Scrutiny Work Planning Conference

10 June 2019, Lord Mayor's Reception Room, Guildhall

Agenda

4.30	Welcome & IntroductionPurpose of Conference	Councillor Mary Jones, Chair of SPC
4.35	 Developing the New Work Programme Overview of Work Planning Process Good Practice Guidance 	Brij Madahar, Scrutiny Team Leader
4.45	 Current Work Programme Reflection on Last Year's Work Programme and Priorities 'Business as Usual' Items Challenges 	Brij Madahar
4.50	Corporate Priorities – CMT Overview Outline of the Council's Priorities and the Main Strategic Challenges facing the Council.	Adam Hill, Deputy Chief Executive
5.10	 Work Programme for 2019/20 The Emerging Picture Proposals / Topic Suggestions 	Brij Madahar
5.20	 Small Group Discussions What should be in the Scrutiny Work Programme for 2019/20, and why? ➤ Is the Programme focussed on the Right Areas? ➤ What is the big Inquiry Issue? ➤ Working Group Topics? ➤ Is There Anything of Importance and Concern Missing? 	All
6.00	Feedback and Conclusions	Brij Madahar
6.15	Close	Councillor Mary Jones

Attachments:

- 1. Presentation Slides
- Work Programme Headlines 2018-19
 Draft Work Programme for 2019-20
- 4. Work Programme Guidance5. Cabinet Portfolios



The Annual Scrutiny Work Planning Conference

10 June 2019



Slide 2

Purpose of Conference

To help shape the Scrutiny Work Programme for 2019/20

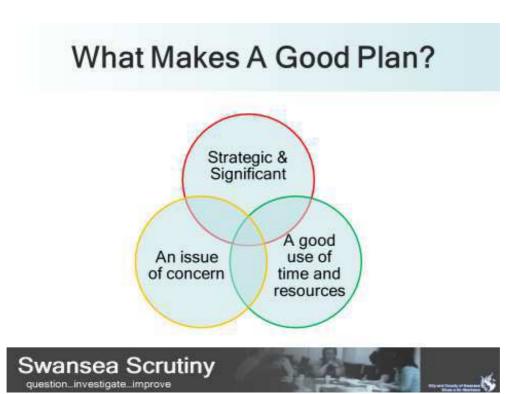
- > Outline the scrutiny work planning process
- Guidance on what makes a good plan
- > Review the 'current' work programme
- Consider different perspectives and suggestions, and gather your views



Slide 3



Slide 4



Pitfalls to Avoid

- · Lack of Prioritisation
- Repetition issue has already been subject of recent scrutiny
- · Duplication other internal / external reviews
- Lack of Purpose problem and aim / objective of scrutiny unclear
- · Parochial / Ward Issues



Slide 6

Current Work Programme



Last Year's Conference Suggestions

Some of these included:

- Equalities (Inquiry)
- Safeguarding e.g. human trafficking, child exploitation, modern slavery (Performance Panel)
- Anti-Social Behaviour (Working Group)
- Tourism (Working Group)
- Free School Meals / LAC attainment (Performance Panel)
- Environmental Enforcement (Working Group)
- Air & Noise Pollution (Working Group)
- Planning Enforcement (Performance Panel)
- Some work to be carried over due to time/resources



Slide 8

'Business As Usual' Items

- Performance Panels (ongoing monitoring)
- · Committee Cabinet Member Q & As
- Following Up Recommendations (Inquiry etc)
- Audit / Inspection Reports
- Pre-decision Scrutiny (e.g. Commissioning Reviews)
- Call-in
- Public Services Board *Statutory Item
- Crime and Disorder *Statutory Item
- ERW Regional Scrutiny
- Swansea Bay City Region City Deal Joint Scrutiny Committee



Your Priorities for Scrutiny Practice

- · More formal reporting to Cabinet
- · Early engagement in Cabinet decision-making
- Getting more Councillors involved in scrutiny and meeting development needs
- Strengthening follow up of recommendations
- Demonstrating impact / outcomes from scrutiny
- More media coverage and public engagement



Slide 10

Your Challenges

- Resources
- Managing expectations
- Quality not quantity
- Meeting management 1 or 2 main items
- · Making impact



