

Agenda



Performance Scrutiny Committee - People

Date: Monday, 26 November 2018

Time: 10.00 am

Venue: Committee Room 1 - Civic Centre

To: Councillors D Williams (Chair), J Cleverly, K Critchley, J Guy, R Hayat, 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)

Item

- 1 Agenda yn Gymraeg / Agenda in Welsh (Pages 3 - 4)
- 2 Apologies
- 3 Declarations of Interest
- 4 Minutes of the Meeting held on 9 October 2018 (Pages 5 - 12)
- 5 Mid-Year Service Plan Review - Education (Pages 13 - 32)
- 6 Conclusions of Committee Reports
Following the completion of the Committee reports, the Committee will be asked to formalise its conclusions, recommendations and comments on previous items for actioning.
- 7 Scrutiny Adviser Reports (Pages 33 - 38)
 - a) Forward Work Programme Update (**Appendix 1**)
 - b) Information Reports
 - c) Scrutiny Letters

Contact: Daniel Cooke, Scrutiny Adviser

Tel: 01633 656656

E-mail: Scrutiny@newport.gov.uk

Date of Issue: Tuesday 20 November 2018

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Agenda

Pwyllgor Craffu ar Berfformiad – Pobl

Dyddiad: Dydd Llun, 26 Tachwedd 2018

Amser: 10:00 y.b.

Lleoliad: Ystafell Bwyllgora 1 - Canolfan Dinesig

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

Aelodau Cyfetholedig

Rebecca Penn (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 Hydref 2018
5. Cynllun Gwasanaeth Addysg
6. Casgliadau Adroddiadau Pwyllgor
Yn dilyn cwblhau adroddiadau'r Pwyllgor, gofynnir i'r Pwyllgor ffurfioli ei gasgliadau, argymhellion a sylwadau ar eitemau blaenorol ar gyfer gweithredu.
7. Adroddiadau Ymgynghorwyr Craffu

Person cyswllt: Daniel Cooke, Ymgynghorydd Craffu

Ffôn: 01633 656656

E-bost: scrutiny@newport.gov.uk

Dyddiad cyhoeddi: 20 Tachwedd 2018

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Minutes



Performance Scrutiny Committee - People

Date: 9 October 2018

Time: 10.00 am

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

In Attendance: D Cooke (Scrutiny Adviser), R Cornwall (Head of People and Business Change), J Harris (Strategic Director - People), C Humphrey (Head of Adult & Community Services) and Rees (Assistant Head of Education - Inclusion)

Apologies: R Penn (Church in Wales)

1 Declarations of Interest

None.

2 Minutes of the meeting 10/07/2018

The minutes of the meeting 10 July 2018 were **approved** as a true and accurate record of the meeting, subject to the following amendment;

- Item 3 – ‘*Service Area Performance Update – Year End 2017/18 – Education*’ ‘*There was a theme evident that schools in affluent areas had low exclusions rates and schools that were in ~~depraved~~ **deprived** areas had higher exclusion rates. Education was looking at how to combat this.*’

Chair stated that the Cabinet Member for Education was unhappy with the comments within the minutes of the meeting relating to her attendance. The Cabinet Member had asked to make statement in the meeting in response to this. The Chair asked the Committee if it approved this statement being presented to the Committee, and the statement being attached to the minutes of this meeting as a record. The Committee approved this, and the Cabinet Member read the statement in response to the Committees comments. (**Appendix 1**)

3 2018 End of Key Stage Teacher Assessment Outcomes and National Test Results - Newport

Attendees

- Gail Giles – Cabinet Member for Education and Skills
- Hayley Davies – Edwards – EAS Principle Challenge Advisor
- James Harris – Strategic Director – People
- Katy Rees – Assistant Head of Education – Inclusion

The Cabinet Member for Education and Skills and the representative from EAS introduced the report and brought important aspects to the attention of the Committee.

Members asked the following questions:

- Members questioned the amount of time spent on comparing schools and whether it would have more effective to ensure that the young people had the best education. The EAS representative explained that the Welsh Government were analysing and questioning the data made available by EAS and Newport regarding the pupil achievement. This would drive up performance, ensuring higher levels of pupil achievement in the future.
- Members asked why the number of young people achieving key stage two English was down on last year. The EAS representative explained that a cohort in a single year can distort the figures; however, it would be monitored going forward to ensure a trend does not become evident.
- The Committee queried the national target for Welsh (First Language), at Key Stage 2, was lower than the target Newport has set itself. EAS explained that this was due to small cohort of young people with Welsh as their first language. The smaller the number of young people the larger the impact they have on the percentage, which was why Newport have a higher target than Wales.
- A Member of the Committee commended the Head Teacher of the school they were a governor of. The Head Teacher had improved the outcomes for the young people who are unable to succeed in the school. The EAS representative explained that was one of the responsibilities Head Teachers took very seriously. The Strategic Director - People informed the Committee that Careers Wales were responsible for the tracking of all young people leaving school across Newport. This tracking ensured no young person was left without a destination, be it further or higher education, employment or training.
- The Committee asked if the Officers believed whether Educations performance could improve over the next two years due to the financial pressures faced by the Local Authority. The Strategic Director - People explained that the teachers and the relationships they had with the young people were the reasons behind the successful performance. This was understood by the Head Teachers and support staff and enables them to make difficult decisions for budget savings limiting the impact on the young people's education.
- A Member wished to know what commitment was made with to the schools and the Continued Professional Development (CPD) of its staff. The EAS representative explained that this was part of their remit and informed the Committee of a Teachers Training Network, in-school experts and e-learning links which also provided help and support. EAS also provide a comprehensive programme for professional learning and development.

