

Agenda



Performance Scrutiny Committee - People

Date: Tuesday, 9 April 2019

Time: 10.00 am

Venue: Committee Room 1 - Civic Centre

To: Councillors D Williams (Chair), J Cleverly, K Critchley, R Hayat, H Thomas, C Townsend, J Watkins, T Watkins, J Richards and S Marshall

Co-opted Members

Paul Bennett (Catholic Church in Wales), Dr Annette Daly (Diocese Representative), Vacancy (Parent Governor Representative) and Vacancy (Parent Governor Representative)

Item

- 1 Agenda yn Gymraeg / Agenda in Welsh (Pages 3 - 4)
- 2 Apologies
- 3 Declarations of Interest
- 4 Minutes (Pages 5 - 10)
- 5 Transition from Children's to Adult Social Services - Verbal Update
- 6 Annual Forward Work Programme (Pages 11 - 24)
- 7 Scrutiny Adviser Reports (Pages 25 - 30)

a) Actions Arising (**Appendix 1**)

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Agenda

Pwyllgor Craffu ar Berfformiad – Pobl

Dyddiad: Dydd Mawrth, 9 Ebrill 2019

Amser: 10:00 y.b.

Lleoliad: Ystafell Bwyllgora 1 - Canolfan Dinesig

Y Cyngorwyr: D Williams (Cadeirydd), J Cleverly, J Guy, H Thomas,
C Townsend, T Watkins, J Watkins, R Hayat, K Critchley

Aelodau Cyfetholedig

Dr Annette Daly (Eglwys yng Nghymru), Paul Bennett (Eglwys Gatholig yng Nghymru), Swydd Wag (Cynrychiolydd Rhiant Lywodraethwyr) and Swydd Wag (Cynrychiolydd Rhiant Lywodraethwyr)

Eitem

1. Agenda yn Gymraeg
2. Ymddiheuriadau am Absenoldeb
3. Datganiadau o Fuddiant
4. Cofnodion y Cyfarfod a 9 Chwefror
5. Pontio o Wasanaethau Cymdeithasol Plant i Rai Oedolion - Wybodaeth ddiweddaraf
6. Rhaglennu Gwaith Cychwynnol Flynyddol
7. Adroddiadau Ymgynghorwyr Craffu

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Minutes



Performance Scrutiny Committee - People

Date: 19 February 2019

Time: 10.00 am

Present: Councillors D Williams (Chair), J Cleverly, K Critchley, R Hayat, H Thomas, C Townsend, J Watkins, T Watkins and J Richards

Co-opted Members :

In Attendance: Councillors

D Cooke (Scrutiny Adviser), L Davies (Governance Officer), J Harris (Strategic Director - People), S Morgan (Chief Education Officer), A Powles (Assistant Head of Education - Engagement and Learning) and K Rees (Assistant Head of Education - Inclusion)

Apologies: Councillors S Marshall

Dr A Daly (Diocese Representative)

1 Declarations of Interest

None

2 Minutes of the Meeting held on the 15 January 2019

The minutes of the meeting held on 15th January 2019 were approved as a true and accurate record.

3 Estyn Inspection Report

Attendee:

- S Morgan (Chief Education Officer)
- J Harris (Strategic Director – People)
- K Rees (Assistant Head of Education – Inclusion)
- A Powles (Deputy Chief Education Officer)
- Councillor Gail Giles (Cabinet Member for Education)
- C Phillips (Assistant Director of Estyn),

The Cabinet Member for Education presented a brief overview to the Committee and highlighted the key areas for consideration.

'The Newport Education Service Estyn inspection report was published on 31st January 2019. It was the first inspection to be carried out under the new Local Authority inspection framework introduced by Estyn in September 2018. It was also the first inspection of the Local Education Authority since the formation of the Education Achievement Service for

South East Wales (EAS), which now leads on improvement across the five local authorities of South East Wales.

A briefing on the report has been provided to all Elected Members, Head Teachers and has also been issued as press release. The briefing has also been provided to EAS Governor Support to circulate to all Newport school governors.

