

# Agenda



## Performance Scrutiny Committee - People

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Date: Tuesday, 5 June 2018

Time: 10.00 am

Venue: Committee Room 1 - Civic Centre

To: Councillors D Williams (Chair), J Cleverly, J Guy, T Holyoake, L Lacey, H Thomas, K Thomas, C Townsend, J Watkins and T Watkins

### Co-opted Members

Rebecca Penn (Church in Wales), Paul Bennett (Catholic Church in Wales), Vacancy (Parent Governor Representative) and Vacancy (Parent Governor Representative)

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### **Item**

- 1 Agenda in Welsh (Pages 3 - 4)
- 2 Apologies
- 3 Declarations of Interest
- 4 Minutes of the Meeting held on the 10 April 2018 (Pages 5 - 10)
- 5 Draft Annual Forward Programme (Pages 11 - 24)

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# Agenda

## Pwyllgor Craffu ar Berfformiad – Pobl

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Dyddiad: Dydd Mawrth, 5 Mehefin 2018

Amser: 10 y.b.

Lleoliad: Ystafell Bwyllgora 1 - Canolfan Dinesig

Y Cynghorwyr: D Williams (Cadeirydd), J Cleverly, J Guy, T Holyoake, L Lacey, H Thomas, K Thomas, C Townsend, J Watkins and T Watkins

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### Eitem

1. [Agenda yn Gymraeg](#)
2. [Ymddiheuriadau am Absenoldeb](#)
3. [Datganiadau o Fuddiant](#)
4. [Cofnodion y Cyfarfod a 10 Ebrill 2018](#)
5. [Rhaflen Waith Ddrafft Flynyddol](#)

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# Minutes



## Performance Scrutiny Committee - People

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Date: 10 April 2018

Time: 10.00 am

Present: Councillors D Williams (Chair), J Cleverly, T Holyoake, L Lacey, H Thomas, K Thomas, C Townsend, J Watkins and T Watkins

Co-opted Members : R Penn (Church in Wales)

In Attendance: Councillors P Cockeram (Cabinet Member for Social Services)

D Cooke (Overview & Scrutiny Officer), C Humphrey (Head of Adult & Community Services), S A Jenkins (Head of Children & Young Peoples Services) and A Powles (Assistant Head of Education - Engagement and Learning)

Apologies: Councillor J Guy

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### 1 **Declarations of Interest**

Rebecca Penn – Head Teacher of Charles Williams Primary School

### 2 **Minutes of the Meeting held on 6 March 2018**

The minutes were **approved** as a true and accurate record of the meeting held on the 6<sup>th</sup> March 2018, subject to the addition of Rebecca Penn to the attendance list and the amendment of James Harris' title.

### 3 **Improvement Plan 2016 2018 update - Quarter 3**

#### Improvement Plan 6 – Ensuring the best educational outcomes for children

Attendees;

- Andrew Powles – Assistant Head of Education – Engagement and Learning

Apologies were given from the Cabinet Member for Education and Skills and Chief Education Officer.

The Committee thanked the Officer his attendance at the meeting noting that he was covering for the Chief Education Officer. It was noted that neither the Chief Education Officer nor the Cabinet Member for Education and Skills were able to attend. It was asked that in future every effort was made to attend to allow the Committee to receive responses from the most appropriate individual.

The Officer introduced the Objective and each of the measures to the Committee.

The Committee asked the following questions;

