

Scrutiny Performance Panel Terms of Reference

Adult Services Scrutiny Performance Panel

1. Why this topic is important?

- The service is undergoing major change and it is vital that performance is maintained and that further improvements are made across all areas of the service
- It is an area of high demand from an ageing population and high spend - there are significant financial pressures in this service area
- Safeguarding is a corporate priority area.

2. What is the purpose of the Panel?

The Panel will:

- Receive and request relevant performance reports to monitor and challenge assessments on, and outcomes of service performance and quality in respect of adult social services
- Assist the Executive in containing departmental spend in this high spend, demand led service area
- Consider best practice in other organisations
- Engage the third sector and other providers involved in the delivery of adult services
- Hold the Executive to account
- Consider the performance of Western Bay, regionally provided services and the impact of the integrated health and social care fund
- On behalf of the Panel, the convener will write to the relevant Cabinet Member raising issues of concern, comments and recommendations as appropriate following Panel meetings
- Report on progress to the Scrutiny Programme Committee on a regular basis throughout the year. The Panel may also raise issues, as appropriate, with the Committee.

3. Meetings:

The Panel will meet on a monthly basis.

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Child & Family Services Scrutiny Performance Panel

1. Why this topic is important?

- Given the importance of, and past focus on Child & Family Services and, as it is potentially still an area of high risk, this warrants attention
- The service has made good progress but it is vital this is maintained and that further improvements are made across all areas of the service
- Continues to be an area of high demand and high spend - there are significant financial pressures in this service area
- Corporate Priority Area – Improvement Objective to ensure that people are safe, well and supported to live independently (Child & Family Services)

2. What is the purpose of the panel?

The Panel will receive and request relevant performance reports to monitor and challenge assessments on service performance and quality in respect of children's social services

On behalf of the Panel, the convener will write to the relevant Cabinet Member raising issues of concern, comments and recommendations as appropriate following Panel meetings.

3. Meetings:

The Panel will be expected to meet on an ongoing basis, 4-6 times a year.

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

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Development & Regeneration Scrutiny Performance Panel

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1. Why this topic is important?

- Links to Corporate Priorities – Creating a vibrant and viable city and economy / Infrastructure & Economy
- City Regeneration is a key strategic challenge
- Major strategic investment decisions being taken
- Agreement of Swansea Bay City Deal

2. What is the purpose of the panel?

The Panel will be responsible for ongoing monitoring of council performance in relation to development and regeneration, including the 'health' of the city centre, wider economic development across Swansea, and initial discussion about progress on the Swansea Bay City Deal.

The Panel can request relevant performance reports and information that will help it to assess progress and implementation of agreed development and regeneration plans and relevant service improvement plans.

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

3. Meetings:

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

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

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Public Services Board Scrutiny Performance Panel

1. Why this topic is important:

- Scrutiny of Public Services Boards by local scrutiny committees is a statutory requirement set out in the Well-being of Future Generations (Wales) Act 2015 and associated statutory guidance.
- Scrutiny plays an important role; ensuring that partnership working is accountable to elected local councillors.
- Swansea Public Services Board is the overarching strategic partnership of public service providers in the area – scrutiny of this partnership supports the scrutiny of service performance more generally.

2. What is the purpose of the Panel?

The overarching purpose of the panel is to consider:

What difference is Swansea Public Services Board making for citizens?

The remit of the Panel includes only the activities of the Public Services Board as a partnership and excludes scrutiny of individual partner organisations.

3. What are the possible lines of inquiry?

The Panel will support the Scrutiny Programme Committee to scrutinise the Public Services Board. The Act says that:

Each Local Authority must ensure its overview and scrutiny committee has the power to:

- a) Review or scrutinise the decisions made or actions taken by the public services board;*
- b) Review or scrutinise the board's governance arrangements;*
- c) Make reports or recommendations to the board regarding its functions or governance arrangements;*
- d) Consider matters relating to the board as the Welsh Ministers may refer to it and report to the Welsh Ministers accordingly; and*
- e) Carry out other functions in relation to the board that are imposed on it by the Act.*

In addition to these functions the Panel's Lines of Inquiry can include (but not be limited to), the following:

1. The effectiveness of the Wellbeing Assessment
2. The effectiveness of the Wellbeing Plan
3. How well the Public Services Board is meeting its well-being duties, and is considering the seven well-being goals and five ways of working
4. The effectiveness of performance measurement arrangements

5. The level of commitment from individual partners to the work of the Public Services Board
6. The effectiveness of the Public Services Board in communicating its work, objectives and outcomes to its stakeholders
7. The effectiveness of the Public Services Board in addressing the issue of pooled funding to tackle priorities

These Lines of Inquiry, some of which follow from the work of the Local Service Board Scrutiny Panel, are to be considered when the Panel develops its workplan.

5. Who will sit on this Panel?

The Panel will be a multi-agency panel with a core membership of 13 including seven scrutiny councillors and six invited non-executives from local partner agencies. The scrutiny councillors will provide links to the committee and performance panels. The invited partner non-executives will be from the organisations listed in the Act as statutory members and statutory invited participants (excluding the Council and the Welsh Ministers).