The report highlights a number of positive features including that during the last three years:

- *The proportion of primary schools in Newport judged to be at least good for standards compares favourably to inspection outcomes nationally;*
- *The number of primary schools receiving excellent judgements for standards in this period is significantly higher than across Wales as a whole;*
- *Improved performance at key stage 4 (GCSE) over the last three years in key indicators including English and mathematics, now compare favourably to local authorities across Wales.*

Other positive features include:

- *Senior Elected Members and Officers have a clear vision and high expectations of outcomes*
- *Officers across a wide range of services ensure that they adapt their provision effectively to meet the changing wellbeing priorities of children and young people;*
- *The percentage of pupils who are not in education, employment or training (NEET) has fallen sharply over the last four years and is now below the Wales average;*
- *There is a good range of projects across the local authority supporting this reduction well, due to the valuable services they offer for vulnerable pupils, particularly in secondary schools;*
- *Leaders respond appropriately to key financial pressures and are flexible in their approach to delivering priorities.*
- *Estyn made five recommendations for the Education Service including:*
 - *Improve wider performance within secondary schools and outcomes for learners eligible for Free School Meals (FSM);*
 - *Adjust central education self-evaluation activities to have a greater focus on outcomes and value for money;*
 - *strengthen opportunities at a local authority level for children and young people to influence decisions that affect them;*
 - *Deliver the strategic plans to develop Welsh-medium education further.*

Actions to address the recommendations are already being implemented and will be incorporated into the Education Service Plan for 2019/20

Meanwhile, Estyn has requested that Newport Education Service write a best practice case study, which Estyn will share with other Local Authorities, on the provision, leadership and impact of Gwent Education Minority-Ethnic Service (GEMS). Newport Education Service leads and manages GEMS on behalf of the Local Authorities in South East Wales.

I welcome Clive Phillips, Assistant Director of Estyn, who is observing the meeting today and will be able to respond to points within the report that require clarification.'

Members asked the following questions:

- A Member expressed concerns on the length of time some schools had been categorised as Red or had been placed in Special Measures. Members asked for confirmation of what progress had been made to address the issue, and what the timescale would be to bring all schools out of Red and Special Measures. The Chief Education Officer replied to Members confirming that one primary school and three secondary schools were the schools concerned, each school could have an array individual issues but the main focus was to assist the school getting back on track and a better categorisation. All of those schools identified were making good progress through the schools Progress Plan, other recommendations from Estyn were improvements related to the standard of teaching and learning. Meetings with Newport High Schools were taking place on a half term basis to better assess the situation and progress. The Officer confirmed that the Education Services Report would be available shortly and could be presented to the Committee.
- Members enquired about the recommendations made by Estyn, in particular the recommendation to *'strengthen opportunities at a local authority level for children and young people to influence decisions that affect them'*. Officers replied explaining that the children and young people have participated in areas of decision making, getting involved with school reorganisation plan, asking for their opinion of the school uniforms and catchment areas. These consultations have been taken seriously, including when consulting children in corporate decisions. The Officer commented that the Deputy Chief Education Officer had been working with the Heads of Service in conjunction with the Youth Council to ensure that young people are able to engage with decisions that are taken across the Council.
- A Member asked the Officers to confirm what the process was when a school was placed in Special Measures. The Officer explained that usually the issues were centred around leadership, attendance levels, standard of teaching, as well as a range of complex issues, none of which can be improved overnight. The schools would get a visit every term to compare progress against the set requirements, initially quick wins would be achieved and then work towards short term and long term gains would begin. Moral was often low at this time so leadership skills may need to be improved. The authority may have needed to look at the successes of local primary schools and share best practices with secondary schools. Cluster groups worked with a strong connection between the primary and secondary schools, ensuring no overlaps and encouraging all cluster groups to work in the same way.
- A Member expressed concerns regarding pupils potential transition from a Green categorised primary school into a Red categorised secondary school. The Member asked Officers to explain what identified a school as concerning and did EAS have any involvement in the process. The Officers replied explaining that schools were regularly monitored for poor attendance, leadership and governing bodies. Schools that had been identified entered a series of intervention monitoring meetings held with Deputy Chief Education Officer and EAS. Performance management was an indicator along with a good school structure, academic results and engagement from the school.
- A Member raised a question regarding whether the Pupil Referral Unit (PRU) was deemed as a school, or as an alternate provision. The Assistant Director of Estyn replied to Members confirming that the PRU is deemed as Education Other Than A School (EOTAS). There was no head teacher, but there was a school inspection

manual. The Officers confirmed that latest results showed the PRU had made big improvements in a number of areas, including attendance and they were monitoring individual pupils progress. Estyn had revisited the PRU since November and saw an increase in three out of six areas recommended for improvement. Estyn's review came too late to be included in the report.