Council Priorities and Strategic Challenges

Adam Hill, Deputy Chief Executive



Slide 12

Work Programme for 2019/20



Work Programme for 2019/20

- · Committee Proposals:
 - Establishing a new Performance Panel with focus on 'Natural Environment'
 - Creating capacity by reducing frequency of 1 or more other Performance Panels and reducing the number of Working Groups
 - Schools Performance Panel re-naming as the Education Performance Panel.
 - Working Groups need to think carefully about future topics that can be reasonably covered in one-meeting



Slide 14

Work Programme for 2019/20

- · Topic Suggestions
 - > Referrals
 - Cabinet Member Q & As
 - Scrutiny activities
 - > Public / Staff Survey
 - Top Issues



Your Draft Work Programme 2019/20 What would you include or change? What are the gaps?





Slide 16

Group Discussion

What should be on the scrutiny radar?

- Inquiry Topic: what is the big issue which is going to need time (up to 6 months) to examine, calling for wide ranging evidence gathering, leading to a comprehensive report to Cabinet with conclusions and recommendations?
- Working Group Topics: issues for 'light-touch' / one-off scrutiny?
- Performance Panels: Are these focussed on the right areas? Is there any specific issue these Panels should cover this year?
- Anything else of importance and concern missing?



Summary and Close



BLANK PAGE





Chief Executive's Briefing

10th June 2019

Adam Hill (Deputy Chief Executive)



Slide 2



- Reminder of the Councils Priorities for the next year
- Share the views of the Chief Executive and CMT on the main strategic challenges facing the Council
- · Identify areas of focus
- Assist Scrutiny Members in setting a work programme for the municipal year.



Slide 3



Six Well-being Objectives

- Safeguarding People from Harm
- Improving Education and Skills
- Transforming our Economy and Infrastructure
- Tackling Poverty
- Maintaining and enhancing the Natural Resources and Biodiversity
- Transformation and Future Council

Adopted by the Council 25 October 2018



Slide 4



Budget

Major Strategic Investment Decisions

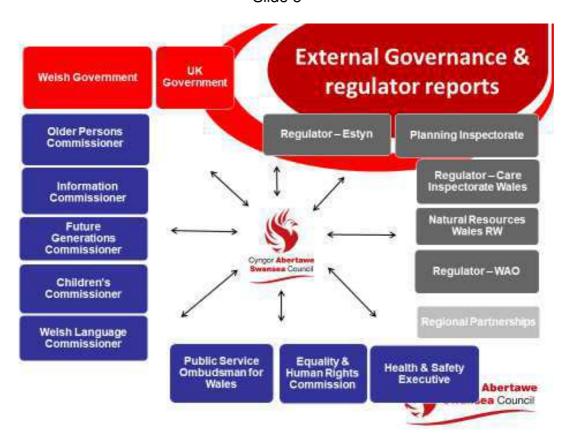
Regional Working

Policy Commitments

Regulator Reports and Inspections



Slide 5



Slide 6



Budget

Major Strategic Investment Decisions

Regional Working

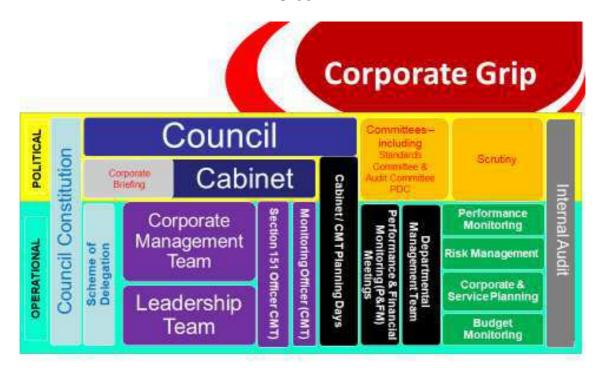
Policy Commitments

Regulator Reports and Inspections

Corporate Grip



Slide 7





Slide 8



Slide 9



Safeguarding — County lines, Supporting Vulnerable People, Modern Slavery, Budget

Anti-Social Behaviour - poor inspection on YOS, child and family scrutiny

ALN (Additional Learning Needs)