The seven scrutiny councillors will be:

Chair of the Scrutiny Programme Committee (Convener)	Vice Chair of the Scrutiny Programme Committee (Convener)
Convener (or representative from) the Schools Performance Panel	Convener (or representative from) the Child and Family Services Performance Panel
Convener (or representative from) the Service Improvement and Finance Performance Panel	Convener (or representative from) the Adult Services Performance Panel (proposed - to be confirmed by the committee)
Convener (or representative from) the Development & Regeneration Performance Panel	

The non-executive members of partner organisations who will be invited to join the Panel are as follows:

Public Services Board Statutory Members / Invited Participants	Invitee
Abertawe Bro Morgannwg University Health Board (Statutory Member)	Non-executive Board Member
Mid and West Wales Fire and Rescue Service (Statutory Member)	Member of the Performance, Audit and Scrutiny Committee , Mid and West Wales Fire Authority
Natural Resources Wales (Statutory Member)	Non-executive Board Member

The Chief Constable of South Wales Police (Invited Participant)	Member of the South Wales Police and Crime Panel
The South Wales Police and Crime Commissioner (Invited Participant)	
Probation Service Representative (Invited Participant)	Non-executive (tbc)
Swansea Council of Voluntary Services (Invited Participant)	Non-executive management Committee Member

In addition to the core membership the panel will be entitled to co-opt additional members on a temporary basis the length of which to be determined by the Panel. Co-optees should not be acting in an executive capacity for any of the Local Service Board partner agencies and may only be invited to join the Panel with the unanimous agreement of Panel members.

6. How will the Panel report to the Scrutiny Programme Committee and elsewhere?

The Panel will report via letters from the Convener to the Chair of Swansea Public Services Board. These letters, together with responses from the Chair of the Local Service Board, will be placed on the appropriate agenda of the Scrutiny Programme Committee. In addition it is expected that these letters will be formally considered by Swansea Public Services Board at full meetings.

The Panel will also provide a progress report to the Scrutiny Programme Committee no less than twice a year.

7. Public Engagement

The Panel will seek to gather evidence from the public as an ongoing aspect of its work.

Meetings of the Panel will be open to the public to observe and an item for public questions will be included on each agenda.

To promote public awareness updates from the Panel will be provided through the Swansea Scrutiny website and shared through social media.

Letters and agenda packs will be published via the scrutiny publications page.

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Schools Performance Scrutiny Panel

1. Why this topic is important:

- It is a key *corporate improvement objective* to 'improve services for children and young people and in particular to maximise well being; raise standards of attainment and achievement; ensure services are safe and services provide excellent education opportunities'.
Source: Swansea's Corporate Improvement Plan
- Swansea has some of the highest performing schools in Wales but also, some of the lowest.
Source: Educational Attainment Report, Scrutiny Programme Committee - 3 December 2012
- The attainment gap between schools with high and low free school meals numbers is unacceptable.

2. What is the purpose of the Panel?

To provide ongoing challenge to schools performance to ensure that:

- pupils in Swansea are receiving high quality education; and
- the authority is meeting its objectives in relation to improving school standards and pupil attainment.

3. What are the possible lines of inquiry?

To regularly review the authority's assessments of all schools' performance. Identify a range of schools performance within the authority. Meet with Head Teachers and Chairs of Governors to ask questions about performance and improvement, focusing on outcomes, provision and leadership, e.g.

1. How the school has responded to inspection findings and recommendations?
2. What does the school need to do to improve learner outcomes and to increase the schools capacity to improve in the future?
3. What are the barriers to the school improving learner outcomes?
4. How is the school using tools and initiatives available to improve outcomes (i.e. Restorative Practice, 8 reading behaviours etc)
5. What is the school doing to improve levels of pupil attendance?
6. What is the school is doing to minimise school exclusions?
7. What are the governing bodies' priorities and how are they being addressed?
8. How best practice is being shared across schools?
9. Looking at the support given by the local authority and the Consortium.

4. Meetings:

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

The Panel will be expected to summarise its findings to each school after the session they attend, highlighting key points from the meeting, including suggestions for improvement

The Panel will also be expected to have on-going correspondence with the relevant cabinet member in order to share views and recommendations, arising from the Panel's activities, about schools performance.

The Panel will report periodically on progress to the Scrutiny Programme Committee. The Panel may also raise issues, as appropriate, with the Committee.

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Service Improvement and Finance Performance Panel

1. Why is this topic important?

- Scrutiny can make an important contribution to the budget process by providing a critical friend for the Cabinet and engaging non executive councillors
- Scrutiny can make an important contribution to the annual improvement process, in particular to the Corporate Improvement Plan, Annual Review of Performance and the response to the Wales Audit Office Annual Improvement Report.
- The Welsh Government states that *“There is a clear role for an authority’s scrutiny function in its improvement processes: as part of its role in holding local decision makers and policy makers to account, and in its policy development role”*.
- The Welsh Government further states that: *“If an authority’s scrutiny processes are sufficiently developed, and there is clear evidence that this is the case then this scrutiny activity can be drawn upon by the Auditor General and relevant regulators in the course of their dealings with the authority¹.”*

2. What is the purpose of this Panel?

To ensure that the Council’s budget, corporate and service improvement arrangements are effective and efficient.

3. What are the possible lines of inquiry?

- Consider quarterly and annual corporate finance reports
- Consider proposals for the Council’s annual revenue and capital budgets including savings proposals
- Look at medium and long term planning arrangements
- Look at whether financial and policy objectives are aligned
- Consider quarterly and annual performance reports and whether any issues need to be looked at further
- Consider the Council’s overall improvement processes
- Look at the fitness of the Council to discharge the general duty to improve
- Look at the processes that the Council has gone through in the selection of its improvement objectives, including engagement with stakeholders
- Look at how the delivery of improvement objectives are monitored
- Provide challenge and new ideas

¹ Local Government Measure 2009 – Part 1 Guidance to Local Authorities – Wales Programme for Improvement para 3.29 & 3.30.

4. Meetings:

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

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

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