- Members raised concerns regarding the high expectation put upon school governors from head teachers. The Officers replied to Members explaining that the role of school governor is a voluntary role, it was also a challenging role where certain knowledge and expertise was needed, however there was an expectation for governors to produce outcomes and not to sit on the board in a passive way. Audits in school were looking at what intelligence was available on governing bodies and if this was sufficient.
- A Member enquired about the Estyn recommendation to '*deliver the strategic plans to develop Welsh-medium education further*'. Officers confirmed that there is a small pot of money for a Welsh-medium school but no plans for location, with school transport infrastructure and availability of a suitable plot being an issue. Work was being undertaken to establish the best site for the school.
- Members expressed concerns that some schools are in disrepair, asking if that impacts pupil's progression, given the difficult economic climate, would it be an area that could be addressed. Officers replied to Members explaining that it is a challenging back drop but the biggest impact to the improvement of a schools' performance was excellent teaching and leadership.

The Chair thanked the officers for attending.

Conclusion - Comments to the Cabinet

The Committee noted the Estyn Inspection Report and agreed to forward the minutes to the Cabinet as a summary of the issues raised.

The Committee wished to make the following comments to the Cabinet:

- The Committee requested that the Chief Education Officer returns to update the Committee on the progress made towards each of Estyn's recommendations after 6 months and 12 months.
- The Committee requested additional information on how Officers intended to establish a coherent strategy across all relevant services to improve the outcomes for pupils eligible for free school meals.
- Concerns were raised regarding the requirements to improve the percentage of Welsh language speaking pupils. Members would like more information on how this target would be achieved, given the lack of Welsh speakers within the county compared to an county with Welsh as a first language.

4 ALN Framework and Act - BRIEFING

Attendee:

- T Pead – Additional Learning Needs Transformation Lead – Gwent wide
- K Rees – Assistant Head of Education - Inclusion

The Transformation Lead presented the Committee with an update on the work being undertaken on Additional Learning Needs in Gwent.

The Committee thanked the Transitional Lead and Officer for their time and discussed the importance of the changes in the ALN sector in coming years. The Committee agreed to forward any questions to the Assistant Head of Education – Inclusion.

5 **Scrutiny Adviser Reports**

Attendees:

- Daniel Cooke (Scrutiny Adviser)

a) Forward Work Programme Update

The Scrutiny Adviser presented the Forward Work Programme, and informed the Committee of the topics due to be discussed at the next two committee meetings:

9 April 2019, the agenda items include;

- Transition from Children to Adults Social Services – Verbal update

11 and 25 June 2019, the agenda items include;

- End of Year Service Plan Reviews – Education and Social Services

b) Action Arising

The Scrutiny Adviser informed the Committee on the updated actions one by one. The Committee requested no further information.

c) Information Reports

The Scrutiny Adviser discussed each of the five information reports with the Committee. The Committee made the following requests, comments and recommendations;

- Request for Interim Report
- Members raised concerns around using the initials LAC, feeling that children would become labelled by other children. The Committee would like to use the full title 'looked after children'
- The Committee requested a report on the Primary School Categories 2018/2019 and to include Estyn Report
- The Committee requested Information on the role of the Looked after Child Mentor and if only 4 clusters have a LAC Mentor in place, what do the other clusters have for support.
- The Committee requested the reports or outcomes of the reviews, Barnardos carried out in the Summer of 2017.
- What support is available for Tier One Young people that are not in education, training or Employment

- Members raised concerns for Primary school aged children attending the Pupil Referral Unit. The Members requested more information on what support is available for these young people in particular and if the young people are required to attend the Pupil Referral Unit?

d) Scrutiny Letters

The Committee received a Scrutiny topic referral letter from the Adults and Community Social Services Department. This referral requested that the Committee receive the new Newport Carers Strategy 2019 – 2022.

The Committee requested that the Carers Strategy be presented at the April meeting to allow the Committee to be included in the strategy consultation.

The meeting terminated at 12.30 pm



Scrutiny Report

Performance Scrutiny Committee – People

Part 1

Date: 9 April 2019

Subject **Draft Annual Forward Work Programme**

Author Scrutiny Advisor

The following people have been invited to attend for this item:

Invitee:	Role
Daniel Cooke	Scrutiny Advisor

Section A – Committee Guidance and Recommendations

1 Recommendations to the Committee

The Committee is asked to:

1. Consider the draft Annual Forward Work Programme (**Appendix 1**) and determine if it wishes to make any amendments to the programme or if further information is required;
2. Agree the start time for the Committee meetings, and approve the proposed schedule of meetings for 2019/20 (**Appendix 2**).