The Committee thanked the Cabinet Member and Officers for their attendance and responses to their questions.

Recommendations and Comments

The Committee noted the progress being made in this area, and requested more information on how schools nurture young people who would not make level 5+ at Key Stage 3.

4 Recommendations Monitoring - 2018/19 Budget Saving Proposals

Attendees;

- James Harris – Strategic Director - People

- Chris Humphrey – Head of Adult and Community Services
- Katy Rees – Assistant Head of Education - Inclusion

The Officers introduced the each of the budget proposals and the Committee were discussed the update on each proposal;

Review of Oaklands Short Break Service

The Officers explained that sometimes they were able to find ways of not making a saving or making a partial saving. This was the case with this proposal; during the consultation we identified other areas to make the savings.

Restructuring of the funding within preventative services

The Officers informed the Committee that this saving had been achieved.

Integrated Family Support Team Restructure

The Officers informed the Committee that this saving had been achieved.

Review of the Domiciliary Care Service

The Officer expected the saving would be made over two years. The contract for the new service would start in January 2019.

Re-Provision of Supported Living Service

The Officer believed that the full saving would be achieved this year. The Members raised concerns for those individuals who were still living in the remaining two homes that were not fit for purpose and do not meet the needs of the individuals.

Reduction in Adult Budget

The Officer stated that the saving associated with this proposal was too optimistic and would not be met completely. The Members wished to know how successful the marketing of the Centrica Lodge provision had been to other Local Authorities. The Officers explained that there had been some uptake but there had been room for more young people.

Consolidation of the Education Psychology, Additional Learning Needs and Specific Learning Needs Teams into an 'Inclusion Enrichment Team'

The questioned the ways the teachers are being prepared for the changes which had been implemented on 1 September. The Officers explained that they used a number of different training and resources to increase the skills and knowledge of the teachers and support staff to work with the young people. The Officer explained to the Members that the additional savings included six voluntary redundancies, one resignation and one redeployment.

Re-Modelling of the Pupil Referral Unit

The Strategic Director - People requested that he be allowed to update the Committee at the next meeting on the 26th November, he continued by saying that he did not have all of the information currently. The Directors final comment was that a number of unforeseeable and complex issues meant that the department were unable to make the saving. The Assistant Head of Education explained that they had developed a rigorous plan in partnership with EAS and newly recruited staff to drive forward the essential work. The Committee welcomed the additional information at the next meeting.

The Committee thanked the Officers for their attendance and the detailed answers to their questions.

Recommendations and Comments

The Committee made the following recommendations and comments;

- The Strategic Director - People to provide an update on the Pupil Referral Unit at the meeting on the 26 November 2018.
- For an explanation the impact of the unmade saving proposals from 2018/19 impact on the next year's budget 2019/20.
- The Committee commented on how higher quality proposals might lead to more savings being made.

5 **All Wales Performance Comparison Data 2017 /18**

Attendees:

- Rhys Cornwall – Head of People and Business Change

The Head of People and Business Change introduced the report and explained the reasons for it being on the Committee Forward Work Programme. The Head of People and Business Change explained that there were limited numbers of measures reported on due to Social Services related measures being removed. The remaining measures show how Newport compares to other Local Authorities in Wales.

The Committee wished to know what the main barriers were to improving the overall position in the nation table. The Head of People and Business Change outlined the main barriers being resourcing of services and the decisions needed to be taken around the organisation of services.

The Committee thanked the Officer for their attendance.

6 **Scrutiny Adviser Reports**

Forward Work Programme

The Scrutiny Adviser presented the report to the Committee and explained that due to Estyn inspection in Education the Head of Service and Deputies were unavailable. The Committee agreed to move the Education Service Plan meeting date to the 26th November at 10am to facilitate the Officers attendance.

Scrutiny – People Oct 2018

Statement in response to comments and the publication of comments in regard to my attendance

I would like to begin by asking everyone here today: who has never missed a meeting whether it is any Scrutiny, Council or other meeting, associated with their work as a Councillor?

How many have never missed two meetings?

How many of you have been berated for that or have not had your apologies accepted?

I have been a Councillor for nearly 15 years and Cabinet Member 6 years. I have an exemplary record for attendance and am known to be a conscientious and hardworking member of this Authority.

Everyone can find themselves in a position that can result in them being unable to attend a meeting eg: through illness, family and personal issues or a clash in their diary that cannot be avoided. I once had to miss a planning appeal meeting because I was in a car accident when someone drove out of a junction and into my car.

I believe the Chair missed a meeting of this Scrutiny in March and there have been few meetings of this Scrutiny which have had 100% attendance. Looking at other Committees, such as the Audit Committee, will also show less than 100% attendance.

Records are also kept in regard to attendance at briefings and planned visits to educational establishments. In fact it was a member of this Scrutiny who asked for a visit to the PRU to be specially arranged and on the day did not visit. These things happen.

In regard to the comments published in the Minutes that you have all just agreed I wish to make the following points:

It is stated I have not attended 2 Scrutiny Meetings.

The first meeting I did not attend was due to the fact that I was on holiday. The holiday with my family was booked prior to me having any knowledge of the date of the Scrutiny meeting. In addition it was in the school holidays. The school holidays are not only when my family take their holidays with my grandchildren but are also the best time for me to take leave as the schools are closed.

This was accepted at the time, as far as I am aware, and yet was dragged up at the last Scrutiny meeting as unacceptable. Why? It was then, and still is, written into the Minutes. Why? Who agreed the wording?