City Deal and Wider Regeneration Digital Inclusion



Slide 10



Education — e.g. performance of Children on Free school meals

Regionalisation / Co-working / Co-production , Current and Future

Embedding Well-Being of Future Generations Act

Customer Contact

Embedding Welsh Language Measures





Scrutiny Work Programme Headlines: 2018-19

Over the course of 14 Scrutiny Programme Committee (SPC) meetings and 94 Scrutiny Panel / Working Group meetings the following scrutiny activities were carried out (lead councillors shown in brackets):

Inquiry Reports (in-depth scrutiny reviews):

Completed inquiries:

Inquiry	Status
Natural Environment	Cabinet Decision Awaited
(Cllr Peter Jones)	

Current inquiries:

Inquiry	Status
Equalities (Cllr Louise Gibbard)	Final Report Stage

(NB – 1 inquiry report was considered by Cabinet in the last year – Regional Working (Convener Cllr Lyndon Jones) – 100% of recommendations accepted in full or part)

 Previous inquiries followed up – to monitor implementation of recommendations and assess impact:

Inquiry	Monitoring Status
Child & Adolescent Mental Health	Complete
Services (Cllr Mary Jones)	
Tackling Poverty (Cllr Sybil Crouch)	Complete

Performance Monitoring:

Six Performance Panels met over the last year to provide in-depth monitoring and challenge for these areas (frequency of meetings in brackets):

- Service Improvement & Finance (Cllr Chris Holley) monthly
- Schools (Cllr Mo Sykes) monthly
- Adult Services (Cllr Peter Black) monthly
- Child & Family Services (Cllr Paxton Hood-Williams) every two months
- **Development & Regeneration** (Cllr Jeff Jones) every two months
- **Public Services Board** (multi-agency Panel) (Cllr Mary Jones) quarterly

Working Groups:

One-off meetings were arranged to enable questions and discussion on the following topics:

- Homelessness (Cllr Peter Black)
- Community Cohesion & Hate Crime (Cllr Louise Gibbard)
- Air & Noise Pollution (Cllr Joe Hale)
- Welfare Reform (Cllr Louise Gibbard)
- Environmental Enforcement (Cllr Jeff Jones)
- Local Flood Risk Management (meets annually) (Cllr Peter Jones)
- Anti-Social Behaviour (Cllr Terry Hennegan)
- **Tourism** (Cllr Peter Jones)

Cabinet Member Questioning Sessions:

All 12 Cabinet Members attended Committee Q & A Sessions throughout the year, enabling the SPC to explore their work, looking at priorities, actions, achievements and impact.

Pre-decision Scrutiny:

Pre-decision Scrutiny - taking into account strategic impact, public interest, and financial implications, 8 cabinet reports were subject to pre-decision scrutiny (carried out by the Committee or relevant Performance Panels), with views reported to Cabinet before decisions were taken:

- More Homes Parc Yr Helyg Site Options Appraisal
- Cultural Services Commissioning Review
- The Future Structure and Delivery of the Ethnic Minority Achievement Unit
- Outcome of Residential Care & Day Services for Older People Consultation
- Homelessness Strategy and Action Plan 2018-2022
- Swansea Central Phase 1 Project Update and FPR7
- Small School Review & School Organisation Linked to the Welsh Education Strategic Plan
- Budget

Call-In:

Since the adoption of a new Call-in process by Council in July 2018, 1 cabinet report was subject to call-in:

 21st Century Schools Programme - New Build For Gorseinon Primary School

Crime & Disorder Scrutiny:

 The Scrutiny Programme Committee is designated as the Council's Crime & Disorder Committee under the Police & Justice Act 2006. The Committee met with Police and Council leads about the Safer Swansea Partnership to discuss progress, with questioning on partnership plans, performance, and challenges.

Regional Scrutiny:

- Education through Regional Working Swansea scrutiny is involved in an informal regional scrutiny arrangement with the six councils participating in the 'Education Through Regional Working' (ERW) school improvement consortium. A scrutiny councillors group was set up in 2015/16 in order to provide challenge to ERW, coordinate scrutiny work across the region and ensure a consistent approach. Swansea is represented by the Chair of the Scrutiny Programme Committee and Convener of the Schools Performance Panel. Meetings took place in September 2018 (hosted by Neath Port Talbot Council) and January & March 2019 (hosted by Swansea Council). The Swansea Scrutiny Team is providing the support for this group as the Council's contribution to ERW.
- Swansea Bay City Region City Deal A Joint Scrutiny Committee was established earlier this year and involves three councillor representatives from each of the four Councils involved in the City Deal, meeting to scrutinise the work of the Joint Committee responsible for delivering the City Deal Programme. Swansea's Councillor Representatives are: Jan Curtice, Phil Downing & Jeff Jones. Meetings took place in November, January, March, and April. As per Joint Agreement, the Committee is serviced by Neath Port Talbot Council.

