

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

Standing / Recurring Agenda Items:

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| 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>11 June 2018</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>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)                |
| <b>Other Cabinet Member / Officer Reports</b>        |                     |   |  | Swansea Bay City Deal Joint Scrutiny Committee |                               |  |
| <b>Scrutiny Performance Panel Progress Reports</b>   |                     |   |  |  | Service Improvement & Finance | Adult Services   |
| <b>Pre-decision Scrutiny</b>                         |                     | More Homes Parc Yr Helyg Site Options Appraisal |  |  |                               |  |
| <b>Final Scrutiny Inquiry Reports</b>                | Regional Working    |   |  |  |                               |  |
| <b>Scrutiny Reports to Council</b>                   |                     |   |  |  |                               |  |

| <b>ACTIVITY</b>                                      | <b>1 October 2018*</b>  | <b>8 October 2018</b>                    | <b>12 November 2018</b>   | <b>10 December 2018</b>   | <b>14 January 2019</b>   | <b>11 February 2019</b>                 |
|--|---|--|---|---|--|---|
| <b>Scrutiny Work Programme</b>                       |   |  | Wales Audit Office Reports to Scrutiny                            |   | Scrutiny Improvement Action Plan (Wales Audit Office Report – Overview & Scrutiny: Fit for the Future? & Improvement Objectives) |   |
| <b>Cabinet Member Question &amp; Answer Sessions</b> |   | Education Improvement, Learning & Skills | Children Services (Early Years and Young People)                  | Care, Health & Ageing Well                                      | Economy & Strategy (Leader)  | Environment & Infrastructure Management |
| <b>Other Cabinet Member / Officer Reports</b>        | Consultation on Draft Homelessness Strategy and Action Plan 2018-2022 | Annual Corporate Safeguarding Report     | Children & Young People's Rights Scheme – Compliance and Progress | Sustainable Swansea: Commissioning Reviews - Annual Update 2018 |  |   |
| <b>Scrutiny Performance Panel Progress Reports</b>   |   | Schools                                  | Child & Family Services   | Development & Regeneration                                      | Service Improvement & Finance  | Adult Services                          |
| <b>Pre-decision Scrutiny</b>                         |   |  | Homelessness Strategy & Action Plan 2018-2022                     |   |  |   |
| <b>Final Scrutiny Inquiry Reports</b>                |   |  |   |   |  | Natural Environment                     |
| <b>Scrutiny Reports to Council</b>                   |   | Scrutiny Annual Report 2017/18           | Scrutiny Dispatches Impact Report                                 |   |  | Scrutiny Dispatches Impact Report       |

| <b>ACTIVITY</b>                                      | <b>11 March 2019</b>               | <b>8 April 2019</b>                   | <b>13 May 2018</b>                |  |  |  |
|--|------------------------------------|---------------------------------------|-----------------------------------|--|--|--|
| <b>Scrutiny Work Programme</b>                       |                                    |                                       | Annual Work Programme Review      |  |  |  |
| <b>Cabinet Member Question &amp; Answer Sessions</b> | Investment, Regeneration & Tourism | Better Communities (People and Place) | Delivery                          |  |  |  |
| <b>Other Cabinet Member / Officer Reports</b>        |                                    |                                       |                                   |  |  |  |
| <b>Scrutiny Performance Panel Progress Reports</b>   | Schools                            | Public Services Board                 |                                   |  |  |  |
| <b>Pre-decision Scrutiny</b>                         |                                    |                                       |                                   |  |  |  |
| <b>Final Scrutiny Inquiry Reports</b>                |                                    |                                       | Equalities                        |  |  |  |
| <b>Scrutiny Reports to Council</b>                   |                                    |                                       | Scrutiny Dispatches Impact Report |  |  |  |

\* denotes extra meeting

To Be Arranged:

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| 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</li> </ul>   |
| Wales Audit Office Reports              | <ul style="list-style-type: none"> <li>• Corporate Safeguarding Arrangements</li> </ul>   |

Specific Recurring Reports to Committee:

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| 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>  |
| 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>  |