I was informed of the second Scrutiny date **after** I had arranged a public event which the Mayor and Leader were attending.

The date, 10 July, is the 81st anniversary of the arrival and welcoming of 57 Basque child refugees aged 5-15 years, in Caerleon. They had been evacuated from the terrors of the Spanish Civil War.

So the date was already set and it had to be that date. I was organising the whole event from start to finish, not just attending, because I am central to this important historical event, being the published author of the original paper on the Basque Children in Caerleon and deeply involved in supporting the Basque children's history across the UK.

When I was informed of the Scrutiny date, some two months before the event, I emailed the appropriate officer stating that, given I was organising the event, I would have to leave Scrutiny at the latest by 10.30am. This made it clear that,

given the meeting was due to start at 10am, I would not have sufficient time.

I received an email back saying the officer would contact the Chair and request a 9.30 start. I received no further correspondence. Meanwhile, there was full knowledge about my commitment on the day. In fact the time I actually needed to be in Cross Street Caerleon on the day was just after 10.30 and had I known I was expected at Scrutiny at 9.30 I would still have had to send my apologies.

As it was I did ask Sarah Morgan, who attended the meeting, to reiterate my apologies for not being able to attend.

To clarify what organisation was required on 10 July prior to the actual start of the event at 12.00 was:

- The road closure before 11am (Streetscene staff were very efficient and arrived not long after 10.30), including the parking space available for the Mayor and Leader's cars
- Welcoming the combined schools' choir of fifty six 5-15 year olds, and positioning them safely
- Ensuring the cover for the plaque was properly positioned for the unveiling
- Ensuring the positioning of information boards
- Ensuring the refreshments at Curro's were prepared
- Welcoming the Mayor, Leader , VIPs and 100 guests

So, the Minutes you have just agreed are inaccurate because I was not due to attend the unveiling at 12 midday, that was the time it was due to commence and that was known. At no time was I planning to just turn up at 12 midday.

Following that Scrutiny meeting I was informed that there was shock and concern by the tone of the comments made by some Scrutiny Members in

regard to my absence.

In the nearly 15 years I have been attending meetings in this Council I have never heard of any Member being treated in such a way, without seeking any review into the circumstances, without me being given any opportunity for redress, or even being informed, and demanding that the unsubstantiated criticism must be published in public.

I am aware that the Chair subsequently agreed to 'tone down' the original Minutes, which in itself, makes clear they were unacceptable. As I have pointed out I believe the present Minutes are inaccurate.

I remain concerned by the way this matter has been handled and would hope that anybody who is unable to attend a meeting in future will be treated with fairness and with consideration and not criticised in their absence without gathering the facts.

This is particularly important when putting such comments on public documents.

I request that this statement is published in the Minutes of this meeting.

Meanwhile, I believe a review needs to be undertaken to ensure everyone in future is treated in a fair and considered manner.

Scrutiny Report

Performance Scrutiny Committee – People

Part 1

Date: 26 November 2018

Subject Mid-Year Service Plan Review - Education

Author Scrutiny Adviser

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

Invitee:	Area / Role / Subject
Gail Giles	Cabinet Member for Education and Skills
Sarah Morgan	Chief Education Officer
Andrew Powles	Deputy Chief Education Officer
James Harris	Strategic Director - People

Section A – Committee Guidance and Recommendations

1 Recommendations to the Committee

1.1 The Committee is asked to consider and evaluate the following Service Plan Mid-Year Reviews which include: Executive Summary; Analysis of Performance; Performance Measures, and; Finance, and are attached as:

- **Appendix 1 - Education**

1.2 Provide comments upon the performance to the Cabinet.

2 Context

Background

2.1 Each Service Area has set a Service Plan for 2018-22 including:

- Service Plan Objectives;
- Planned Actions for each Objective for this year and subsequent years for the life of the plan.
- Performance Indicators; which include National and Locally set performance measures.
- Resources and Risk

2.2 The Service plans were approved by the relevant Cabinet Member, following the usual Member consultation process. This report presents Members with the Mid-Year Reviews for each Service Plan and Appendices for:

- Education (**Appendix 1**)

3 Information Submitted to the Committee

3.1 The following Service Plan Mid-Year Reviews including: Executive Summary; Analysis of Performance, Performance Measures, and Finance, are attached as:

- **Appendix 1 - Education**

Executive Summary	The Executive Summary of the Cabinet Member / Head of Service is provided as an Overview at the beginning of each Service Area's Mid-Year Review and includes graph summarising the progress against actions and a Budget Forecast Position.
Analysis of Performance	The Analysis of Performance includes each Service Plan's Objectives, the Corporate Plan Objective they support and an update upon the actions planned for each for 2018-19. Performance of the Actions is ranked using the following: <ul style="list-style-type: none"> • Green - Complete • Blue - In Progress • Grey - To be commenced
Performance Measures	The National Measures are set by the Welsh Government and used to compare and benchmark performance with other Local Authorities in Wales. Some of the measures are reported monthly, quarterly or half yearly, while some are annual measures reported at the end of the year. This report is for Performance at the Mid-Year point, up to the end of September 2018. Performance of the Measures is ranked using the following: <ul style="list-style-type: none"> • Green - On target • Amber - Short of Target (15% Tolerance) • Red - Off Target (Over 15% Tolerance#0)
Finance and Resource Analysis	Financial Analysis is provided at the Mid-Year point (end of Quarter 2), for each Service Area and includes: the Overall Net Position; a graph forecasting the Delivery of the Medium Term Revenue Plan Savings for 2018-19, and; a Summary Revenue Budget Position, together with Employee / Human Resource Analysis.

