within Council offices or from home.

We intend to keep a watch on the upgrade and as well as following up with you when we see you next for Q & A Session we will call for a post-implementation report back in due course. e.g. after the first year of operation.

Finally, we welcome the early availability of this report to scrutiny ahead of the planned cabinet meeting and hope cabinet can facilitate similar opportunity of early engagement for future pre-decision scrutiny activity to give us more time to consider reports and allow our input to be more meaningful.

I will attend the Cabinet meeting on 19 September, assuming inclusion of your report in that agenda, to feedback the Committee's views as contained in this letter.

Your Response

We hope that you find the contents of this letter useful and would ask you to write back by 2 October to confirm the decision of Cabinet and response to the points and questions raised.

Yours sincerely,

Mary Jones

COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ cllr.mary.jones@swansea.gov.uk



Councillor Mary Jones
Chair, Scrutiny Programme Committee

Sent by email

Please ask for: Councillor Clive Lloyd
Direct Line: 01792 63 7443
E-Mail: cllr.clive.lloyd@swansea.gov.uk
Our Ref: CL/JW
Your Ref:
Date: 8 October 2019

Dear Councillor Jones

**Pre-decision Scrutiny of Cabinet Report:
Enterprise Resources Planning (ERP) System**

Thank you very much for your letter regarding the Enterprise Resource Planning (ERP) System and giving us time on the 9th September agenda.

I have addressed the questions raised individually below

Q1. Consider its confidence in, and the shelf life of the new system. To what extent is it future-proof, e.g. integration with future AI (artificial intelligence) systems? Will the Council find itself needing to upgrade / move to a different system, at significant expense, in a few years' time?

Oracle Fusion cloud is Oracle's flagship ERP. The cloud platform will replace all on-premise software packages as development is coalesced into a single, constantly maintained and managed platform. This platform would be expected to have a lifespan of at least 10-20 years. This approach to delivering services has only been in the market for approximately 5 years. Oracle cloud already uses Artificial Intelligence (machine learning) to improve processes within the system and will support emerging technology.

Q2. Fully understand the financial implications and revenue costs associated with the upgrade, which were unclear during the Committee discussion. There is no indication of what the revenue costs will be after 2021. We would expect that there will be an ongoing commitment for many years after that date and there should be some indication of this in the financial implications. Committee members also felt the one-off costs outlined in the report were confusing and could be clearer. There was some concern at the proposed use of the capital equalisation reserve. Members were under the impression that this reserve was allocated to cover the cost of the arena. What are the revenue implications for the Council if Cabinet is using this reserve for this ICT project instead?

The ongoing revenue cost for the system is £985k per annum as per the report. The Council already pays just under £655k for the existing version, which will be reallocated to funding the new cloud version. The council would enter into a five-year arrangement with Oracle providing consistent and predictable revenue costs over the term. The Council will constantly review the consumption of the platform to ensure the correct level of licensing is contracted. Ahead of the end of the next contract, there would be negotiations for future year steady costs.

The capital equalisation reserve was set up to equalise any capital expenditure. Whilst predominantly set up to provide cover for some of the city centre costs the S151 Officer has confirmed the sum is available, aided by the decision of Cabinet to recommend to Council adding a further £2.6m to the reserve, which will be reported to Council by the S151 Officer in his annual review of reserves in October. Equally the associated report on Agile and Mobile ICT equipment indicated a substantial sum of capital would be given up to enable overall capital spending to be maintained in line with that planned in the MTFP. As the MTFP makes clear however, the overall capital programme affordability itself remains heavily contingent on future revenue savings to afford the capital financing.

Q3. Satisfy itself about the projected / potential benefits (non-cashable and cashable) of the new system. Are they realistic? Councillors, like myself, can remember previous decisions to implement / upgrade the Oracle System and were understandably cautious about the benefits outlined in the report as there was some concern about the level of benefits / savings delivered by the existing system, which some years ago promised a similar transformation of the Council's operations. We would ask how are these benefits going to be monitored?

Realising and delivering the benefits will be the responsibility of the Board, comprising representatives from senior management across both Swansea and the implementation partner. Key staff will also be responsible and targeted with delivering the benefits. There are two project managers (one from Swansea and one from the implementation partner) and a programme manager who will be responsible for tracking and reporting on benefits realisation. A change manager will be employed to help with the transformation of processes within teams and the adoption of new technology.