Other reports considered by SPC:

- Scrutiny Improvement & Development Objectives
- Swansea Bay City Deal Joint Scrutiny Committee
- Wales Audit Office Report Overview & Scrutiny: Fit for the Future?
- Consultation on Draft Homelessness Strategy and Action Plan 2018-2022
- Annual Corporate Safeguarding Report
- Children & Young People's Rights Scheme Compliance & Progress
- Sustainable Swansea Programme Commissioning Reviews Annual Post Implementation Update
- Scrutiny Improvement Action Plan (Wales Audit Office Report Overview & Scrutiny: Fit for the Future? & Improvement Objectives)

Chairs' Letters:

64 Letters were sent to Cabinet Members – an established way for scrutiny to communicate findings, views and recommendations for improvement directly to Cabinet Members, reflecting discussion at Committee / Panel / Working Group meetings. Effectively 'mini-reports' with conclusions and proposals from scrutiny – and responses. Average response time 20 days (against target of 21 days). 67% of the 33 letters requiring response were responded to within time.

Scrutiny Dispatches:

 The SPC produces a quarterly summary of the headlines from the work of scrutiny for Council and the public, focussed on impact and how scrutiny is making a difference. Scrutiny Dispatches is used as a mechanism for internal and external communication of activity to help generate media coverage of scrutiny. Council was provided with a report in November 2018 and February 2019.

Scrutiny Annual Report:

• The Scrutiny Annual Report for 2017/8 was presented to Council in October 2018.

Councillor Engagement:

- Number of backbench councillors actively involved in scrutiny: 71%
- Average councillor attendance at scrutiny meetings: 69%

Public Engagement:

- % of meetings with public observers: 49%
- % of meetings with public input: 26%
- % of meetings attracting media coverage: 32%
- Number of scrutiny discussions reported upon in the press: 35

3 – Draft Scrutiny Work Programme 2019/20

SCRUTINY PROGRAMME COMMITTEE

(formal Committee chaired by Cllr Mary Jones)

- Developing, managing and monitoring Scrutiny Work Programme
 - Cabinet Member Questions Sessions
- Discussing broad range of policy and service issues (incl. Crime & Disorder Scrutiny)
 - Coordinating pre-decision scrutiny / call-in

INQUIRY PANELS:

(time-limited in-depth inquiries)

1. Inquiry Topic?

WHAT ISSUE JUSTIFIES IN-DEPTH EXAMINATION, WIDE-RANGING EVIDENCE GATHERING / RESEARCH, AND THE TIME (6 MONTHS +) IT WILL INVOLVE?

Previous Inquiry Follow Ups:

- Regional Working
- Natural Environment
- Equalities

PERFORMANCE PANELS:

(on-going in-depth monitoring)

ANY CHANGES? ANY SPECIFIC ISSUES THESE SHOULD COVER?

- 1. Service Improvement & Finance (monthly)
- 2. **Education** (monthly)
- 3. Adult Services (monthly)
- Child & Family Services (every two months)
- 5. **Development & Regeneration** (every two months)
- 6. Public Services Board (twice yearly)
- 7. *NEW*: Natural Environment (quarterly)

WORKING GROUPS:

(one-off meetings)

WHAT TOPICS NOT COVERED ELSEHWERE COULD BE EFFECTIVELY DISCUSSED IN A SINGLE FOCUSSED MEETING?

- 1. Topic?
- 2. Topic?
- 3. Topic?
- 4. Topic?

