

## APPENDIX 2

### Scrutiny Programme Committee – Work Plan

#### Standing Agenda Items:

Scrutiny Work Programme	<ul style="list-style-type: none"> <li>To maintain overview on scrutiny work, monitor progress, and coordinate as necessary</li> <li>To plan for future committee meetings including key expectations e.g. key questions to explore, witnesses / information required</li> <li>To review future cabinet business and consider opportunities for pre-decision scrutiny</li> <li>To consider any councillor / public requests for scrutiny and/or Councillor Calls for Action (CCfA)</li> </ul>
Membership of Scrutiny Panels and Working Groups	<ul style="list-style-type: none"> <li>To agree membership of Scrutiny Panels and Working Groups (including appointment of conveners) and subsequent changes</li> </ul>
Scrutiny Letters	<ul style="list-style-type: none"> <li>To review scrutiny letters and Cabinet Member responses arising from scrutiny activities</li> </ul>
Scrutiny Dispatches (Quarterly)	<ul style="list-style-type: none"> <li>To approve content of Dispatches prior to reporting to Council, ensuring visibility and awareness of headlines from scrutiny activities, achievements and impact (Dec; Mar; Jun)</li> </ul>
Scrutiny Events	<ul style="list-style-type: none"> <li>Information about upcoming and feedback from recent scrutiny events (e.g. relevant regional / national scrutiny development &amp; improvement Issues; WLGA / CfPS network meetings)</li> </ul>

#### Items for Specific Meetings:

Meeting	Reports	Purpose
10 Jul	<ul style="list-style-type: none"> <li>Role of the Committee</li> </ul>	<ul style="list-style-type: none"> <li>To ensure understanding about the role of the Scrutiny Programme Committee, and discuss effective working</li> </ul>
	<ul style="list-style-type: none"> <li>Scrutiny Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>To agree the annual report of the work of overview &amp; scrutiny for the municipal year 2016/17, as required by the constitution</li> </ul>
	<ul style="list-style-type: none"> <li>Work Programme 2017-18</li> </ul>	<ul style="list-style-type: none"> <li>To consider feedback from Annual Scrutiny Work Planning Conference and proposals for the work programme, including work plan for future committee meetings</li> </ul>
14 Aug	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Housing, Energy &amp; Building Services</li> </ul>
	<ul style="list-style-type: none"> <li>All Council Catering Commissioning Review</li> </ul>	<ul style="list-style-type: none"> <li>Pre-decision scrutiny of 17 August Cabinet report on Catering services (School meals, Commercial Catering &amp; Social Services catering). The report will outline a range of options for future service delivery of catering and the proposed decision on way forward.</li> </ul>

	<ul style="list-style-type: none"> <li>Planning &amp; City Regeneration Commissioning Review</li> </ul>	<ul style="list-style-type: none"> <li>Pre-decision scrutiny of 17 August Cabinet report on which outlines options appraisal for the Planning &amp; City Regeneration Service. It provides recommendations on the most viable future service options for the Service Area.</li> </ul>
<b>11 Sep</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Service Transformation &amp; Business Operations (Deputy Leader)</li> </ul>
	<ul style="list-style-type: none"> <li>Annual Corporate Safeguarding Report</li> </ul>	<ul style="list-style-type: none"> <li>To consider report of the Council's Corporate Safeguarding Group. The report is cross cutting (i.e. covers safeguarding of adults and children) and is not a report on social services performance but on how the Council as whole is meeting its safeguarding responsibilities</li> </ul>
	<ul style="list-style-type: none"> <li>Oceana Building Demolition</li> </ul>	<ul style="list-style-type: none"> <li>Session with the Cabinet Member for Economy &amp; Strategy (Leader) to put questions on matters relating to the Oceana Building Demolition, further to previous discussion by the committee in March. This will be in closed session.</li> </ul>
<b>9 Oct</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Children, Education &amp; Lifelong Learning</li> </ul>
	<ul style="list-style-type: none"> <li>Children &amp; Young People's Rights Scheme – Compliance and Progress</li> </ul>	<ul style="list-style-type: none"> <li>To discuss annual progress report on implementation of Children &amp; Young People's Rights Scheme, and consider impact (scheme was agreed by Cabinet in October 2014)</li> </ul>
<b>13 Nov</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Health &amp; Wellbeing</li> </ul>
	<ul style="list-style-type: none"> <li>More Homes Pilot Scheme Milford Way and Parc Y Helyg Sites</li> </ul>	<ul style="list-style-type: none"> <li>Pre-decision scrutiny</li> </ul>
<b>11 Dec</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Stronger Communities</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Service Improvement &amp; Finance Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Chris Holley, Convener, to update on headlines from the Panel's work and achievements</li> </ul>
<b>8 Jan</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Economy &amp; Strategy (Leader)</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Adult Services Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Peter Black, Convener, to update on headlines from the Panel's work and achievements</li> </ul>

<b>12 Feb</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Environment Services</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Schools Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Mo Sykes, Convener, to update on headlines from the Panel’s work and achievements</li> </ul>
<b>12 Mar</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Culture, Tourism &amp; Major Projects</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Child &amp; Family Services Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Paxton Hood-Williams, Convener, to update on headlines from the Panel’s work and achievements</li> </ul>
<b>9 Apr</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Future Generations</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Development &amp; Regeneration Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Jeff Jones, Convener, to update on headlines from the Panel’s work and achievements</li> </ul>
<b>14 May</b>	<ul style="list-style-type: none"> <li>Cabinet Member Question Session</li> </ul>	<ul style="list-style-type: none"> <li>Question and answer session with Cabinet Member for Commercial Opportunities &amp; Innovation</li> </ul>
	<ul style="list-style-type: none"> <li>Progress Report – Public Services Board Performance Panel</li> </ul>	<ul style="list-style-type: none"> <li>Councillor Mary Jones, Convener, to update on headlines from the Panel’s work and achievements</li> </ul>
	<ul style="list-style-type: none"> <li>Annual Work Plan Review</li> </ul>	<ul style="list-style-type: none"> <li>To reflect on the year’s work, achievements, experiences, issues, ideas for future scrutiny</li> </ul>

To be scheduled:

<ul style="list-style-type: none"> <li>Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates</li> </ul>	<ul style="list-style-type: none"> <li>Update on Progress / Outcomes from Martin Nicholls, Director - Place</li> </ul>
<ul style="list-style-type: none"> <li>Scrutiny / Audit Committee Coordination</li> </ul>	<ul style="list-style-type: none"> <li>Chair of Audit Committee to attend to share work plan of Audit Committee / Annual Report 2016/17. Discussion to ensure: <ul style="list-style-type: none"> <li>- mutual awareness and understanding of respective work plans and co-ordination</li> <li>- issues relating to work programmes can be discussed</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>Final Inquiry Reports</li> </ul>	<ul style="list-style-type: none"> <li>To receive final reports (including conclusions and recommendations) of Inquiry Panel prior to submission to Cabinet for decision</li> </ul>
<ul style="list-style-type: none"> <li>Crime &amp; Disorder Scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>Joint Chairs of Safer Swansea Partnership to attend to provide information and take questions on the performance of the Partnership to enable committee to explore plans / objectives, achievements, impact, challenges etc</li> </ul>