Q4. Ask why a re-charging model, referred to in para. 5.1 of your report, has not already been explored given that cloud services are priced based on consumption. It is unclear what business processes will change and what they will look like following the move to Oracle Cloud and again reinforces the need for Cabinet to be realistic about the transformation opportunities, including the expectation of more sophisticated and streamlined processes. Cabinet should be aware of the budgetary impacts, including risk on the revenue budget, if ambitious savings targets are not realised. It should also consider whether there is going to be a financial impact to specific departments across the Council, e.g. arising from any re-charging model. There should be an idea of what the recharge system would look like with some example of costs per use.

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A recharging model prior to project implementation was not possible due to current processes needing to be re-engineered as part of the project implementation. This will ensure Swansea Council processes fit the industry standard, which will provide the anticipated savings through efficient delivery. The board will be responsible for evaluating and recommending any recharging model. As a general point it has been found that in some cases internal recharging can create an additional administrative burden, therefore analysis is required after benefits have been delivered.

Q5. Be clear that cashable savings outlined in the report could include a reduction in staffing.

Agreed and this will be monitored by the Board.

Q6. Be clear that the Oracle Cloud data centre is based in the UK, not overseas, which will improve the Council's resilience / disaster recovery, business continuity, and reduce the physical server footprint within the Civic Centre that will also save energy.

It has been confirmed the Oracle Cloud data centre is UK based. This is especially important with the advent of BREXIT. Having a cloud based solution will provide the council with disaster recovery and business continuity. It will also reduce the current data centre in the Civic Centre and all associated costs including energy.

Q7. Check that new system requirements will be conducive to the growing number of Council staff working agile, and equally accessible whether working within Council offices or from home.

The new system supports and promotes agile working. Users will have easy access to key functions from mobile devices, as well as the full suite of functionality from their main council device. The new system is accessed over the internet, and requires no other software to be installed, Oracle Fusion is well suited to the agile workforce.

Yours sincerely



**COUNCILLOR CLIVE LLOYD
CABINET MEMBER FOR RESILIENCE
& STRATEGIC COLLABORATION**

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

BY EMAIL

cc Cabinet Members

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SPC/2019-20/6

16 October 2019

Summary: This is a letter from the Scrutiny Programme Committee to the Cabinet Member following the meeting of the Committee on 9 September 2019. It is about Green Vehicles, Green Energy, Homelessness, Empty Properties, Renting Homes / Tenancy Management and Housing Adaptions and Renewals.

Dear Councillor Lewis,

Cabinet Member Question Session – 9 September

Thank you for attending the Scrutiny Programme Committee on 9 September 2019 and answering questions on your work as then Cabinet Member for Homes & Energy. We note since the meeting changes announced by the Leader of the Council to cabinet portfolios and your new Cabinet title (Homes, Energy & Service Transformation) and designation as Joint-Interim Deputy Leader. We wish you well in your new role.

We appreciate you providing a written paper in support of your appearance at September's Committee meeting. 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, and share the views of the Committee, and highlight any outstanding issues / actions for your response. The main issues are summarised below:

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Green Vehicles

We spent some time during the session talking about the use of electric vehicles and charging infrastructure across Swansea.

One of the issues raised with you came from a member of the public and concerned whether the Council could allow employees to charge their vehicles in work given vehicle-charging points available in depots and offices which could be used by staff, with electricity usage paid for by the user, and therefore no financial loss for the Council. In your response, we noted some practical difficulties in being able to commit to this and allowing usage of fleet charging points. You indicated that issues around access and capacity for wider usage, including availability of car parking spaces, made this difficult to deliver. Nevertheless, you told us you would continue to explore the potential for workplace charging, taking into account ability to control parking spaces where parking provision is already limited. You also mentioned that the Council's move towards agile working for staff meant reducing the need for travelling to/from work and reducing the carbon footprint.

However, you were a clear advocate for electric vehicles and referred to the Council's expanding green fleet. We noted in your written paper that the Council has recently been successful with an award of £89,000 Welsh Government funding from the Local Transport Fund for the provision of publically accessible, electric vehicle charge points in a number of Council-owned parking interchanges across Swansea. You anticipated that each site will have a dual headed 7kW 'fast' charger installed. You added that Swansea Central Phase 1 and 2 works would include car parking with vehicle charging points, future-proofed to enable expansion, and pointed to increased coverage across the city over the next two years.