- Why had overall education performance gone from GREEN STAR – EXCELLENT in the second quarter to GREEN in the third? Does the Officer believe that this would go back up in the fourth and final quarter?  
The Officer informed the Members that there had been issues with a long term sickness at Julian's High School and this had effected performance overall within Education. The Officer then explained that this had been remedied by prioritising work at Llanwern High School and undertaking St Julians improvement during Quarter 4. The Officer believed that performance would increase to GREEN STAR – EXCELLENT in the fourth quarter.
- What measures were in place to support schools in Red and Special Measures?  
The Officer advised that there were monthly categorisation meetings with red and special measures schools. These meetings were attended by EAS and Head Teachers from the School. Estyn had visited one of the schools in Special Measures and were happy with their progress. Newport High was in receipt of their post action plan and we were meeting them for an update in the next month.
- Does the Officer believe that the measures were challenging enough? What were the barriers to setting more difficult targets?  
The Officer explained that the targets were all robust and were created with the input from Head Teachers, EAS and how the schools were performing against similar schools across Wales. All of the schools accepted their targets at the start of the year and the directions of travel had been positive.
- The Officer advised the Committee that during the spring time there had been high levels of sickness with Teachers and young people, however the department were pleased with the forecasted levels of attainment. There had been an increase in rates of exclusion, but this was due to serious behavioural issues that could only result in exclusion, such as an assault of a teacher or possession of a knife.
- The Committee were informed that the Council had been busy developing alternative provisions across the City to ensure all young people had access to education services that were suited to their needs. The new Special Educational Behavioural Department was predicted to open in January 2019. Another option for young people excluded was a managed move to another school. The Officer would provide the Committee with information on the success of the managed moves at a later date. Some young people were placed in schools withdrawal centres, which keep the young person in isolation to ensure they continue attending and receive the required education.
- A Member voiced concerns around the supply teacher practices of Bettwys High School. The Officer explained that the Head Teacher had implemented a performance management process and this had resulted in teachers going on long term sickness. The Officer would follow this up with the Head Teacher.

#### Improvement Plan 1 – Improving independent living for older people

Attendees;

- Chris Humphries – Head of Adult and Community Services
- Councillor Paul Cockeram – Cabinet Member for Social Services

The Officer presented the overall performance of the IP Objective to the Committee. The Officer highlighted the success of the *CCAS/L/026 OT Assessments and reviews %* measure which was 9% above the target of 85%. The Officers explained that this success was with the team being one member of staff down.

The Committee asked the following questions;

- The Committee asked what the waiting time was for an Occupational Therapist (OT) assessment. The Officer explained that this was 10 weeks, at the time of the meeting, for non-emergency assessments.
- The Committee enquired how effective the OT assessments would be if they had a full complement of staff. The Cabinet Member informed the Committee that there was an experienced temp who had been working in the team, but was unable to join the team permanently. The success the Officers believed was down to an OT being placed with the Daily Team, which ensures that work could be done at point of contact, and urgent visits or ordering of essential resources and equipment could be done immediately.
- The Committee were informed that the NHS covered the out of hours service OT service.
- A member asked who completed the OT assessment. The Cabinet Member explained that a fully qualified OT had to complete the OT assessment. Professionals sometimes would do a number of assessments at once to provide the most effective and efficient service possible.
- The Officer advised the Committee that the target setting process was robust but had to remain realistic, while challenging, to force service improvement. The targets were set using trend information from the previous number of years, as well as the environment at the time. The service was improving, two years ago the wait time for OT was around twenty weeks. There were plans to set up an online assessment tool, called Ask Sara, for people to use with or without support, to arrange their own resources and equipment.
- The Officer informed that Committee of an ever increasing demand for those services and if the service had lost members of staff, then the service would struggle to perform at the required standard.
- The Officer explained that there were no 'Wales averages' in the annual measures because they were new measures. This was also the reason for the Actual and Target for 2017/18 being so different. The Measures were set out by Welsh Government and the Council were required to provide an informed estimate to set the target for 2017/18.
- The Committee sought clarity on the Annual Measure *ACS/20a reablement reduced package of care and support*. The Officer advised that the Measure was concerned with the people who receive a reablement order but do not require care package support. Performance relating to the measure was too high; research suggests that we should have been performing at around 66%. This was due to the targeting of the wrong people.
- The Committee enquired as to how often an individual was reviewed. The Officer stated that a plan was reviewed annually at a minimum. The Officer continued with how each individual would have a new Care and Support Plan which reflected the new way of working.
- All members of the public aged over 75 were now encouraged to have a visit from the Care Coordinator who would implement a Stay Well Plan which aimed to holistically prevent people from needing care.
- The Committee highlighted the befriending service, Friendly Me, which the Officer agreed to disseminate the information on to relevant contacts.