2 Context

Background

- 2.1 The Centre for Public Scrutiny’s Good Scrutiny Guide recognises the importance of the forward work programme. In order to ‘lead and own the process’, it states that Councillors should have ownership of their Committee’s work programme, and be involved in developing, monitoring and evaluating it. The Good Scrutiny Guide also states that, in order to make an impact, the scrutiny workload should be co-ordinated and integrated into corporate processes, to ensure that it contributes to the delivery of corporate objectives, and that work can be undertaken in a timely and well-planned manner.
- 2.2 Scrutiny Committees have limited time and resources and therefore work plans need to be manageable. It is not possible to include every topic suggested by Members, Heads of Service or the Public – successful Scrutiny is about looking at the right topic in the right way and

Members need to be selective, whilst also being able to demonstrate clear arguments for including or excluding topics.

- 2.3 The Centre for Public Scrutiny (CfPS) guide to work effective work programming 'A Cunning Plan?' makes the following reference to the importance of good work programming:

'Effective work programming is the bedrock of an effective scrutiny function. Done well it can help lay the foundations for targeted, incisive and timely work on issues of local importance, where scrutiny can add value. Done badly, scrutiny can end up wasting time and resources on issues where the impact of any work done is likely to be minimal.'

3 Information Submitted to the Committee

- 3.1 The following information is provided to the Committee:

Appendix 1 – Draft Annual Work Programme

Appendix 2 – Draft Schedule of meetings

Draft Annual Work Programme

- 3.2 The draft work programme is being presented to the Committee for consideration following consultation with the Scrutiny Chairs, and Service Areas, and detailed research by the Scrutiny team. It is designed to be a starting point for Members to develop, the work programme for Scrutiny should be Member led.
- 3.3 The attached draft work programme has been drafted using a number of difference sources, including:
- The Committee's suggestions;
 - Cabinet Work Programme;
 - Corporate Risk Register;
 - Previous Scrutiny Committee Forward Work Programmes, Agendas and minutes (available online);
 - Policy Framework;
 - Discussions with the Performance Team (Performance Information) and relevant Heads of Service.
- 3.4 There are also items where there is a Statutory duty for Policy Framework documents to be considered by Scrutiny, for this Committee this covers the draft budget proposals in January 2020. The Committee will be consulted on proposals relevant to the Committees terms of reference in January 2020, and provide comments / recommendations to the Cabinet prior to a final decision being made on the proposals by the Cabinet at its meeting in February 2020. The Overview and Scrutiny Management Committee will coordinate comments from all of the Scrutiny Committee, and will make comment on the budget process and public engagement.
- 3.5 Once the Committee is happy with the content of its Annual Work Programme, it will be published to the website to allow members of the public to view. The Committee may wish to consider if it wishes to seek the feedback of any stakeholders on the work programme.
- 3.6 The Committee will then have a standing item on each of its Committee meeting agendas for a Forward Work Programme Update, with a breakdown of which items will be coming to each meeting. It will also clarify what information has been requested for the Committees consideration, what the role of the Committee is for each item and a list of invitees. The Committee will need to approve this information at each meeting.

- 3.7 Under the Committee restructure in May 2017, performance monitoring role should now have a more prominent position within the Scrutiny function, with this Committee focusing its work programme on fulfilling this role within its remit.
- 3.8 The work programme attached has been developed to focus the Committee's limited resources on routinely scrutinising performance to provide a more in-depth monitoring and challenge for clearly defined service areas.
- 3.9 Detailed performance monitoring information will be provided biannually as a Service Plan, comprising of an overview of the performance position within the service area, and for any red / amber measures identified, the background data to give a more detailed picture of the measure in question.
- 3.10 To focus the discussion, the Head of Service will brief the related Cabinet Member(s) to the report prior to the Committee meeting.
- 3.11 Where the Committee identifies the need for more detailed scrutiny in a specific issues / area, the Committee can request more information back to the next committee meeting. It is intended that this approach will allow Members to gain an overall picture of performance in the service area, and allow space on the work programme to undertake 'deep dives' and request more detailed information where they see an area of concern.
- 3.12 As the Committee identified some areas that they would like to be provided with additional information before committing to a 'deep dive' or Policy Review Group. Head of Service briefings have been set up in September in lieu of the meeting. These briefings are for the Committee to receive additional information before committing to undertaking resource heavy additional work.