4. Suggested Areas of Focus

Role of the Committee

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

Assess and make comment on:

- Analyse the Service Plan Mid-Year Reviews and Evaluate how well Service Areas performed in the first half of the 2018-19 financial year against the objectives, actions and performance measures in their How effectively are the service areas performing against objectives, actions and measures;
 - Are the targets sufficiently challenging and balanced between being realistic and robust?
 - Is any underperformance being addressed and associated risks being mitigated;
 - What is being done to improve performance for the second half of the 2018-19 financial year?
 - Are there any barriers to improving performance of objectives, actions and performance measures in the Service Plans?
 - Is the Service Area on target with its budget? If not what mitigations are planned to reduce overspends within this financial year?
 - Has the Service Area met or is on target to meet the delivery of its MTRP savings for 2018-19? If not, what actions are planned to deliver this within this financial year?
- In drawing its conclusions, the Committee should assess:
 - What was the overall conclusion on the information contained within the reports?
 - Is the Committee satisfied that it has had all of the relevant information to base a conclusion on the performance of the Service Area at the Mid-Year point?
 - Does any area require a more in-depth review by the Committee?

Section B – Supporting Information

5 Links to Council Policies and Priorities

- 5.1 The Service Plan Mid-Year Reviews directly link with: the Council's Well-being Objectives agreed by Cabinet in March 2017 which aim to maximise the Council's contribution to the Well-being Goals for Wales; the 2017-22 Corporate Plan Objectives, and; the 2018-22 Service Plan Objectives, Actions and Performance Measures. The Service Plan Objectives link to the Authority's Corporate Plan Objectives and Well-being Objectives below:

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 Wellbeing of Future Generation (Wales) Act

The Committees consideration of the service plans and the performance of the service areas should consider how services are maximising their contribution to the five ways of working:

5 Ways of Working	Types of Questions to consider:
<p>Long-term The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.</p>	<p>Are there any long term trends that will impact your service area? How will the needs of your service users potentially change in the future?</p>
<p>Prevention Prevent problems occurring or getting worse.</p>	<p>What issues are facing your service users at the moment? How are you addressing these issues to prevent a future problem?</p>
<p>Integration Considering how public bodies' wellbeing objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.</p>	<p>Are there any other organisations providing similar / complementary services? How does the Council's performance within this service area impact upon the services of other public bodies and their objectives?</p>
<p>Collaboration Acting in collaboration with any other person (or different parts of the organisation itself).</p>	<p>Who have you been working with to deliver these services? How are you co-working with other sectors? How are you using the knowledge / information / good practice of others to inform / influence the Council's work?</p>
<p>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.</p>	<p>How have you sought the views of those who are impacted by your service area? How have you taken into account the diverse communities in your decision making?</p>

7. Background Papers

Include all additional documents that are referenced in the report, and those that you have used as background reading. Hyperlink to online versions of them if available.

- [The Essentials - Wellbeing of Future Generation Act \(Wales\)](#)
- [Corporate Plan](#)

Report Completed: November 2018

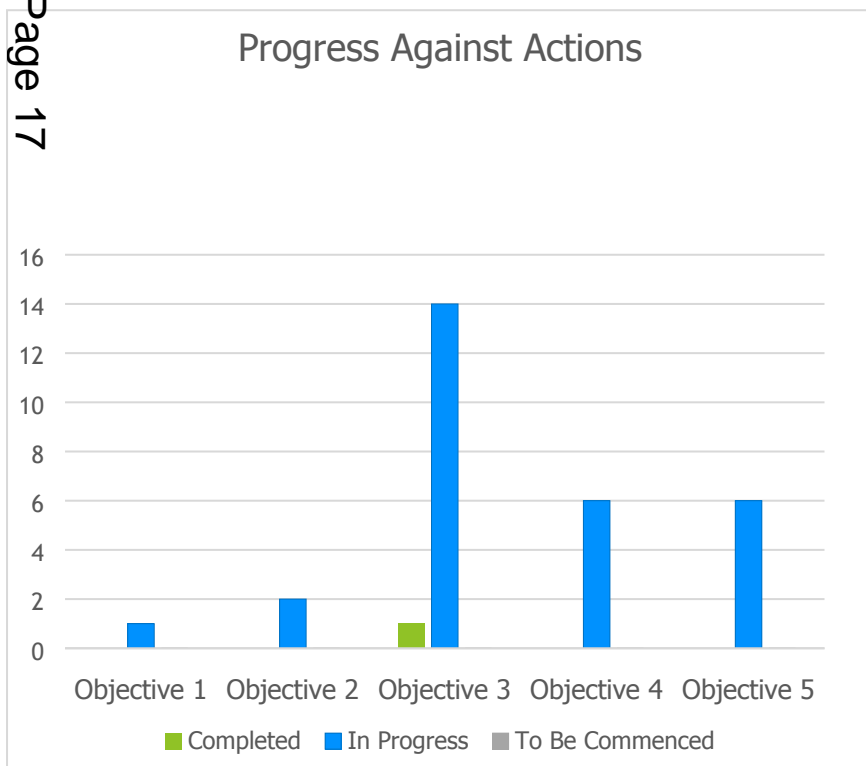
Executive Summary – Cabinet Member for Education & Skills/ Head of Service

The Education Service continues to provide strong support and challenge to school which has resulted in good outcomes for learners in both teacher assessment and provisional summer 2018 exam results. All objectives detailed in the Education Service plan are being progressed appropriately and are being closely monitored by middle and senior leaders.