## Improvement Plan 2 – Ensuring people have the right social services to meet their needs

Attendees;

- Chris Humphries – Head of Adult and Community Services
- Councillor Paul Cockeram – Cabinet Member for Social Services

The Officer drew the Committee's attention to the only AMBER measure, *ACS/19 PAM/025 Delayed Transfers of Care*. During Quarter 3, there was significant disruption due to snow and large numbers of staff becoming ill or being absent from work due to caring for an ill child. These both impacted the performance related to the measure. Performance would improve with a joint programme being delivered with the Health Board was rolled out to St Woolos, after its success in the Royal Gwent.

The Committee asked the following questions;

- The Officer and Cabinet Member explained that on average people spent a couple of weeks in St Woolos. The Cabinet Member continued to say that it had been a very comfortable hospital and people were reluctant to leave for their own home or residential homes.
- Members acknowledged that the success of in-hospital Frailty Services might have had a knock on effect and increased Social Services workload. The Cabinet Member agreed but stated that the 'Step Up Step Down' had been successful and decreased some of the pressure.
- The Officer informed the Committee that there were sufficient places in nursing homes and in residential homes. A positive to Newport being a City was that it could quickly react to changes in the needs of the population. Especially regarding recruiting additional staff. The Officer continued to explain that there were around 300 places available. The partnerships that exist across the city were able to look at moving people from hospital to homes for short periods of time. An issue for domestic care providers had been staff retention, with around 40% of staff leaving the job within 4 months. Welsh Government had aimed to turn domestic carer into a viable career by making it financially rewarding and ensuring the staff were looked after.
- The Officer explained to the Committee that money had been provided, by the Integrated Care Fund, to create a regional Health and Social Care Academy. Social Care Wales has seconded a member of staff to the Council whose role it was to advertise social work as a career. The Council were looking to appoint the right person to create and deliver the Health and Social Care Academy so there is no start date at present.

## Improvement Plan 8 – Improving outcomes for youth justice

Attendees;

- Paul Cockeram – Cabinet Member for Social Services
- Sally Ann Jenkins – Head for Children and Young Peoples Services

The Officer introduced the progress towards this objective, highlighting that the Youth Offending Service (YOS) had improved significantly with oversight from the Youth Justice Board. The Officer also informed the Committee that Newport was now seeing more problems with drugs due to its geographical location, and an increase in modern child slavery and criminal exploitation. The Police had conducted three large operations this year and this had increased the numbers of young people in custody and subsequently, the team's



workload. This coupled with year on year funding cuts from central government had further impacted the performance.

The Committee asked the following questions;

- The YOS did not currently have the resources to work with young people prior to entry, they were only able to work with young people who were with the Criminal Justice System. There had been a disproportionate number of young women receiving custodial sentences which they might have not have received if they were male. The reasons behind this were being looked into by the Council and its partners.
- The numbers of young people that the measures relate to were very small and one young person could take the measure from GREEN to AMBER.
- The Committee enquired if there the Officer was aware of any funding or ways of increasing the amount of preventative work with young people. The Officer informed the Committee that the pilot Mini Police initiative in two schools was doing very well. The Police Crime Commissioner funded the initiative.
- The Members wanted to know ways of safeguarding young people. The Officer explained that they had been in discussion with other Cities where this problem had been prevalent for a long time, learning what worked and what didn't. The problem of adults exploiting young people was difficult to address and even more so when those adults were not from Newport.
- Working in partnership with other organisations, such as the Police and Education, the team were looking into how to stop the young people getting involved in the first place. It was important that the right young people work with the right service at the right time. By the time the young person was removed from their parents or was in custody it was too late. There was a real willingness for all partners to work together and there was regular contact between all partners, but all were struggling with strained resources.
- The Committee asked how the target of 72 was decided upon for *YJ/L/13 Number of first time entrants into Youth Justice System*. The Officer explained that they used the historic patterns and trends to set targets, this was a requirement of the Youth Justice System and would be taken out next year.
- Members requested to know what the accommodation capacity had been for young people in Newport. The Officer explained that there were two schemes in the pipeline to increase the options for young people in Newport. First a supported lodging scheme in partnership with Llamau and secondly a shared management accommodation in partnership with Simon Rose. This would go live in mid-May. The Officer continued to state that young person was only ever placed in a B and B if the other option was homelessness, and this was only for the shortest period possible. At any one time there were no more than three young people in a B and B.
- The AMBER action for *IP 8.3 Access to education, training and employment* was AMBER due to one young person refusing all education options. There was nothing that the Officers could do to make this individual engage in education.