4. Suggested Areas of Focus

- 4.1 The draft work programme contains suggested items for the work programme – Member input to the work programme is essential to the success of Scrutiny.
- 4.2 The Corporate Assessment, and the subsequent [follow up assessment](#) provide background information on the importance of good work programming. Specific reference is made to the need to align the Cabinet and Scrutiny work programmes to ensure the value of the Scrutiny Function is maximised.

Role of the Committee

The role of the Committee in considering the report is to:

In considering what items should be included in the Committee's forward work programme, the Committee should consider how each item fits within the following selection criteria:

Criteria for Selecting Scrutiny Topics

PUBLIC INTEREST:	The concerns of local people should influence the issues chosen for scrutiny;
ABILITY TO CHANGE:	Priority should be given to issues that the Committee can realistically influence, and which will result in a Cabinet decision being taken;
PERFORMANCE:	Priority should be given to the areas in which the Council, and other agencies, are not performing well;
EXTENT:	Priority should be given to issues that are relevant to all or large parts of the city;
REPLICATION:	Work programmes must take account of what else is happening in the areas being considered to avoid duplication or wasted effort.

Reasons to Reject Scrutiny Topics

- The issue is already being addressed / being examined elsewhere and change is imminent
- The top would be better addressed elsewhere (and will be referred there)
- Scrutiny involvement would have limited / no impact upon outcomes
- The topic may be sub-judice or prejudicial to the Council's interest
- The topic is too broad to make a review realistic
- New legislation or guidance relating to the topic is expected within the next year
- The top area is currently subject to inspection or has recently undergone substantial change

- 4.3 For each item on the agreed work programme, the Committee should consider if they are well defined to ensure the Committee can effectively fulfil its role for each item.

Defining Scrutiny Topics

For every item on the work programme / new referral, it should be clear:

- **What is the issue / activity / project under consideration?**
 - *A brief outline of the matter being referred / the question being asked*
- **What is Scrutiny being asked to do?**
 - *e.g. undertake a full review of the subject? Investigate / interrogate different policy options? Be consulted of final proposals before decision making? Monitor outcomes / implementation?*
- **What are the reasons for / expected benefits of involving Scrutiny in this matter?**

- Is there a specific deadline for this piece of work?

Section B – Supporting Information

5 Links to Council Policies and Priorities

- Having proper work programming procedures in place ensures that the work of Overview and Scrutiny makes a positive impact upon the Council’s delivery of services, contributes to the delivery of corporate objectives, and ensures that work can be undertaken in a timely and well-planned manner. All undertakings of the Committee should impact on the Corporate Plan Commitments and the Well-being Objectives.

Well-being Objectives	Promote economic growth and regeneration whilst protecting the environment	Improve skills, educational outcomes & employment opportunities	Enable people to be healthy, independent & resilient	Build cohesive & sustainable communities
Corporate Plan Commitments	Thriving City	Aspirational People		Resilient Communities
Supporting Function	Modernised Council			

6 Risks

- 6.1 If proper work programming procedures are not put in place, the organisation and prioritisation of the work programme is put at risk. The work of Overview and Scrutiny could become disjointed from the work of the rest of the Council, which could undermine the positive contribution Overview and Scrutiny makes to service improvement through policy development.
- 6.2 A report is presented to each Committee every month in order to mitigate that risk. The specific risks associated with individual topics on the work programme will need to be addressed as part of the Committee’s investigations.

7 Financial Implications

- 7.1 The preparing and monitoring of the work programme is done by existing staff for which budget provision is available. There will be financial consequences for some of the reviews undertaken. These will be commented upon by the Head of Finance as the reports are presented.

8 Wellbeing of Future Generation (Wales) Act

- 8.1 The Annual Forward Work Programme does not directly address any aspects of the Wellbeing of Future Generation (Wales) Act. Each topic outlined in the Forward Annual Work Programme should be measured against the Act’s Wellbeing seven Goals and delivered in line with its Sustainable Development Principles;

Wellbeing Goals

- **A Prosperous Wales**
- **A Resilient Wales**
- **A Healthier Wales**
- **A More Equal Wales**

- **A Wales of Cohesive Communities**
- **A Wales of Vibrant Culture and Welsh Language**
- **A Globally Responsible Wales**

Sustainable Development Principles

- Does the report / proposal demonstrate how as an authority we are working in accordance with the sustainable development principles from the act when planning services?
 - **Long Term**
The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs
 - **Prevention**
How acting to prevent problems occurring or getting worse may help public bodies meet their objectives
 - **Integration**
Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies
 - **Collaboration**
Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives
 - **Involvement**
The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

