

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 (Jan; Apr; Jun) |
| 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 |
|---------|---|---|
| 10 Jul | <ul style="list-style-type: none"> 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 |
| | <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 2016/17, as required by the constitution |
| | <ul style="list-style-type: none"> Work Programme 2017-18 | <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 |
| 14 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 Housing, Energy & Building Services |
| | <ul style="list-style-type: none"> All Council Catering Commissioning Review | <ul style="list-style-type: none"> Pre-decision scrutiny of 17 August Cabinet report on Catering services (School meals, Commercial Catering & Social Services catering). The report will outline a range of options for future service delivery of catering and the proposed decision on way forward. |
| | <ul style="list-style-type: none"> Planning & City Regeneration | <ul style="list-style-type: none"> Pre-decision scrutiny of 17 August Cabinet report on which outlines options appraisal for the Planning & |

| | | |
|---------------|--|---|
| | Commissioning Review | City Regeneration Service. It provides recommendations on the most viable future service options for the Service Area. |
| 11 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 Service Transformation & Business Operations (Deputy Leader) |
| | <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"> • Oceana Building Demolition | <ul style="list-style-type: none"> • Session with the Cabinet Member for Economy & 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. |
| 9 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 Children, Education & Lifelong Learning |
| | <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) |
| 13 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 Health & Wellbeing |
| | <ul style="list-style-type: none"> • More Homes Pilot Scheme Milford Way and Parc Y Helyg Sites | <ul style="list-style-type: none"> • Pre-decision scrutiny |
| 11 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 Stronger Communities |
| | <ul style="list-style-type: none"> • Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates | <ul style="list-style-type: none"> • Update on Progress / Outcomes from Martin Nicholls, Director - Place |
| | <ul style="list-style-type: none"> • Progress Report – Service Improvement & Finance Performance Panel | <ul style="list-style-type: none"> • Councillor Chris Holley, Convener, to update on headlines from the Panel's work and achievements |

| | | |
|---------------------------------|---|---|
| 8 Jan | <ul style="list-style-type: none"> • Cabinet Member Question Session | <ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Economy & Strategy (Leader) |
| | <ul style="list-style-type: none"> • Progress Report – Adult Services Performance Panel | <ul style="list-style-type: none"> • Councillor Peter Black, Convener, to update on headlines from the Panel’s work and achievements |
| 12 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 Environment Services |
| | <ul style="list-style-type: none"> • Transfer of Management of Allotments from City & County of Swansea to Management Associations | <ul style="list-style-type: none"> • Pre-decision scrutiny |
| | <ul style="list-style-type: none"> • Progress Report – Schools Performance Panel | <ul style="list-style-type: none"> • Councillor Mo Sykes, Convener, to update on headlines from the Panel’s work and achievements |
| 5 Mar (extra meeting) | <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 |
| 12 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 Culture, Tourism & Major Projects |
| | <ul style="list-style-type: none"> • Progress Report – Child & Family Services Performance Panel | <ul style="list-style-type: none"> • Councillor Paxton Hood-Williams, Convener, to update on headlines from the Panel’s work and achievements |
| 9 Apr | <ul style="list-style-type: none"> • Cabinet Member Question Session | <ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Future Generations |
| | <ul style="list-style-type: none"> • Progress Report – Development & Regeneration Performance Panel | <ul style="list-style-type: none"> • Councillor Jeff Jones, Convener, to update on headlines from the Panel’s work and achievements |
| 14 May | <ul style="list-style-type: none"> • Cabinet Member Question Session | <ul style="list-style-type: none"> • Question and answer session with Cabinet Member for Commercial Opportunities & Innovation |
| | <ul style="list-style-type: none"> • Progress Report – Public Services Board Performance Panel | <ul style="list-style-type: none"> • Councillor Mary Jones, Convener, to update on headlines from the Panel’s work and achievements |
| | <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 |

To be scheduled:

| | |
|--|--|
| <ul style="list-style-type: none">• 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 2016/17. 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">• Final 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 |
| <ul style="list-style-type: none">• 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 |