We asked whether this funding would be sufficient to increase the network, particularly in light of UK government targets for 2025/30. You conceded that this was just a starting point but were committed to having more charging pillars to give the public more confidence to choose electric. You told us that it was too early to state exactly how many charging points this funding would provide for, as there were many variables associated with location and grid connections. However, you stated that they would be strategically located. We noted the intention to issue Prior Information Notices to companies to respond to the Council with interest and proposals.

You clarified that whilst electric vehicle charging points would be provided, these would be at cost to the user. The Council could not afford to provide 'free' charging points, and had no funding to do so, and would need a revenue stream to pay for costs. However, you stated that this would be evaluated over time. We asked you about the anticipated revenue stream but you told us that it was too early to tell, but would be happy to follow this up with the Committee in due course when there is some clarity about charging options.

We discussed whether the Council was looking at charging points in car parks or on-street. You stated that discussions were still at an early stage, but the Council was interested in acting as a pilot for on-street charging points. You added that moving in that direction would need community engagement.

There was also some discussion about issues with electric vehicles in the winter months where there is extra drain on the battery when using heating / air con as well as motorway driving. You stated that more frequent re-charging would be necessary rather than the Council having to increase the number of vehicles in service. You stressed that with the pace of change in the electric vehicle industry and improvements to batteries and capacity we needed to be careful not to over-compensate and have too many charging points that may not be used.

We also discussed the development of hydrogen vehicles and the Council's position. We noted that the Fire Authority had a number of vehicles however were limited to a refuelling point at the Baglan Energy Park in Briton Ferry. You told us that you were involved in 'working group' discussions with partners and close interest paid to the potential of hydrogen vehicles and costs. There was also possibilities around retro-fitting vehicles and make them part-hydrogen e.g. with hydrogen fuel cell batteries. You felt that this technology lent itself to larger vehicles, e.g. refuse trucks, but there was concern about the lack of provision for hydrogen fuel. You felt this was a big issue for Welsh Government to address.

Green Energy

We asked you about activities following the Council's declaration of a Climate Emergency in June, which recognised the importance of delivering energy related and other actions in reducing carbon emissions, enhancing biodiversity, and securing a prosperous, low-carbon economy for our region.

We were interested to read in your paper that this includes exploring the potential for a solar farm. We pressed you for more details about plans for the solar farm, and acknowledged that there were a number of key steps in the process that needed to be cleared, including planning permission. You did indicate that there was potential for a 3MW (mega watt) Farm, possibly up to 10MW, and clarified that the solar farm would be located on brownfield Council land and would be wholly owned by the Council.

We asked about funding and you told the Committee that it would be based on borrowing but the farm would generate income. You stated that a financial model has been discussed with the S.151 Officer and proposals are considered positive because of the short payback period and guaranteed financial return. You reported that it was anticipated that a business case for a solar farm will be presented by the year end. We look forward to that. It was suggested that you explore other funding sources as well, as this sort of

environmental scheme may attract Welsh Government 'Invest to Save' funding.

We also asked about the re-fit programme to put renewable energy / energy efficient measures in Council owned buildings. We were interested in the potential savings / returns for the Council from this. You referred to the Homes as Power Stations (HAPS) City Deal Project, and although Neath Port Talbot Council was the lead Council, you told us that activities in Swansea were contributing to this project. For example, further Council housebuilding at Parc yr Helyg and Colliers Way was being developed as through the City Deal Homes as Power Stations (HAPS) strand, including use of solar panels, battery / energy storage, and ground source heat pumps. Also, there were plans for a retrofit 'HAPS' pilot of 6 bungalows in Craig Cefn Parc in partnership with the Welsh School of Architecture (WSA) to transform them into highly energy efficient modern homes creating sustainable energy savings for tenants. You added that there was potential in the future to retro-fit the wider existing Council housing stock, beyond delivery of the Welsh Housing Quality Standard.

Homelessness

You were keen to report that in relation to homelessness prevention 75.4% of families were prevented from homelessness in 2018/19, which exceeded the target of 67% and had increased from 68.8% in 2017/18. Whilst we would want that figure to be 100% we recognised the challenges and complexities around homelessness.