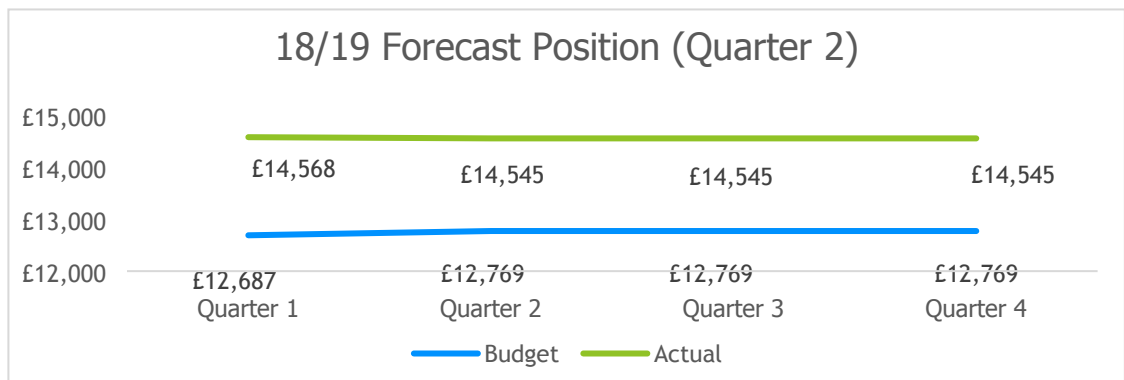
However, severe demands remain on the budget which is currently overspent; mainly due to the high cost of Out of County placements and The Bridge Achievement Centre staffing cost overspend. The Bridge Achievement Centre overspend is being robustly tackled through intense challenge and support and is reducing. Within Education Services, budget holders have had clear instructions to prioritise spend on absolute essentials. Staffing vacancies are only filled if the Head of Service agrees that they are absolutely necessary.

Welsh Government is currently reviewing performance indicators for pupil attainment so key performance indicators detailed in the Service Plan may no longer be active at the end of the financial year.

Progress Against Actions



18/19 Forecast Position (Quarter 2)



Objective 1	Improve School Standards		
Description	Improving the academic attainment of Newport pupils is a commitment within the Newport City Council Corporate Plan 2017-2022. A key lever to deliver this commitment through the commissioning of actions to be delivered by the EAS and detailed in the EAS Business Plan 2018/19. The delivery of services is quality assured through NCC Education Services and is has oversight by the Joint Executive Group (JEG) and the EAS Company Board.		
Corporate Plan Objective	Aspirational People		
MYR (Q2) Action Status	0 / 1 - Complete	1 / 1 – in Progress	0 / 1 – To be commenced
Action	Status (Complete / In Progress / On Hold)	End of Quarter 2 Update	
<p>Ensure implementation of the EAS Business Plan 2018/19 including:</p> <ol style="list-style-type: none"> Continuing to raise aspiration, improve pupil outcomes, particularly for vulnerable groups of learners (FSM, Gender, EAL, More Able (MA) and LAC) and reduce the variance across schools and LAs through improved quality of leadership, teaching and learning. Reviewing the current regional delivery model for professional learning in line with the national professional learning model so that it remains fit for purpose. Work in collaboration with Education Workforce Council to ensure maximum impact of the Professional Learning Passport. Ensuring that leaders at all levels across the region are well supported to develop and inspire colleagues and work collaboratively to embed the new curriculum and improve learner outcomes. The Governor Support & Development team will support and develop skilled, focused, effective governing bodies that work in partnership with School 	In Progress	<p>A regional EAS Wellbeing plan has been drafted with a focus on raising outcomes for vulnerable learners.</p> <p>Learning Network Schools have been identified across the region and funded to provide school-to-school collaborative support on a range of curriculum and leadership issues. Additionally, specific mentoring has been brokered between schools across the region to develop leadership capacity.</p> <p>Governor support is facilitating governors to engage in an online self-evaluation tool. A range of governor training courses has been provided.</p> <p>Professional learning including networks of heads of departments; learning network schools; centralised training and briefings; roll of out Excellence in Teaching and Leadership Framework</p> <p>The school categorisation process currently underway, which will determine the level of support provided to individual schools.</p> <p>Education Improvement Board and Intervention Plan Monitoring Meetings have taken place for amber and red schools.</p>	

