

**Scrutiny Programme Committee – Work Plan 2019/20**

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>8 July 2019</b>	<b>1 August 2019*</b>	<b>12 August 2019</b>	<b>9 September 2019</b>	<b>14 October 2019</b>	<b>11 November 2019</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 / Audit Committee Coordination</li> </ul>					
<b>Cabinet Member Question &amp; Answer Sessions</b>			Business Transformation & Performance (Deputy Leader)	Homes & Energy	Education Improvement, Learning & Skills	Children Services (Early Years and Young People)
<b>Other Cabinet Member / Officer Reports</b>		Housing Commissioning Review			Annual Corporate Safeguarding Report	
<b>Scrutiny Performance Panel Progress Reports</b>			Service Improvement & Finance	Adult Services	Education	Child & Family Services
<b>Pre-decision Scrutiny</b>				Enterprise Resource Planning (ERP) System		
<b>Final Scrutiny Inquiry Reports</b>	Equalities					
<b>Scrutiny Reports to Council</b>					Scrutiny Annual Report 2018/19	Scrutiny Dispatches Impact Report

<b>ACTIVITY</b>	<b>18 November 2019*</b>	<b>8 January 2020*</b>	<b>13 January 2020</b>	<b>10 February 2020</b>	<b>9 March 2020</b>	<b>6 April 2020*</b>
<b>Scrutiny Work Programme</b>						
<b>Cabinet Member Question &amp; Answer Sessions</b>			Economy & Strategy (Leader)	<ul style="list-style-type: none"> <li>Environment &amp; Infrastructure Management</li> <li>Care, Health &amp; Ageing Well</li> </ul>	Investment, Regeneration & Tourism	
<b>Other Cabinet Member / Officer Reports</b>						Crime & Disorder Scrutiny (Safer Swansea Partnership)
<b>Scrutiny Performance Panel Progress Reports</b>			<ul style="list-style-type: none"> <li>Service Improvement &amp; Finance</li> <li>Development &amp; Regeneration</li> </ul>	Adult Services	Education	
<b>Pre-decision Scrutiny</b>	Housing Commissioning Review Option Appraisal Report	Foreshore Sites - Public Consultation and Procurement Responses Summary and Next Steps.				
<b>Final Scrutiny Inquiry Reports</b>						
<b>Scrutiny Reports to Council</b>				Scrutiny Dispatches Impact Report		

<b>ACTIVITY</b>	<b>20 April 2020</b>	<b>11 May 2020</b>				
<b>Scrutiny Work Programme</b>		<ul style="list-style-type: none"> <li>• Annual Work Programme Review</li> <li>• Progress on Scrutiny Improvement Objectives</li> </ul>				
<b>Cabinet Member Question &amp; Answer Sessions</b>	Better Communities (People and Place)	Delivery & Performance				
<b>Other Cabinet Member / Officer Reports</b>	<ul style="list-style-type: none"> <li>• Sustainable Swansea Programme – Commissioning Reviews: Service Areas – Post Implementation Updates</li> <li>• Children &amp; Young People’s Rights Scheme Annual Progress Report 2019</li> </ul>					
<b>Scrutiny Performance Panel Progress Reports</b>	Natural Environment	Public Services Board				
<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>
Wales Audit Office Reports	<ul style="list-style-type: none"> <li>Corporate Safeguarding</li> </ul>
Final Scrutiny Inquiry Report(s)	<ul style="list-style-type: none"> <li>tbc</li> </ul>

**Specific Recurring Reports to Committee:**

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 Annual Progress Report	<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>
Crime & Disorder Scrutiny – Safer Swansea Partnership	<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. May necessitate special meeting.</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>
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