The Chair thanked the Officers and Cabinet Members for their time and indicated that they were free to leave if they wished.

## **Conclusions**

The Committee noted the progress towards the improvement Objectives to date and made the following comments to the Cabinet:

- Members noted that the font size used in the Improvement Plan update was too small, making it difficult to read, and not accessible to the public. Members requested that for all performance reports that go to Cabinet, that the size of the font be increased to the standard used for other reports.
- Following the discussion around IP 6, the Committee requested that they be provided with additional information on the managed moves success rate.
- During the IP 1 the Committee felt that the addition of a care online assessment tool needed to be managed and supervised appropriately, to ensure that it does not become a barrier to older people receiving care.

## **4 Forward Work Programme**

The Overview & Scrutiny Officer advised the Committee that consideration of the Committee's Draft Forward Work Programme was scheduled for the next meeting on 5 June 2018, when topics for inclusion would be discussed.

The Committee were asked to identify any areas that could be scoped for inclusion in the work programme for next year. Members noted the following potential areas for further consideration:

- Attainment in schools overall;
- Schools in red and special measures;
- Free school meals and student deprivation grants;
- Pupil referral unit;
- Gwent Frailty Scheme;
- Transition between Children's services and Adult services;
- Review of the Youth offending service;
- Gwent based training academy for carers.

The Officer also drew Members' attention to the pilot of the action sheet which detailed any information requested by Members at the previous Committee meeting held on 6 March 2018 and explained that this had been developed to track that all actions were completed. Members would be emailed the information shortly and the action sheet would be updated for each meeting.

The meeting terminated at 12:00



# Scrutiny Report

## Performance Scrutiny Committee – People

### Part 1

Date: 5 June 2018

### 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 2018/19 (**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 2019. The Committee will be consulted on proposals relevant to the Committees terms of reference in January 2019, 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 2019. 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.

<b>Well-being Objectives</b>	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
<b>Corporate Plan Commitments</b>	Thriving City	Aspirational People		Resilient Communities
<b>Supporting Function</b>	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: 17 May 2018



Topic	Role	Why is the Committee looking at this report?
<b>Adult and Community Services Performance Updates</b>	Performance Monitoring - holding the executive to account for the Council's performance.	<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><b>Monitoring of performance, focusing on:</b></p> <ul style="list-style-type: none"> <li>• Achievement of outcomes and actions within service plans;</li> <li>• Scrutinising progress in improvements to areas of poor performance;</li> <li>• Assessing the extent to which performance objectives are contributing to the overall objectives and priorities of the Council.</li> <li>• Assessing the extent to which performance is in keeping with the performance management strategy;</li> </ul> <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><b>Year End 2017-18 and Mid-Year 2018-19</b></p>
<b>Children and Young Peoples Performance Updates</b>	Performance Monitoring - holding the executive to account for the Council's performance.	
<b>Education Performance Updates</b>	Performance Monitoring - holding the executive to account for the Council's performance.	

**Performance Scrutiny Committee – People**    Annual Forward Work Programme Summary 2018/19

<p><b>Budget Monitoring</b></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><b>6 monthly Budget Monitoring:</b></p> <ul style="list-style-type: none"> <li>• Scrutinising variances in budget;</li> <li>• Assessing the extent to which performance is being achieved within budget;</li> <li>• Reviewing the outcomes and the delivery of agreed savings plans;</li> </ul>
<p><b>Performance Analysis</b> (All Wales Comparative Data)</p>	<p>Performance Monitoring - holding the executive to account for the Council's performance.</p> <p>To consider overall performance data for the service plan measures and national measure performance.</p>	<p>Aligns with the focus of the Committee in considering the performance of the Council.</p> <p>The purpose of these reports is to give the Scrutiny Committees an overall picture of the Councils performance to provide a context to the Committees consideration of the more service specific reports on its work programme.</p> <p>The Committee will be receiving this update prior to Cabinet considering the report and any comments or recommendations from the Committee will be provided to the Cabinet when they consider this report.</p> <p><b>Year End 2017/18 and Mid-Year 2018/19</b></p>