<p>Leaders to raise standards.</p> <p>5. Support the national approach and develop regional professional learning opportunities to ensure the success and well-being of every learner.</p> <p>6. Robust delivery of support and challenge for identified schools, and specific departments leading to improvements in provision and outcomes.</p> <p>7. Ensuring that education professionals within the region can thrive in a supportive and collaborative environment to raise standards and ensure that every young person can fulfil their potential.</p>		
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Objective 2			
Description			
The rates of school attendance at primary and secondary level have been demonstrated to link to the academic attainment of pupils. Therefore, raising the rate of school attendance and reducing the rate of school exclusions will support the NCC Corporate Plan 2017-2022 commitment to increase the academic attainment of pupils in Newport schools.			
Corporate Plan Objective			
Aspirational People / Resilient Communities			
MYR (Q2) Action Status		2 / 2 – in Progress	0 / 2 – To be commenced
Action	Status (Complete / In Progress / On Hold)	End of Quarter 2 Update	
<p>Attendance</p> <p>1. Raise profile of importance of attendance at Nursery level.</p> <p>2. Ensure all schools across the City has a named EWO. This to take into account new school builds.</p> <p>3. To focus support to schools in Quartile 3 and 4.</p> <p>4. Promote positive media messages regarding school attendance to the wider population.</p> <p>5. Education Welfare Service and Gwent Police complete periodic truancy sweeps across the City.</p>	In Progress	<p>To date 2 out of the 8 tasks identified in this action have been completed (Tasks 2 and 8). 6 out of 8 tasks are in progress.</p> <p>Nursery is non statutory education however EWOs work closely with schools to promote good attendance habits/rates for all learners. Positive attendance is promoted via the “Attendance Matters” campaign. One Attendance Forum has been convened during this period and nursery attendance was highlighted as an area to focus upon.</p> <p>Additional support and challenge is exemplified by the ‘step 1’ meetings held with schools when attendance levels present cause for concern (schools show over a number of months that they are not meeting attendance targets). The meetings challenge schools to improve attendance and provide suggestions as to how this could be achieved. This further evidences the ‘Protocol for Schools with Lower than Expected Rates of Attendance’ Six schools have engaged in Step 1 meetings. EWOs regularly promote Fixed Penalty Notices (FPNs) in schools and consequently schools promote it via school websites, letters to parents and in discussions with governing bodies. 309 FPNs were issued by the end of July on the basis of poor attendance.</p>	

<p>6. Promote the use of Fixed Penalty Notices for unauthorised absence across the city and specifically within clusters.</p> <p>7. To provide additional support and challenge when necessary to all schools where a dip in attendance has been identified.</p> <p>8. To embed the 'Protocol for Schools with Lower than Expected Rates of Attendance' (Step 1 and 2).</p>		<p>There is strong collaboration between schools and the EWS to drive up school attendance; this is exemplified by the attendance audits and reviews undertaken in partnership with schools. EWOs also meet with school based colleagues on a fortnightly basis in secondary schools to determine future actions. All new build schools have a designated EWO.</p> <p>Numbers of persistent absentees and individual cases are scrutinised closely. The Senior Education Welfare Officer (SEWO) has ensured this is an ongoing long term objective for each EWO which will be discussed in each supervision session. Cases discussed are examined to determine if there is a requirement to involve other partners for effective collaboration, all of the key information is shared with schools at regular attendance meetings.</p> <p>One truancy sweep has taken place in partnership with the police to locate young people not in school during the school day. 3 young people were noted by professionals undertaking the truancy sweep.</p>
<p><i>Exclusions</i></p> <p>1. Establish and implement a primary level managed move protocol.</p> <p>2. Establish and implement a 'protocol for schools with higher than expected rates of exclusions' (Step 1 & 2).</p> <p>3. Coordinate support and challenge from the Local Authority Integrated Inclusion Team based on the exclusion rates of individual schools.</p> <p>4. Develop a Newport specialist provision for SEBD pupils.</p> <p>5. Review and revise alternative education setting provision with Newport.</p>	<p>In Progress</p>	<p>Tasks 1 to 3 have been completed. Task 4 has been postponed with task 5 still in progress.</p> <p>The Inclusion Enrichment Team in collaboration with Primary head teachers developed a Primary Managed Move Protocol. The protocol will be reviewed at the end of the academic year.</p> <p>The protocol for schools with higher than expected rates of exclusions has been integrated into the system for support and challenging schools with a focus on prevention rather than exclusion.</p> <p>Quality Assurance visits have taken place for all Alternative Providers as part of the review of provision.</p>

Objective 3	Further Improve Pupil Wellbeing and Equity in Education		
Description	How healthy, independent and resilient people are, has a wider impact on all other aspects of their life. Whether they can work, attend education, take part in social activities and contribute to their communities is all influenced by this objective.		
Corporate Plan Objective	Aspirational People / Resilient Communities		
MYR (Q2) Action Status	1 / 15 - Complete	14 / 15 – in Progress	0 / 15 – To be commenced
Action	Status (Complete / In Progress / On Hold)	End of Quarter 2 Update	
1. To collaborate effectively with	In Progress	The EAS has drafted a long-term regional strategy for equity and wellbeing. The lead officer for	

<p>key partners to develop a regional strategy for Equity and Well Being.</p>		<p>the EAS in this area has regular meetings with the Assistant Head of Education (Engagement and Learning) to share good practice and to ensure strong collaboration. One meeting has been undertaken with the EAS to look at a combined working around wellbeing.</p> <p>Wellbeing forms a focus at the termly attendance forum as the two aspects of education are inextricably linked; this was also a request of senior teachers who attend the attendance forum. One Attendance Forum was undertaken this summer to share best practice and the Healthy Schools Project was publicised within the Forum.</p> <p>There is strong collaboration with the EAS and across Education in terms of work with the Educational Psychology Service to engage with schools positively to promote learner wellbeing. This is exemplified by the work undertaken as part of "The Arrow Project". A report has been produced during summer 2018 to evaluate this work</p>
<p>2. To further develop the quality assurance of specialist providers and alternative education settings to ensure appropriateness of pupil placement via the commissioning process, compliance with safeguarding good practice and evaluate value for money.</p>	<p>In Progress</p>	<p>A robust, collaborative Quality Assurance (QA) system has been established with the involvement of all relevant LA personnel. An SEN officer has the responsibility of challenging, monitoring and reviewing all placements on at least an annual basis.</p>
<p>3. To redevelop and extend provision within the city to accommodate a greater range of needs, ensuring that pupils are placed where their learning is best supported.</p> <p>4. To improve the quality of ALN leadership and management in Newport Schools</p>	<p>In Progress</p>	<p>In collaboration with the finance team an analysis of SEN pupils by need has taken place to identify long term provision requirements including SEN alternative education.</p> <p>The Inclusion Enrichment Team has worked in collaboration with ALNCOs through cluster meetings to develop ALN cluster action plans which identify targets and priorities for 2018/19 with identified measurable outcomes.</p>
<p>5. To begin to implement the ALN and Education Tribunal Act (2018)</p> <p>6. Secure closer working with Adult Social Services and regional colleagues to support joint 16-25 regional further Education Commissioning.</p>	<p>In Progress</p>	<p>Full delegation of ALN funding to schools has taken place. This ensures Schools have ALN resource available. All schools have received extensive training and support to implement effective person centred practices. This is a well-established practice in the majority of schools.</p> <p>As part of the SEWC ALN transformation action plan a post 16 steering group has been developed. In addition to this collaborative work, a Newport specific action plan is in the process of being developed to ensure a co-ordinated approach to the ALN reforms.</p>
<p>7. To support young people into education, employment and training through an effective</p>		<p>School visits were completed to RAG status all Year 11, 12 and 13 pupils to identify those at risk of not engaging in education, employment or training and prevent them becoming NEET. These visits were supported by additional involvement with Social Services, Youth Offending Service and</p>