We asked about progress with Council's adoption of the 'Housing First' model and approach to tackling homelessness, which you stated would mean accommodation and intensive support for the most entrenched rough sleepers in Swansea. You told us that there would be capacity to work with up to 20 individuals with an Intervention Team on hand to engage with these people and through multi-agency working help them to access housing and the support they need to help sustain it. You stated that the Council had a firm grip on the number of rough sleepers and told us that support for 20 would effectively mean being able to support all of those identified.

You were pleased to tell us that the Council has recently contracted The Wallich homelessness charity to take the lead in providing support and they were currently arranging to ensure all specialists were in place for the launch of the scheme. We also asked about the timetable for the implementation of 'Housing First' and review of the pilot to evaluate success. Whilst this was a pilot for Swansea, you pointed to success elsewhere from this approach, and stated that evaluation would be done over the next 3 years, to assess success and whether a further roll-out is needed, depending on funding. We hoped that it would eradicate long-term rough sleeping and reduce homelessness.

We asked about contributions, engagement and involvement from external parties. We wanted to know about the extent to which the local health board would be involved, as this was not just a Council issue. We wanted to know what dedicated resources would be provided by health and whether you were happy with their contribution. You assured the Committee that health were on board with this and will collaborate closely. You added that the Homelessness Strategy's aims and objectives aligned with the outcomes sought by Swansea Public Services Board. We suggested that the Council also involves others in the Third Sector, in particular Crisis, given their expertise in providing education, training and support for homeless people.

Although you undertook to keep the Committee informed of progress, you agreed to write to us with the planned start date for 'Housing First' (your paper indicated Autumn 2019?) and provide more details about the support that would be coming from the local health board. You also stated that dialogue will continue with relevant service providers, and that would include organisations such as Crisis, to discuss the housing first approach and its effectiveness, and co-ordination of support.

We asked about support for other vulnerable people in need, and you clarified that there were other avenues of support, including Housing Options, Tenancy Support Unit, Welfare Rights Team, and the Citizens Advice.

Empty Properties

You were keen to highlight that the target for bringing empty properties back into use improved by 3.3% from the previous year, with 100 properties brought back into use in 2018/19. You stressed that whilst it was important to build new homes, bringing existing properties back into supply also helped address housing needs.

We asked what steps should be taken if people are concerned about empty properties in their communities. You urged councillors to alert yourself and the Head of Service, Mark Wade, of any concerns and steps can be taken to contact the owners and encourage take up of Welsh Government funded Landlord Loans to bring them back into use. You reported that by the end of 2018/19, 60 empty properties had received Welsh Government funded Landlord loans, creating 104 units of accommodation.

We also discussed Council housing voids. You explained that the planned programme of upgrading properties in line with the Welsh Housing Quality Standard affected overall void figures. It is of course more beneficial to work on properties when they are vacant. However, you were pleased to inform the Committee that the number of voids has reduced in recent years, with 196 voids in 2018/19 compared to 241 in 2013/14.

Renting Homes / Tenancy Management

One of the challenges you identified for the year ahead was the implementation of the Renting Homes Act, which will change tenancies to occupation contracts that will be standardised across the whole of the rented sector in Wales. We noted that a commencement date and regulations were awaited and that formal consultation is not yet completed. However, you told us that initial preparations around the new occupation contracts were underway. You felt that it would be a complicated piece of work to re-issue all contracts, and there was some interest from Committee members about the exact terms of new contracts, and security for tenants.

There was also a debate around how the Council should deal with those who may be in breach of their tenancy. We talked about tenancy enforcement and circumstances in which the Council would seek eviction, e.g. rent arrears, significant anti-social behaviour, criminal activity, all of which required solid evidence. You told us that there were four evictions from anti-social behaviour during 2018. However, you stressed that given the need to avoid homelessness the Council did all it could to prevent evictions and try to address issues at an early stage in order to help sustain tenancies. Amongst initiatives to modernise housing services, you mentioned that the service was exploring a noise monitoring app that can help affected neighbours to collect evidence, as well as other technological opportunities that can help.

Housing Adaptions and Renewals

The Adult Services Scrutiny Performance Panel considered the Wales Audit Office's national report on Housing Adaptations in June and progress made in implementing recommendations. There was some concern from the Panel about waiting times for Disabled Facilities Grants (DFG) for Council tenants being marginally longer than for private sector housing, which we note you have already responded to the Panel about.

