

**Scrutiny Programme Committee – Work Plan 2018/19**

Standing / Recurring Agenda Items:

Role of the Committee	<ul style="list-style-type: none"> <li>To ensure understanding about the role of the Scrutiny Programme Committee, and discuss effective working</li> </ul>
Scrutiny Work Programme	<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> <li>To maintain overview on scrutiny work, monitor progress, and coordinate as necessary</li> <li>To receive progress reports from Conveners of Performance Panels on headlines from the Panel's work and achievements</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</li> </ul>
Scrutiny Annual Report	<ul style="list-style-type: none"> <li>To agree the annual report of the work of overview &amp; scrutiny for the previous municipal year, as required by the Council Constitution</li> </ul>
Final Scrutiny Inquiry Reports	<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>
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>
Annual Work Plan Review	<ul style="list-style-type: none"> <li>To reflect on the year's work, achievements, experiences, issues, ideas for future scrutiny</li> </ul>

<b>ACTIVITY</b>	<b>19 June 2018*</b>	<b>9 July 2018</b>	<b>20 July 2018*</b>	<b>13 August 2018</b>	<b>10 September 2018</b>	<b>8 October 2018</b>
<b>Scrutiny Work Programme</b>		<ul style="list-style-type: none"> <li>• Role of the Committee</li> <li>• Draft Work Programme for Agreement</li> <li>• Scrutiny Improvement &amp; Development Objectives</li> </ul>			Wales Audit Office Report – Overview & Scrutiny: Fit for the Future?	
<b>Cabinet Member Question &amp; Answer Sessions</b>				Homes & Energy	Business Transformation & Performance (Deputy Leader)	Education Improvement, Learning & Skills
<b>Other Cabinet Member / Officer Reports</b>			Swansea Bay City Deal Joint Scrutiny Committee			Annual Corporate Safeguarding Report
<b>Scrutiny Performance Panel Progress Reports</b>				Service Improvement & Finance	Adult Services	Schools
<b>Pre-decision Scrutiny</b>	More Homes Parc Yr Helyg Site Options Appraisal					
<b>Final Scrutiny Inquiry Reports</b>						
<b>Scrutiny Reports to Council</b>						Scrutiny Annual Report 2017/18

<b>ACTIVITY</b>	<b>12 November 2018</b>	<b>10 December 2018</b>	<b>14 January 2019</b>	<b>11 February 2019</b>	<b>11 March 2019</b>	<b>8 April 2019</b>
<b>Scrutiny Work Programme</b>						
<b>Cabinet Member Question &amp; Answer Sessions</b>	Children Services (Early Years and Young People)	Care, Health & Ageing Well	Economy & Strategy (Leader)	Environment & Infrastructure Management	Investment, Regeneration & Tourism	Better Communities (People and Place)
<b>Other Cabinet Member / Officer Reports</b>	<ul style="list-style-type: none"> <li>Sustainable Swansea – Commissioning Reviews: Service Areas – Post Implementation Updates</li> <li>Children &amp; Young People’s Rights Scheme – Compliance and Progress</li> </ul>					
<b>Scrutiny Performance Panel Progress Reports</b>	Child & Family Services	Development & Regeneration	Service Improvement & Finance	Adult Services	Schools	Public Services Board
<b>Pre-decision Scrutiny</b>						
<b>Final Scrutiny Inquiry Reports</b>	Natural Environment					
<b>Scrutiny Reports to Council</b>	Scrutiny Dispatches Impact Report			Scrutiny Dispatches Impact Report		

<b>ACTIVITY</b>	<b>13 May 2018</b>					
<b>Scrutiny Work Programme</b>	Annual Work Plan Review					
<b>Cabinet Member Question &amp; Answer Sessions</b>	Delivery					
<b>Other Cabinet Member / Officer Reports</b>						
<b>Scrutiny Performance Panel Progress Reports</b>						
<b>Pre-decision Scrutiny</b>						
<b>Final Scrutiny Inquiry Reports</b>						
<b>Scrutiny Reports to Council</b>	Scrutiny Dispatches Impact Report					

\* denotes extra meeting

To Be Arranged:

Scrutiny / Audit Committee Coordination	<ul style="list-style-type: none"> <li>• Chair of Audit Committee to attend to share work plan of Audit Committee / Annual Report. 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>
Crime & Disorder Scrutiny	<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 (extra meeting around March 2019).</li> </ul>

Specific Recurring Reports to Committee:

Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates	<ul style="list-style-type: none"> <li>• Regular update on progress in implementation of service changes following Commissioning Reviews / outcomes.</li> </ul>
Annual Corporate Safeguarding Report	<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>
Children & Young People's Rights Scheme – Compliance and Progress	<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>