<p>Youth Engagement & Progression Framework Action Plan monitored by the Youth Service Support Board.</p>		<p>the Bridge Achievement Centre.</p> <p>Integrated allocations meetings with all nine Secondary Schools, the Bridge Achievement Centre, the Youth Service and Careers Wales were held in the summer term so the “Inspire to Achieve” project could work with Key Stage 3 and 4 pupils at risk. Visits to 100% of schools have been undertaken to identify vulnerable young people. 100% of young people vulnerable to becoming NEET have been engaged with.</p> <p>The strategic Youth Support Services Board and the 3 working groups that feed into this board have met and monitor the collaboration and Involvement of partnership working towards this. The reduction of the numbers of young people not engaged in education, employment or training is mainly due to the successful partnerships.</p> <p>All of the above contributes to NCC’s long term strategy of reducing the number of young people not engaged in education, employment or training</p>
<p>8. To support all schools to work towards the National Quality Award (NQA) for Healthy Schools</p>	<p>In Progress</p>	<p>Seven primary schools have moved to the next phase of the Healthy Schools programme. Two primary schools have achieved NQA awards in the last six months. 100% of schools are engaged with the Healthy Schools Scheme.</p> <p>Forty-three schools have enrolled in the Healthy Pre-schools Scheme. Two training and networking events have been undertaken to give schools the opportunity to share good practice and network regrading Healthy Schools.</p>
<p>9. To support pupils who are Looked After to be as academically successful as their peers by developing an effective data tracking system to ensure accurate target setting.</p>	<p>In Progress</p>	<p>This system is not yet established. Work is in development with Newport City Council with Learner Intelligence.</p>
<p>10. To further develop shared responsibility for safeguarding in schools.</p>	<p>In Progress</p>	<p>The Education Safeguarding Officer (ESO) is funded by Education Services but managed through Children’s Services. The ESO attends half-termly matrix management meetings with the Service Manager for Safeguarding and the Deputy Chief Education Officer. A New toolkit shared with all schools Sept 2018. New toolkit will be phased in over the next academic year, using 2 schools to ‘pilot’ the toolkit and feedback to colleagues at network meeting in Spring term 2019. Training resources for whole-school delivery revised and shared with all DSPs July 2018. Alternative on-line resources have been shared with schools to use for Induction of new staff/governors.</p>
<p>11. To further develop the anti-bullying provision across the city.</p>	<p>In Progress</p>	<p>The Wellbeing Monitoring Group has met on a termly basis to discuss bullying and behavioural incidents in schools related the protected characteristics.</p> <p>The group is also linked to the Newport/Monmouthshire Hate Crime Forum. The returns of each school are discussed within the group and the interventions received by each school are logged termly on the Wellbeing Matrix.</p>

		The group has met once and a training session with schools will be undertaken in November. 126 Behaviour incidents were logged focussing on the protected characteristics during the summer term.
12. To develop and deliver a successful Welsh in Education Strategic Plan.	In Progress	<p>The draft Welsh in Education Strategic Plan (WESP) was updated and approved by Cabinet in June 2018 and has now received the approval of the Minister for Welsh Language and Lifelong Learning. The WESP includes a commitment to establishing a fourth Welsh-medium primary school in Newport from September 2020.</p> <p>This supports the Council meeting Long Term needs to promote and encourage demand for Welsh-medium education. In terms of prevention, the proposal to establish a new school will assist the council is meeting the targets within the WESP. Integration, collaboration and involvement will be achieved through the Welsh in Education Forum (WEF) which has a role in monitoring the WESP and ensuring that it is delivered in partnership at a local level.</p>
13. To extend existing good practice in pupil participation within schools.	In Progress	<p>There is strong collaboration between the Assistant Head, the Policy and Partnership Team of Education and the Deputy Head of St Julian's Primary (who organises the Pupil Participation and Learning Network, (PPLN).</p> <p>Currently, eight Primary schools attend PPLN meetings termly. The host school presents, along with their pupils, regarding what they have been doing throughout the year. 1 meeting was undertaken by the PPN in the summer term to showcase work completed over the course of the academic year.</p>
14. To provide subsidised music access to FSM learners	In Progress	Ninety-six learners who benefit from additional financial support were able to access Gwent Music Services during the summer term.
15. To review Gwent Ethnic Minority Service delivery.	Completed	A self-evaluation of GEMS provision was conducted over the summer to evaluate service delivery and to ensure the Service operated within budget. .


