We noted that waiting times were reduced in 2018/19 for Disabled Facilities Grants to 235 days, compared to 340 days in 2015-16. In total, 367 Disabled Facilities Grants, 543 Council House Adaptations and 734 Minor Adaptation Grants were delivered. Future plans aim to further reduce waiting times and introduce best practice from the Welsh Audit Office Review.

Your paper to the Committee stated that a review of the DFG process was completed and a number of changes aimed at reducing waiting times have been implemented. This included a telephone based initial enquiry and screening process, which has helped ensure DFGs are offered within statutory timescales. The Committee was curious to know at what stage the Council was not able to meet statutory timescales, and you undertook to respond in writing.

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:

- write to us with the planned start date for 'Housing First' and provide more details about the support that would be coming from the local health board; and
- tell us at what stage the Council has not been able to meet statutory timescales for Disabled Facilities Grants.

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

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

Yours sincerely,

Mary Jones

COUNCILLOR MARY JONES

Chair, Scrutiny Programme Committee

✉ cllr.mary.jones@swansea.gov.uk

Councillor Mary Jones
Chair
Scrutiny Programme Committee

SENT BY EMAIL

Please ask for: Councillor Andrea Lewis
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Our Ref: AL/JW
Your Ref:
Date: 29 October 2019

Dear Councillor Jones

CABINET MEMBER QUESTION SESSION – 9 SEPTEMBER

Thank you for your letter dated 16th October. I am writing to you in response to the points you made in relation to homelessness issues and statutory timescales for Disabled Facilities Grants (DFGs).

The first housing issue you raised in your letter was in relation to the Housing First (H.F) initiative. As confirmed at Scrutiny on the 9th September 2019, the Local Authority have recently gone through a procurement process and The Wallich will be the third sector organisation responsible for delivering *Housing First* in Swansea over the next 3 years, with a view to extending this for up to 5 years. The contract commenced in August 19, and they have just completed the recruitment phase for the project. We are now working with the Wallich's HF team to identify the first names for the project and it is hoped that The Wallich will be commencing support of these clients in the next few weeks. The Wallich will be required to be supporting a minimum of 20 clients by August 20.

We know that the HF project is challenging and therefore working with relevant partners will be essential if we are to achieve successful outcomes. There will be a strategic steering group that will meet regularly and this group will be responsible for monitoring the success of the project and to identify and overcome any barriers that may occur over the duration of the contract. In addition there will be an operational steering group that will meet on a regular basis and the appropriate Local Health Board representatives will be part of both these steering groups. There will also be representation from Supporting People, RSL's, and a number of third sector organisations, which outlines the commitment to a multi-agency approach when trying to assist the most vulnerable client group in our City.

It was also noted from Scrutiny that there is a need for the Local Authority to continue to work with our third sector partners, such as Crisis. I will ensure that these positive relationships continue to happen. Housing First alone is not going to eliminate the need to sleep rough and we will inevitably need to continue to work in co-productive way with all our partners if we are to achieve the actions set out in the Homelessness Strategy 2018 – 2022.

Page 2

With regard to your question about statutory time scales for delivering DFG's, up until the end of 2018-19 there were no statutory timescales

However, in April 2019 , Welsh Government in response to the recommendations within the Wales Audit Office review of Housing Adaptations in Wales, introduced service standards for all housing adaptations including DFGs. This will be reported to the Welsh Government at the end of this financial year.

I hope this addresses your points, if you have any questions or queries, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in cursive script that reads "Andrea Lewis".

**COUNCILLOR ANDREA LEWIS
DEPUTY LEADER & CABINET MEMBER FOR HOMES, ENERGY & SERVICE
TRANSFORMATION**



To:
Councillor Rob Stewart
Leader of the Council and Cabinet Member
for Economy and Strategy

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Date 08 October 2019
Dyddiad:

Summary: This is a letter from the Brexit Working Group to the Cabinet Member for Economy and Strategy following the meeting of the Working Group on 23 September 2019. It is about the Council's preparations for Brexit.

Dear Cllr Stewart

The Brexit Scrutiny Working Group met on 23 September 2019 to enable discussion and questions about Council preparedness for Brexit and resilience; how this is being discussed; what plans/contingencies are being put in place given possible impact, and relationship with Wales/UK Government etc. This letter provides you with feedback from that meeting.

