

Scrutiny Programme Committee – Work Plan

Standing Agenda Items:

Scrutiny Work Programme	<ul style="list-style-type: none"> To maintain overview on scrutiny work, monitor progress, and coordinate as necessary 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 (8 Aug; 14 Nov; 13 Feb)
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)

Items for Specific Meetings:

Meeting	Reports	Purpose
13 Jun	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Deputy Leader / Cabinet Member for Services for Children & Young People
	<ul style="list-style-type: none"> 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
	<ul style="list-style-type: none"> Work Programme 2016-17 	<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
11 Jul	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Wellbeing & Healthy City
	<ul style="list-style-type: none"> Progress Report – Service Improvement & 	<ul style="list-style-type: none"> Councillor Chris Holley, Convener, attending to update on headlines from the Panel's work and achievements

	Finance Performance Panel	
	<ul style="list-style-type: none"> Scrutiny Annual Report 	<ul style="list-style-type: none"> To agree the annual report of the work of overview & scrutiny for the municipal year 2015/16, as required by the constitution
8 Aug	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Education
	<ul style="list-style-type: none"> Progress Report – Child & Family Services Performance Panel 	<ul style="list-style-type: none"> Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel's work and achievements
	<ul style="list-style-type: none"> Councillor Support and Development 	<ul style="list-style-type: none"> Discussion on training and development needs to develop knowledge and skills To reflect on agreed Councillor Training and Development programme and actions necessary to further scrutiny related activities
	<ul style="list-style-type: none"> Guidance for Co-opted Members 	<ul style="list-style-type: none"> Adding to the previously agreed protocol for co-option, a proposed guide for co-opted members once they have joined panels and working groups.
12 Sep	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Anti-Poverty and Communities
	<ul style="list-style-type: none"> Final Inquiry Report: Child & Adolescent Mental Health Services 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Mary Jones, prior to submission to Cabinet for decision
	<ul style="list-style-type: none"> Final Inquiry Report: Building Sustainable Communities 	<ul style="list-style-type: none"> To receive the final report (including conclusions and recommendations) of the Inquiry Panel from Councillor Terry Hennegan, prior to submission to Cabinet for decision
	<ul style="list-style-type: none"> Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel's work and achievements
10 Oct	<ul style="list-style-type: none"> Cabinet Member Question Session 	<ul style="list-style-type: none"> Question and answer session with Cabinet Member for Enterprise, Development & Regeneration
	<ul style="list-style-type: none"> Progress Report – Adult Social Services Performance Panel 	<ul style="list-style-type: none"> Convener, attending to update on headlines from the Panel's work and achievements
	<ul style="list-style-type: none"> Relationship with Regulators and Inspectors 	<ul style="list-style-type: none"> To discuss relationship between scrutiny and external regulators and inspectors to ensure more coordinated and effective challenge
	<ul style="list-style-type: none"> Scrutiny / Audit Committee Coordination 	<ul style="list-style-type: none"> Chair of Audit to attend to share work plan of Audit Committee. 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
	<ul style="list-style-type: none"> Annual Local Government Performance Bulletin 	<ul style="list-style-type: none"> To ensure awareness of content of the Local Government Data Unit ~ Wales report and use to support the scrutiny of service performance

	2015-16	
14 Nov	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Environment & Transportation
	<ul style="list-style-type: none"> • Progress Report – Public Services Board Performance Panel 	<ul style="list-style-type: none"> • Councillor Mary Jones, Convener, attending to update on headlines from the Panel’s work and achievements
	<ul style="list-style-type: none"> • Council Priorities 	<ul style="list-style-type: none"> • Update from Director - Corporate Services, on council priorities, strategic challenges, key decisions
	<ul style="list-style-type: none"> • 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)
12 Dec	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Services for Adults & Vulnerable People
	<ul style="list-style-type: none"> • Progress Report – Service Improvement & Finance Performance Panel 	<ul style="list-style-type: none"> • Councillor Chris Holley, Convener, attending to update on headlines from the Panel’s work and achievements
9 Jan	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with the Leader of the Council / Cabinet Member for Finance & Strategy
	<ul style="list-style-type: none"> • Progress Report – Child & Family Services Performance Panel 	<ul style="list-style-type: none"> • Councillor Paxton Hood-Williams, Convener, attending to update on headlines from the Panel’s work and achievements
13 Feb	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Next Generation Services
	<ul style="list-style-type: none"> • Gypsy & Traveller Site Search Process 	<ul style="list-style-type: none"> • Follow up on agreed recommendations / impact of scrutiny following cabinet decision in June 2016 (report from Cabinet Member for Next Generation Services)
	<ul style="list-style-type: none"> • Crime & Disorder Scrutiny 	<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
	<ul style="list-style-type: none"> • Progress Report – Schools Performance Panel 	<ul style="list-style-type: none"> • Councillor Fiona Gordon, Convener, attending to update on headlines from the Panel’s work and achievements
13 Mar	<ul style="list-style-type: none"> • Cabinet Member Question Session 	<ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Transformation & Performance
	<ul style="list-style-type: none"> • Progress Report – Adult Social Services 	<ul style="list-style-type: none"> • Convener, attending to update on headlines from the Panel’s work and achievements

	Performance Panel	
10 Apr	<ul style="list-style-type: none"> • Annual Work Plan Review 	<ul style="list-style-type: none"> • To reflect on the year's work, achievements, experiences, issues, ideas for future scrutiny
	<ul style="list-style-type: none"> • Progress Report – Local Service Board Performance Panel 	<ul style="list-style-type: none"> • Convener attending to update on headlines from the Panel's work and achievements