REGIONAL SCRUTINY:

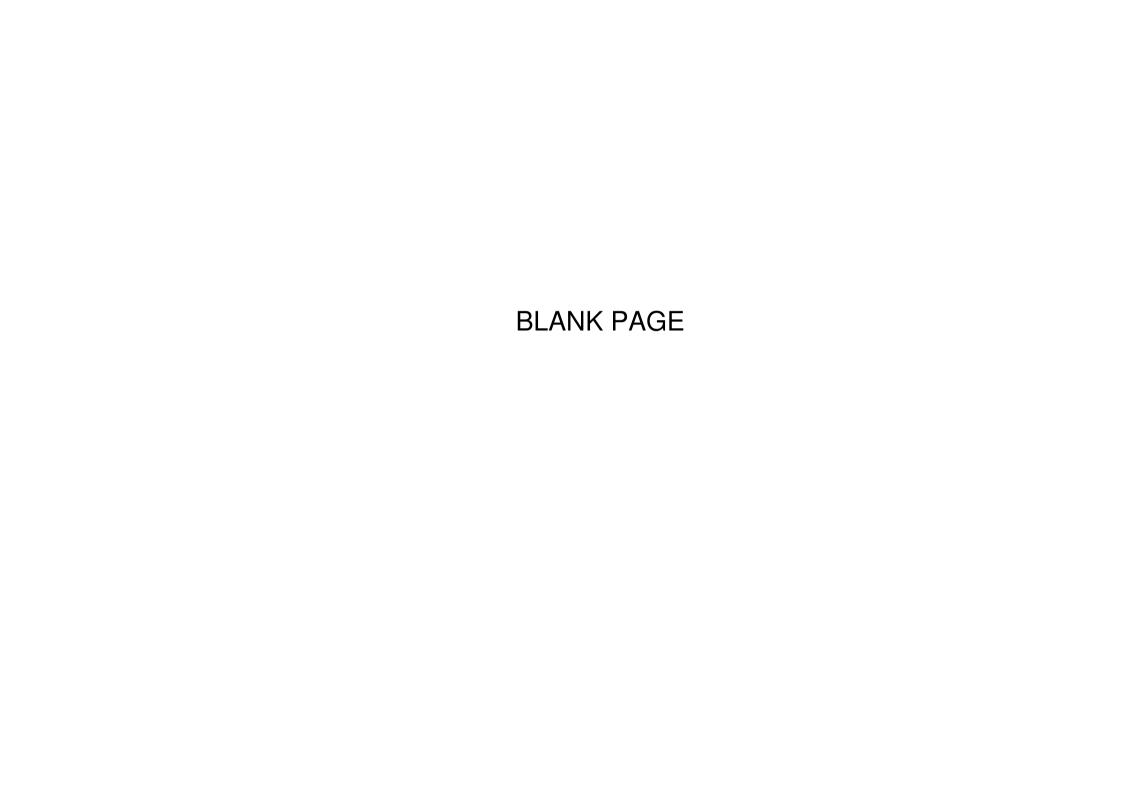
- ERW
 - (Education through Regional Working)
- City Deal Swansea Bay City Region City Deal Joint Scrutiny Committee



4 - Work Planning Guidance For proposed scrutiny topics

1	Is it an issue of concern? Yes	 For example: Is it an issue of public concern? e.g. complaints, members' knowledge/feedback from electoral wards, local media, surveys, other consultation Is it an issue of performance concern? e.g. evidence from performance indicators, benchmarking or performance unknown/not currently measured Are there budget concerns? e.g. pattern of budget overspending or significant underspending Is it an issue of concern or interest to external groups? e.g. partners, local businesses 	No ↓
2	Is the issue strategic and significant? Yes	 For example: Are there links to Council's Corporate Plan, Priorities and Objectives? Is the issue related to the big challenges facing the Council? Is it a Welsh Government or Central Government priority? Has the issue been raised by Audit/Inspection reports? Does it have a significant impact on the public? Or a specific group/community? 	No ↓
3	Is it a good use of scrutiny time? Yes	 For examples: Is there a clear objective for examining this topic? Has similar scrutiny work already been undertaken? Is the issue being examined elsewhere internally or externally? Would this issue require in-depth examination? i.e. a wide-ranging programme of evidence gathering and research? Could scrutiny make a difference to how services are delivered, service quality, how resources are used, and sustainability of service provision? Will scrutiny be able to generate recommendations for improvement? Has the relevant service / policy area recently undergone substantial change? i.e. is it too early to review the effects of the change? 	No ↓
	*SUITABLE		NOT SUITABLE

