

Scrutiny Programme Committee – Work Plan 2019/20

Standing / Recurring Agenda Items:

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| 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 |
| Scrutiny Work Programme | <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 To maintain overview on scrutiny work, monitor progress, and coordinate as necessary To receive progress reports from Conveners of Performance Panels on headlines from the Panel's work and achievements 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 |
| Scrutiny Annual Report | <ul style="list-style-type: none"> To agree the annual report of the work of overview & scrutiny for the previous municipal year, as required by the Council Constitution |
| Final Scrutiny 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 |
| 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) |
| Annual Work Plan Review | <ul style="list-style-type: none"> To reflect on the year's work, achievements, experiences, issues, ideas for future scrutiny |

| ACTIVITY | 8 July 2019 | 1 August 2019* | 12 August 2019 | 9 September 2019 | 14 October 2019 | 11 November 2019 |
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| Scrutiny Work Programme | <ul style="list-style-type: none"> • Role of the Committee • Draft Work Programme for Agreement • Scrutiny / Audit Committee Coordination | | | | | |
| Cabinet Member Question & Answer Sessions | | | Business Transformation & Performance (Deputy Leader) | Homes & Energy | Education Improvement, Learning & Skills | Children Services (Early Years and Young People) |
| Other Cabinet Member / Officer Reports | | Housing Commissioning Review | | | | |
| Scrutiny Performance Panel Progress Reports | | | Service Improvement & Finance | Adult Services | Schools | Child & Family Services |
| Pre-decision Scrutiny | | | | | | |
| Final Scrutiny Inquiry Reports | Equalities | | | | | |
| Scrutiny Reports to Council | | | | Scrutiny Annual Report 2018/19 | | Scrutiny Dispatches Impact Report |

| ACTIVITY | 9 December 2019 | 13 January 2020 | 10 February 2020 | 9 March 2020 | 20 April 2020 | 11 May 2020 |
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| Scrutiny Work Programme | | | | | | <ul style="list-style-type: none"> • Annual Work Programme Review • Progress on Scrutiny Improvement Objectives |
| Cabinet Member Question & Answer Sessions | Care, Health & Ageing Well | Economy & Strategy (Leader) | Environment & Infrastructure Management | Investment, Regeneration & Tourism | Better Communities (People and Place) | Delivery |
| Other Cabinet Member / Officer Reports | | | | | | |
| Scrutiny Performance Panel Progress Reports | Development & Regeneration | Service Improvement & Finance | Adult Services | Schools | Natural Environment | Public Services Board |
| Pre-decision Scrutiny | | | | | | |
| Final Scrutiny Inquiry Reports | | | | | | |
| Scrutiny Reports to Council | | | Scrutiny Dispatches Impact Report | | | Scrutiny Dispatches Impact Report |

* denotes extra meeting

To Be Arranged:

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| 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. 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 |
| Wales Audit Office Reports | <ul style="list-style-type: none"> • Corporate Safeguarding Arrangements |
| Final Scrutiny Inquiry Report(s) | <ul style="list-style-type: none"> • tbc |

Specific Recurring Reports to Committee:

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| 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. |
| 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). |
| 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. |
| Crime & Disorder Scrutiny – Safer Swansea Partnership | <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 |