9. Background Papers

[Good Scrutiny? Good Question! Wales Audit Office Improvement Study in Local Government.](#)
 'A Cunning Plan?' Devising a Scrutiny Work Programme' – CfPS Guide
[Corporate Assessment](#) , [Follow up](#) in 2015 and [Progress](#) Report August 2016
[Council Report – Scrutiny Committee Structures – May 2017](#)

Report Completed: March 2019

Performance Scrutiny Committee – People Annual Forward Work Programme Summary 2019/20

Topic	Role	Why is the Committee looking at this report?
<p>Adult and Community Services Performance Updates – included in Service Plans</p>	<p>Performance Monitoring - holding the executive to account for the Council's performance.</p>	<p>Aligns with the focus of the Committee in considering the performance of the Council within its terms of reference: Holding the Executive to Account for its performance:</p> <p>Monitoring of performance, focusing on:</p> <ul style="list-style-type: none"> • Achievement of outcomes and actions within service plans; • Scrutinising progress in improvements to areas of poor performance; • Assessing the extent to which performance objectives are contributing to the overall objectives and priorities of the Council. • Assessing the extent to which performance is in keeping with the performance management strategy; <p>The Committee will receive an overview of the performance of the service area including a list of the all of the service plan measures and an indicator of whether the targets have been achieved (Red, Amber and Green status). This will also include a summary of the common measures, which include complaints answered in timeframes, staff sickness rates, and the use of agency staff and overtime. For any red and amber measure, the Committee will also receive more detailed information on these measures</p> <p>Year End 2018-19 and Mid-Year 2019-20</p>
<p>Children and Young Peoples Performance Updates - included in Service Plans</p>		
<p>Education Performance Updates – included in Service Plans</p>		

<p>Budget Monitoring – included in the Service Plans</p>	<p>Performance Monitoring - holding the executive to account for the Council's performance.</p>	<p>Aligns with the focus of the Committee in considering the performance of the Council with its terms of reference:</p> <p>6 monthly Budget Monitoring:</p> <ul style="list-style-type: none"> • Scrutinising variances in budget; • Assessing the extent to which performance is being achieved within budget; • Reviewing the outcomes and the delivery of agreed savings plans; <p>Year End 2018-19 and Mid-Year 2019-2020</p>
<p>Carers Strategy 2019 - 2022</p>	<p>Pre decision – to receive and comment on the Strategy during its Consultation Process, prior to a final decision being taken by the Cabinet / Cabinet Member.</p>	<p>The Committee are receiving the report to allow the Adult and Community Services department to outline the work being undertaken relating to the new Carers Strategy 2019 – 2022 for Newport City Council. The Committee will be able to provide comment and recommendation to Cabinet / Cabinet Member on the Strategy.</p> <p>July 2019*</p>
<p>Looked After Children Report</p>	<p>Pre decision - to receive and comment on the report during its Consultation Process, prior to a final decision being taken by the Cabinet / Cabinet Member.</p>	<p>The Committee will receive the report as an introduction to the work being undertaken after a Welsh Government directive. Children and Young Peoples Services will aim to reduce the number of Looked After Children over the next three years. The Committee will be introduced to the targets set by the WG and how the service will achieve the targets.</p> <p>July 2019*</p>

Performance Scrutiny Committee – People Annual Forward Work Programme Summary 2019/20

Director of Social Services Report	<p>Overview - To consider the report provided by the Strategic Director – People and provide comment/recommendations to Cabinet.</p>	<p>The Director of Social Services has a statutory obligation to report annually to the Council, and consult with Scrutiny, on the delivery, performance and risks in relation to the whole range of social services functions, and to identify plans for improvement.</p> <p>This annual reporting requirement is in accordance with statutory guidance issued under Section 7 of the Local Authority Social Services Act 1970 and also the Local Government (Wales) Measure 2009, insofar as it relates to the continuous improvement of service delivery.</p> <p>July 2019*</p>
Free School Meals Strategy	<p>Pre decision – to receive and comment on the Strategy during its Consultation Process, prior to a final decision being taken by the Cabinet / Cabinet Member.</p>	<p>The Committee are receiving this report to outline what the education department are doing to improve the outcomes for young people who receive free school meals in Schools across Newport. The Committee will be able to provide comments and recommendations to Cabinet / Cabinet Member on the strategy.</p> <p>September 2019</p>
Older Peoples Commissioning Strategy	<p>Pre decision – to receive and comment on the Strategy during its Consultation Process, prior to a final decision being taken by the Cabinet / Cabinet Member.</p>	<p>The Committee are receiving this report to allow the Adult and Community Services department to outline the work being undertaken regarding the commissioning of services for older people. The Committee will be able to provide comment and recommendation to Cabinet / Cabinet Member on the Strategy.</p> <p>September 2019</p>
Additional Learning Needs / Out of County Placements Performance report	<p>Performance Monitoring - holding the executive to account for the Council's performance.</p>	<p>The Committee will receive an update on the performance of young people with Additional Learning Needs and those that are placed out of County. This report will allow the Committee to scrutinise the Cabinet Member and Officers on the achievement of some of the most at risk and vulnerable young people in Newport.</p> <p>September 2019</p>