* Topic recommen	nded fo	r:		
In-depth inquiry		Performance Panel	Other (state what)	
Working Group		Committee Report		



5 - CABINET PORTFOLIOS 2019/20

Economy & Strategy (Leader) (Cllr Rob Stewart)	Business Transformation & Performance (Deputy Leader) (Cllr Clive Lloyd)	Better Communities (People - Cllr Alyson Pugh; Place - Cllr Andrew Stevens)	Care, Health & Ageing Well (Cllr Mark Child)	Children Services (Early Years - Cllr Elliot King; Young People - Cllr Sam Pritchard)
 5G Project (City Deal) City Centre Redevelopment City Deal Implementation City Region Joint Committee (Chair) Community Leadership Constitutional Changes Corporate Communications Corporate ICT Strategy Economic Twinning (Brexit) Factory of the Future (City Deal) Finance & Budget Strategy & Budget Oversight Local & Regional Investment Strategy (Regional Bank) Planning Policy (Regional) Poverty Reduction Public Service Board (PSB) Regeneration Strategy & Major Projects Regional Working / Collaboration Strategic Partnerships 	 Agile Programme (Lead) Budget Tracking & Financial Savings Monitoring Capital Programme (Lead) Commissioning Review (Lead) Contact Centre Financial Services Health & Safety Policy Human Resources & Organisational Development (HR&OD) Information & Business Change (inc. ICT) Legal Services Modernisation of Council Services Pensions Performance Management & Improvement Petitions Poverty Reduction Procurement & Frameworks PSB (Lead) Risk & Resilience Strategic Estates & Property Management (Lead) Sustainable Swansea - Fit for the Future Programme (Lead) 	People (Councillor Alyson Pugh):	 Activities to Promote Independence & Aging Well Adult Social Services Modernisation Assessment / Care Management Elderly Care Healthy City Partnership Integration of Health & Social Care Joint Equipment Learning Disability Local Area Coordination (Lead) Mental Health Physical & Sensory Impairments Poverty Reduction Safeguarding (Lead) Supporting People Wellbeing Western Bay Lead Member 	 Early Years (Cllr Elliot King) Best Start in Life Child & Family Services Children & Young People (CYP) Board Continuum of Care Corporate Parenting (Lead) Families First Flying Start Play Opportunities Poverty Reduction Regional Adoption Service Safe Looking After Children (LAC) Reduction Strategy Safeguarding Young People (Cllr Sam Pritchard): Apprenticeships (Support) Children & Young People (CYP) Board (Lead) Corporate Parenting (Support) NEETS Reduction (Support) Opportunities for Young People Poverty Reduction Promoting Youth Inclusion & Youth Citizenships Readiness for Work (Support) Safe Looking After Children (LAC) Reduction Strategy Safeguarding Youth Offending Service (Y.O.S.) Youth Services UNCRC