We would like to thank you, Adam Hill and relevant officers for attending to present the report and answer questions. We appreciate your engagement and input.

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

- You informed us that with so much uncertainty, Swansea Council is as prepared as it can be and appears to have prepared more than any other Welsh Council. However, we have never experienced a 'no deal' Brexit in our lifetime and there is concern the Authority will not be able to cope if everything happens at once.
- We heard that the UK was expecting to leave the EU initially in March 2019 and the Authority prepared for that. We were concerned to hear that there are other issues to consider with a proposed Autumn Brexit compared to a Spring Brexit, for example, the farming calendar, the lead up to Christmas and Winter.
- We were informed that communication is very important. There is a need to ensure the public do not panic buy and stockpile (food, fuel, medicines).

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- We were concerned to hear that some groups may use Brexit as a means to promote their own issues and cause unrest.
- We heard that poverty, as a consequence of Brexit, is a major concern of the Authority.
- We discussed how Brexit could bring some advantages to the area in the future and there are opportunities we need to promote with local people and businesses. The port could be used to bring in food supplies as it was in the past. There is also an opportunity to promote 'buy local'.
- We commented that not everyone has access to a computer and the Council website to obtain information on Brexit. We were informed that members of the public who contact the Authority will be signposted to the right person to deal with their issue. Also many issues caused by Brexit will come to the Authority through the normal channels.
- We heard that small businesses are being helped to prepare by BID, which is supporting town centre businesses. The Chamber of Commerce is also helping to make businesses aware and the UK and Welsh Government websites have lots of information on how businesses should prepare. We also heard that businesses have to take some responsibility and do some thinking for themselves.
- We were concerned about fuel supply. We heard that this is a national issue and that the police and national government have contingency plans in place. If there are designated emergency fuel stations, the police and staff at fuel stations themselves would be expected to run them. However, if there is a traffic management issue then the Authority's highways department would get involved.
- We were informed that social media is an issue as no one knows what influence this will have.
- We were informed that £45,000 has been received by the Authority from Welsh Government to assist with planning for Brexit and that this has been used to cover some of the officer's time. We were also informed that you do not know if any more money will be received, but costs are being tracked including officers time. We commented that costs for food, fuel and social care could increase substantially and also need to be tracked.
- We heard that the Authority meets with Welsh Government and the national government on a monthly basis and that the WLGA meets on a monthly basis and the Leader of the Council is the chair of this group. We also heard that the Authority meets internally every two weeks and all information received from a multitude of sources is fed into this meeting. We were pleased to hear that the Authority is confident it is receiving all the information and intelligence that is available on a daily basis.
- We commented that the proposed date for Brexit is 31 October 2019, which is a Thursday and wanted to know if the day makes a difference. We were informed that it does not matter which day it is as the Authority will have its contingency plans in place and, as the date approaches, will meet daily.
- You stated that it is unknown what a further delay to Brexit would mean for preparations, that it depends on how long the delay is and what time of year. The Authority will not be able to continue preparing for this indefinitely as so much officer's time is involved.
- You informed us that it is in the weeks and months after Brexit that the impacts will start to emerge.

- We expressed our concern about university schemes. They attract a high proportion of European Union (EU) students and this would have a huge impact on the economy of Swansea. We heard that Swansea University has undertaken a piece of work to identify where students come from and have tried to mitigate the risks. However, the funding element is a concern, as current funding is only secured until 2022/23.
- We discussed how the EU is responsible for natural environment and habitat directives, which are all part of EU legislation. We heard that this will become part of UK /Welsh law after Brexit but we are concerned that the NE in terms of protections will be impacted and must not be overlooked. We discussed that dealing with the NE is an international issue and in terms of delivery becomes more difficult with Brexit.