<p><b>2019 - 20 Cabinet Draft Budget Proposals</b></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><b>Budget Proposals – January 2019</b></p> <ul style="list-style-type: none"> <li>• Scrutinising of Service specific proposals a part of the budget consultation process;</li> <li>• Assessing the anticipated impact of the budget proposals on services, performance, service users, partnerships and staffing levels;</li> </ul>
<p><b>Recommendations Monitoring upon the Implementation of the 2018-19 Cabinet Budget Proposals</b></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><b>October 2018</b></p>
<p><b>Out of County Placements Report</b></p>	<p>To comment and make recommendations on the alternatives options to young people being placed in out of county residential settings.</p>	<p>The Committee will be aware of the substantial costs of placing young people in out of county residential placements. The Officers are proposing alternative options that aim to provide the service for a fraction of the cost.</p> <p>It is important that the Committee establish the risks, mitigations, monitoring requirements and implementation plans of the report and ensure that the Officers are aware of the Committee concerns going forward.</p> <p><b>February 2019</b></p>

<b>Information Reports</b>		
<b>Topic</b>	<b>Information</b>	<b>Timescale / Deadline</b>
Adult & Community Service Plan	To provide the Committee with background information in considering the performance of the service area	<b>Autumn 2018</b>  This years' Service Plans (2018-19) 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		
Care Close to Home Strategy	Information report to also be sent to Members of Overview & Scrutiny Management Committee	<b>October /November</b>
Extra Care Service Inspection Report	To be included with Performance report	<b>As occurs</b>
Quality of Care	Information report for background information	<b>January</b>
CIW Inspection Report	To be included with Performance report	<b>As occurs</b>
Education & Pupil Performance	To be emailed to Members as Information Reports and data to be included in the next available Performance report.	<b>As available</b>
School Attendance		
Special Educational Needs & Performance		
Exclusions Monitoring		
Key Stage 4/5 Pupil Performance Data		
National Categorisation of Schools		

**Committee Briefings**

<b>Briefing Topic</b>	<b>Service Area</b>	<b>Date</b>	<b>Reason for Inclusion</b>
Regional Youth Offending Service Partnership (w/ PSC - Partnerships)	Children and Young Peoples Services	July/Sept	As a result of the Committee asking for a <i>Review of the YOS</i> to be presented to Committee.
Additional Learning Needs Framework	Education	September	As a result of the Committee asking for an insight into the <i>PRU and SEBD School</i> .
Out of County Placements	Education and Children Services	September	Included at the request of James Harris Strategic Director – People
Special Educational Needs and Performance	Education	September	As a result of the Committee asking for an insight into the <i>PRU and SEBD School</i> .
Review of Schools in Red / Special Measures	Education	July/Sept	As a result of the Committee requesting a <i>Review of Schools in Red / Special Measures</i> .
Transition from Children to Adults Social Services	Children and Adults Social Services	NO DATE YET	As a result of the Committee requesting an insight into the <i>Transition from Children to Adults Social Services</i>
S33 Pooled budget (w/ PSC – Partnerships)	Adults and Community Services	September	As a result of the Committee asking for an insight into the <i>Gwent Frailty Scheme</i> .
Performance Management	People and Business Change	October	To support the Committee in executing their performance management role
Budget Analysis	Finance	October	To support the Committee in executing their performance management role

<b>Other topics the Committee requested</b>	<b>How they will be included</b>
School attainment levels / individually and collectively	Included with biannual performance update
FSM Students achievement and attainment	Included with biannual performance update (Local target in KS4)
Use of Student Deprivation grant	Included with biannual performance (Part 2)

**Performance Scrutiny Committee – People – Draft Schedule of meetings**

Date		Time	Venue
Tuesday	10 July 2018	10am (TBC)	Committee Room 1
Tuesday	9 October 2018	10am (TBC)	Committee Room 1
Tuesday	20 November 2018	10am (TBC)	Committee Room 1
Tuesday	4 December 2018	10am (TBC)	Committee Room 1
Tuesday	16 January 2019	10am (TBC)	Committee Room 1
Tuesday	19 February 2019	10am (TBC)	Committee Room 1
Tuesday	9 April 2019	10am (TBC)	Committee Room 1

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