<p>Recommendations Monitoring upon the Implementation of the 2018-19 Cabinet Budget Proposals</p>	<p>Recommendations Monitoring - to monitor the implementation of the Cabinet Decisions and how the concerns raised by the Committee are being addressed.</p>	<p>Aligns with the focus of the Committee in considering the performance of the Council within its terms of reference: Holding the Executive to Account for its performance:</p> <p>Evaluating the impact of the Cabinet Decision upon the budget for 2018-19 on services, performance, service users, partnerships and staffing levels and the risk and mitigations in place to address the concerns raised by the Committee in January 2018.</p> <p>October 2019</p>
<p>2020 - 21 Cabinet Draft Budget Proposals</p>	<p>Pre decision – to receive and comment on the Cabinet draft proposals as part of the Budget Consultation Process, prior to a final decision being taken by the Cabinet</p>	<p>Aligns with the focus of the Committee in considering the performance of the Council with its terms of reference:</p> <p>Budget Proposals – January 2020</p> <ul style="list-style-type: none"> • Scrutinising of Service specific proposals a part of the budget consultation process; • Assessing the anticipated impact of the budget proposals on services, performance, service users, partnerships and staffing levels;

***This requires an additional meeting to be added to your draft schedule of meetings**

Performance Scrutiny Committee – People Annual Forward Work Programme Summary 2019/20

Information Reports

Topic	Information	Timescale / Deadline
Adult & Community Service Plan	To provide the Committee with background information in considering the performance of the service area	Autumn 2019 This years' Service Plans (2019-20) will be adopted by the Cabinet Members in the Autumn and circulated to Members of the Committee as Information Reports. The Committee will monitor performance at the Mid Year and Year End points as scheduled in the Annual Forward Work Programme.
Children and Young People Service Plan		
Education Service Plan		
Quality of Care	Information report for background information	January
CIW Inspection Report	To be included with Performance report	As occurs
School Attendance	To be emailed to Members as Information Reports and data to be included in the next available Performance report.	February 2020
Exclusions Monitoring		October 2019
Key Stage 4/5 Pupil Performance Data		January 2020
National Categorisation of Schools		February 2020

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Committee Briefings

Briefing Topic	Service Area	Date	Reason for Inclusion
S33 Pooled budget (w/ PSC – Partnerships)	Adults and Community Services	Not confirmed	As a result of the Committee asking for an insight into the <i>Gwent Frailty Scheme</i> .

Deep dive - potential items

- ALN Framework and Act and Out of County Placements will be rolled into one report- (*Education report offered for September '19*)
- Transition from Children to Adults Social Services – (*Verbal update from Sally in April '19*)
- Education and Curriculum Reform – (*All Member Seminar*)
- Schools in Red and Special Measures – (*Revisit this in Committee briefing*)
- S33 Pooled Budget - (*after briefing*)

2019 / 2020 Schedule of Meetings

Committee	Agenda out	Meeting Date	Time
PSC People	4-Jun	11-Jun-19	10am
PSC People	18-Jun	25-Jun-19	10am
<i>PSC People*</i>	<i>2 July</i>	<i>9-July-19</i>	<i>10am</i>
PSC People	27-Aug	3-Sep-19	10am
PSC People	29-Oct	5-Nov-19	10am
PSC People	12-Nov	19-Nov-19	10am
PSC People	7-Jan	14-Jan-18	10am
PSC People	25-Feb	3-Mar-20	10am

*Additional meeting required

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Scrutiny Report

Performance Scrutiny Committee – People

Part 1

Date: 19 February 2019

Subject Scrutiny Adviser Reports

Author Scrutiny Adviser

The following people have been invited to attend for this item:

Invitee:	Role
Daniel Cooke – Scrutiny Adviser	Present the Committee with the Scrutiny Adviser Reports for discussion and update the Committee on any changes.