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

1. We found the briefing very informative and we are reassured that the Authority has done what it can to prepare for Brexit.
2. We are still concerned about what the Authority will do about any fuel crisis. This would have a huge impact on communities if it goes on for months. Our main concern is about the public being able to access transport for work etc, as well as emergency services. We are aware that there should not be a fuel shortage but if there is panic buying it could cause one.
3. We believe that Brexit could provide opportunities for local farmers and businesses and for the port in Swansea. Even if businesses only plan to use these as a temporary measure, they could decide it is a better alternative. We would like to see the Authority promote these opportunities.
4. We feel there is a need to be very cautious about the language the Authority puts out from forums etc. There is a need to ensure the right messages are getting out and this needs to be very carefully managed.
5. We are pleased that some monies have been received towards preparing from Brexit. However, this is a very small amount and we are concerned about how the Authority will be reimbursed for all the costs of managing and monitoring this. The Authority will need to look into all ways of getting this money back.
6. We would like to see the Authority publicise the good work it is doing in preparing for Brexit. We need to communicate the message that we are as prepared as we can be.
7. We will be recommending to the Scrutiny Programme Committee that a follow up meeting of this working group is held post Brexit.

Your Response

We hope you find this letter useful and informative. We are interested in hearing your thoughts about the issues raised and would ask that you respond to the points in our conclusions by 29 October 2019.

Yours sincerely

COUNCILLOR PETER JONES
CONVENER, BREXIT SCRUTINY WORKING GROUP
CLLR.PETER.JONES@SWANSEA.GOV.UK

Councillor Peter Jones
Convener, Brexit Scrutiny Working Group

Please ask for: Councillor Rob Stewart
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Our Ref: RS/JW
Your Ref:
Date: 22 October 2019

BY EMAIL

Dear Councillor Jones

Thank you for your letter dated 8 October 2019 following the Brexit Scrutiny Working Group, which met on 23 September 2019 to enable discussion and questions about Council preparedness for Brexit and resilience.

I am pleased that you found the briefing informative and that we reassured you on our resilience and preparedness for Brexit. We are as ready as we can be although no organisation can prepare for every eventuality that may arise as a result of Brexit.

The likelihood of any disruption to fuel supplies is very low and this is agreed by all partners who have business continuity plans in-place; many of the emergency services have significant fuel reserves like ourselves in addition to our electric vehicle fleet. Public transportation has also been planning for some time and have contingency plans in-place to ensure service delivery. There has also been a significant amount of work around communications, a part of which will be reassurance messaging to help prevent any false emergency being caused through panic buying.

Although we are focussed on ensuring that the risks from Brexit are mitigated, we are cognisant of potential opportunities, such as those that may arise for the port in Swansea; there will be an increasing concentration on this and on the post-Brexit situation as the Brexit deadline approaches.

Officers have prepared for Brexit whilst undertaking their existing work and all of this has been done within current budgets; this activity is difficult to differentiate and quantify. However, whilst the additional work has proved very challenging for the staff involved there have been some spin-off benefits that will be more widely useful and applicable beyond Brexit; for example, Brexit has provided a good opportunity to review and revise business continuity plans and improve confidence that these arrangements are robust.

Good communication with staff, stakeholders and citizens – including EU citizens living in Swansea – is vital to our preparations. A communications plan is in place, which aims to signpost people to UK and Welsh Government information on preparing for Brexit and to do so in a measured way that informs, reassures and does not create unnecessary anxiety and associated problems, such as panic fuel buying I mentioned earlier. This will continue after Brexit as we deal with any consequences and seek to identify and exploit any opportunities that may emerge.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Rob Stewart', with a long horizontal flourish extending to the right.

**COUNCILLOR ROB STEWART
LEADER OF THE COUNCIL**

Agenda Item 12

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
Training		Financial Management & Accounting		External Audit Risk Management	Internal Audit	Counter Fraud	Governance
Governance and Assurance	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
Internal Audit	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				
Risk Management & Performance	Overview of the Overall Status of Risk Report Q4 2018/19 Corporate Risk Policy & Framework	Overview of the Overall Status of Risk Report Q1 2019/20		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
Counter Fraud				Corporate Fraud Annual Report 2018/19			Corporate Fraud Annual Plan 2020/21
Operational matters / key risks				Update on Internal Control Environment (incl risk management) – Director of 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
External Audit		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
Financial Reporting		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 13

Date and Time of Upcoming Scrutiny Panel / Working Group Meetings

12 November – 8 December

- a) 14 November at 4.00pm – Education Scrutiny Performance Panel (Committee Room 3A, Guildhall)
- b) 18 November at 10.00am – Development and Regeneration Scrutiny Performance Panel (Committee Room 3A, Guildhall)
- c) 19 November at 4.00pm – Adult Services Scrutiny Performance Panel (Committee Room 5, Guildhall)