5 - CABINET PORTFOLIOS 2019/20

Delivery (Cllr David Hopkins)	Education Improvement, Learning & Skills (Cllr Jennifer Raynor) Environment & Infrastructure Managen (Cllr Mark Thomas)		Homes & Energy (Cllr Andrea Lewis)	Investment, Regeneration & Tourism (Cllr Robert Francis-Davies)
 Affordable Housing (Support) Biodiversity Champions Liaison & Coordination City Profile Collaboration Opportunities Commercial Services Corporate Delivery Democratic Services Houses in Multiple Occupation (HMO) Licensing & Licensing Policy Mayoral & Civic Functions Member Development New Business Opportunities Outside Bodies Planning Policy & Local Development Plan (LDP) Poverty Reduction Scrutiny Services Sustainable Development (Lead) Trade Union Engagement 	 21st Century Schools Programme Apprenticeships (Lead) Band B Scoping and Delivery Catchment Review Children & Young People (CYP) Board City of Learning - Member of UNESCO COL Steering Group Education Charter Education Regional Working (ERW) Education Services from 5 to 19 Further Education Inclusion & Learner Support NEETS Prevention (Lead) Quality in Education (QEd) Programme Readiness for Work (Lead) Regional Workforce Planning & Skills Development Schools Estate Planning & Resources Planning School Improvement Schools' Organisation & Performance Skills & Talent Project (City Deal) 	Coastal Defence, Marina, Foreshore & Beach Maintenance Cycleways Environmental Health Fleet Renewal & Maintenance Fly Tipping Task Force Green Vehicle Adoption (Support) Highways & Engineering Infrastructure Repairs & Maintenance Parking Parks (Maintenance & Operations) and Cleansing Pothole Task Force Poverty Reduction Public Protection Public Transport Regional Collaboration for Transport, Highways & Waste Regional Transport Policy Streetscene Trading Standards Waste Management & Recycling .	 Cooperative Housing Corporate Building Corporate Property Council House Management Council House Repairs District Heating Schemes Energy Green Transport & Green vehicle adoption (inc. infrastructure works) Homelessness & Supporting people Homes as power stations (City Deal) Housing Adaptions & Renewal Schemes Housing Policy, Affordable Housing & Housing Options More Homes Delivery Poverty Reduction Sheltered Housing Tenancy Enforcement Welsh Housing Quality Standard (WHQS) 	Business & City Promotion City Centre Management City Projects and Development City Waterfront & Marina Promotion Creative City Culture, the Arts & Galleries Events, Tourism & Destination Marketing Healthy Night Life / Purple Flag Heritage inc. River Corridor Development Inward Investment Opportunities New Local & Regional Business Opportunities Parks, Beaches and Foreshore Promotion Poverty Reduction Science City Sports Facilities Suburban Centres & Community Regeneration Initiatives Universities Collaboration (Development)

All Cabinet Members: Lead elements of Sustainable Swansea

Scrutiny Topic Referrals during 2018/19

From Cabinet Member Q & As

 Welfare Rights - to look at how well welfare rights support and advice, and commitment to tackling poverty was being delivered across the Council e.g. by staff working in Social Services, Housing and by others in direct contact with vulnerable people.

From Scrutiny activities

- Tourism
- Local Flood Risk Management
- Air & Noise Pollution
- Council Procurement
- Glyphosate and its use by the Council for spraying
- The Management of Common Land
- The Management of the Marine Environment
- Tackling Climate Change
- Management of the Gower Area of Outstanding Natural Beauty (AONB)

TOP PUBLIC ISSUES (SCRUTINY SURVEY):

1. Development & Regeneration

- Investment
- Concern about no. of student accommodation developments
- Concern about overdevelopment of suburban areas
- Need for developments to include public facilities e.g. toilets
- Health & Safety
- Minimise impact of roadworks
- Speed of works
- More regeneration projects in deprived communities to improve wellbeing, health and social mobility, e.g. turning empty plot of land into a community garden for growing food.
- More involved public consultation over proposals / designs before money is committed
- Review Tall Buildings Policy to protect city seafront skyline

2. Facilities / Services for the Disabled and their Carers

- Accessible footways / roads
- Public Seating
- Access to Information / Advice
- Lack of progress with Carers Strategy / Support to Carers
- Accepting the Social Model of Disability
- Right to Independent Living
- Compliance with Legislation

3. Roll-Out of 5G - Health Concerns

- Lack of safety testing

4. Waste & Cleanliness

- Mess following collections
- Minimise plastic waste
- More pressure on private firms to recycle
- Cleanliness of City Centre and main routes in e.g. Walter Road, St. Helen's Road

5. Adult Social Services

- Quality of Needs Assessments and Care Plans, in line with Social Services and Wellbeing (Wales) Act 2014
- Concern about charging for services
- Availability of specialised dementia beds in care homes
- Waiting lists for care in the community

6. Environment

- Council action to address 'Climate Change Emergency'
- Air Quality

Other suggestions:

 Co-production Public Consultation & Engagement 	 Control of Spending (Education, Social Services) Procurement and Social Value / Value for Money External Funding Panel decision-making
 High cost of Public Transport City Centre Parking Condition of Roads 	 Youth Workers Leisure facilities (e.g. skateboard parks) Tackling Homelessness Lack of Public Drinking Water
 Fires on Kilvey Hill Beach / Cliff Incidents 	 Council Staff Recruitment Employee Health & Wellbeing Council Legal Services Equal Pay Head teachers' Pay