Section A – Committee Guidance and Recommendations

1 Recommendations to the Committee

The Committee is asked to:

Action Plan:

- Consider the Action Plan from the meeting on 15 January 2019 (**Appendix 1**);

2 Context

Background

Action Sheet – 19 February 2019

- 2.1 Attached at **Appendix 1** is the action sheet from the Committee meeting on 19 February 2019. The responses to completed actions are included in the table.
- 2.2 For the actions that do not have a response – these will be included on the action sheet at the next meeting to ensure that the Committee can keep track of outstanding actions.

3 Information Submitted to the Committee

3.1 The following information is attached:

Appendix 2: Action Sheet – 19 February 2019 Committee meeting;

4. Suggested Areas of Focus

Role of the Committee

The role of the Committee in considering the report is to:

- **Action Sheet – 19 February Meeting**

Consider:

- The responses to the actions from the meeting;
- Are you satisfied that you have received the necessary information?
- Are there any further issues arising from the responses that you would like to raise?
- For the actions that do not have responses – these actions will be rolled over to the next meeting and reported back to the Committee.

Section B – Supporting Information

5 Supporting Information

5.1 The Corporate Assessment, and the subsequent [follow up assessment](#) provide background information on the importance of good work programming. Specific reference is made to the need to align the Cabinet and Scrutiny work programmes to ensure the value of the Scrutiny Function is maximised.

5.2 The latest Cabinet work programme was approved by the Cabinet on a monthly basis for the next 12 months and includes the list of reports scheduled for consideration. Effective forward planning by both Cabinet and Scrutiny needs to be coordinated and integrated in relation to certain reports to ensure proper consultation takes place before a decision is taken. A link to the Cabinet work programme is provided [here](#) to the Committee as part of this report, to enable the Committee to ensure that the work programmes continue to reflect key decisions being made by the Cabinet.

6 Risk

6.1 If proper work programming procedures are not put in place, the organisation and prioritisation of the work programme is put at risk. The work of Overview and Scrutiny could become disjointed from the work of the rest of the Council, which could undermine the positive contribution Overview and Scrutiny makes to service improvement through policy development.

6.2 This report is presented to each Committee every month in order to mitigate that risk. The specific risks associated with individual topics on the work programme will need to be addressed as part of the Committee's investigations.

7 Links to Council Policies and Priorities

- 7.1 Having proper work programming procedures in place ensures that the work of Overview and Scrutiny makes a positive impact upon the Council's delivery of services, contributes to the delivery of corporate objectives, and ensures that work can be undertaken in a timely and well-planned manner.

6 Financial Implications

- 6.1 There will be financial consequences for some of the reviews undertaken. These will be commented upon by the Head of Finance as the reports are presented. The preparing and monitoring of the work programme is done by existing staff for which budget provision is available.

7 Background Papers

- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan](#)
- [Cabinet Work Programme](#)
- The Corporate Assessment and [follow up assessment](#).

Report Completed: February 2019

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Performance Scrutiny Committee – People - Appendix 2
ACTION SHEET – April 2019

	Agenda Item	Service area / Performance measure	Action	Responsibility	Outcome
1	Mid-Year Service Plan Review	Adults and Community Services	Arrange presentations for the Committee on the different aspects of the Social Services area.	Scrutiny Adviser	Ongoing
2	Mid-Year Service Plan Review	Adults and Community Services	Arrange for the Committee to visit the Health Board Partnerships to see how they work in practice. (Post presentations)	Scrutiny Adviser	Ongoing
3	2018 / 19 Budget Proposals and MTFP	Education	Attendance levels of schools to be produced to the PSC – People on a quarterly basis.	Chief Education Officer	Ongoing
4	Estyn Inspection Report	Education	Chief Education Officer to return at a 6-month and 12-month intervals to update the Committee on the progress made towards the Estyn recommendations.	Chief Education Officer	Response received
5	Estyn Inspection Report	Education	Additional information to be provided on how the Officers intend to create a coherent strategy across all services to improve outcomes for young people receiving Free School Meals.	Chief Education Officer	Ongoing
6	Estyn Inspection Report	Education	More information on how the recommendation relating to increasing the number of welsh speakers, given that Newport has low numbers of Welsh	Chief Education Officer	Ongoing

Performance Scrutiny Committee – People - Appendix 2
ACTION SHEET – April 2019

			speakers.		
7	Forward Work Programme Update	Scrutiny	The Committee approved the report and the items to be considered during the next two meetings.	Scrutiny Adviser	Work programme updated.