Objective 4	To further develop a motivated, capable and engaged workforce		
Description	To improve people's lives, we need a very strong leadership that is supported by motivated, engaged and committed staff who have skills and calibre of the highest quality.		
Corporate Plan Objective	Aspirational People		
MYR (Q2) Action Status	0 / 6 - Complete	6 / 6 – in Progress	0 / 6 – To be commenced
Action	Status (Complete / In Progress / On Hold)	End of Quarter 2 Update	
1. To develop a clear 5 year vision of Newport Education which is clearly understood by all partners.	In progress	A draft long-term vision document has been collectively prepared by the Education Senior Management Team (ESMT). A workshop will take place involving head teachers, Challenge Advisors and Education Senior and Middle leaders in October 2018 to collaborate and produce shared vision for all partners to work towards and for integration into school and central education plans.	

<p>2. To further develop the expertise of recently appointed Headteachers and Acting Headteachers in Newport schools</p>	<p>In Progress</p>	<p>A programme has been developed in partnership with the EAs and a senior Headteacher to ensure new Head teachers have access to the support and expertise from established colleagues across the LA. One Meeting involving new Head teachers has been undertaken and will continue for the remainder of the academic year.</p> <p>This approach promotes collaboration between colleagues as there are opportunities for Head teachers to network with other group members and also with facilitators. Issues such as safeguarding, finance etc are covered to ensure Head teachers have access to the most appropriate advice and guidance in their new roles.</p>
<p>3. To further develop the 'New to Newport' training programme with practitioners to ensure that staff working within their first role in a Newport school understand the Education vision for the city and its related practices and procedures.</p>	<p>In Progress</p>	<p>A "New to Newport" event has been developed in partnership with the EAS and a senior Headteacher to ensure staff who are new to Newport have access to the requisite support and expertise from colleagues across the LA.</p> <p>The programme is designed to ensure staff who are new to Newport have access to the appropriate advice and guidance to prevent them facing issues related to the areas covered in the future. One event has been organised and will be delivered in November.</p>
<p>4. To further develop self-evaluation skills within Central Education staff.</p>	<p>In Progress</p>	<p>A service self-evaluation policy has been co-constructed with middle leaders and workshops provided to develop standardised Team Plans and Team on a Page (TOAP) evaluation reports and to build staff self-evaluation skills. TOAP evaluations are shared among senior and middle managers each term at the 'Every Child Group' and head teachers are invited attend. Additionally, weekly monitoring reports are presented to senior managers within Education in order to build understanding and reflection across the wider education team. The policy is devised to generate ongoing self-evaluation and integration of teams within Education Services.</p>
<p>5. To ensure Central Education Services are working collaboratively across the LA and region with other relevant services and partners.</p> <p>6. To develop staff in Central Education to meet the future needs of the service. This includes ensuring Education staff:</p> <ul style="list-style-type: none"> • Clearly understand the vision of the Council and specifically the direction of the service area. • Are able to access appropriate training and learning to meet the needs of their job roles. • Are able to access opportunities for leadership 	<p>In Progress</p>	<p>All members of the Education Senior Management Team are representative on regional working groups e.g. School Improvement, Inclusion, Attendance and Wellbeing.</p> <p>An Education Service full staff event has taken place at least once each term and staff are encouraged to present their work e.g. Educational Psychology Arrow Project; Safeguarding work.</p> <p>Since September 2018, Middle leaders are invited to attend weekly Senior Management meetings to present evaluations of their work. All middle leaders attend a termly 'Every Child Group', which is also attended by Senior Managers and Head Teachers to present updates on their team plans and progress towards key performance indicators.</p>

at every level. <ul style="list-style-type: none"> Have the opportunity to feedback on education and workforce issues on a regular basis 		
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Objective 5	Developing quality learning pathways and provision		
Description	To ensure that all our children benefit from the best possible learning environments and opportunities throughout their school lives by improving the quality of education provision and access to a range of high quality learning pathways. This objective directly supports the Authority's commitment to creating a thriving city with aspirational people.		
Corporate Plan Objective	Aspirational People / Resilient Communities		
MYR (Q2) Action Status	0 / 6 - Complete	6 / 6 – in Progress	0 / 6 – To be commenced
Action	Status (Complete / In Progress / On Hold)	End of Quarter 2 Update	
1. Delivery of and progression of key capital programmes including: <ul style="list-style-type: none"> Completion of Welsh Government 21st Century Schools Programme (Band A -2014/19) Development of Welsh Government 21st Century Schools Programme (Band B -2019/24) Additional Capital Investment Programme (£1.1M) NCC Capital Expenditure including the Corporate Capital Maintenance Programme. Effective use of S106 Capital receipts. Welsh Government Welsh Medium Capital Funding. 	In Progress	<p>The LA is now nearing the end of the agreed programme of work under Band A of the 21st Century Schools scheme with two projects outstanding but underway. The two remaining projects will be concluded this financial year.</p> <p>Meetings and workshops have been held with key stakeholders for the three secondary school projects identified as highest priority with the Band B programme. Work is now underway to support feasibility studies on the priority projects.</p> <p>The Council has continued to make good use of all available capital funding to support improvement and expansion to the school estate. This includes s106 planning contributions, specific grant funding applications and currently a one-off Capital programme. All projects within this £1.1million programme are currently on schedule to be complete by the end of March 2019.</p>	
2. The Council's School Reorganisation Programme and the work of the Planning of School Places (POSP) group will plan, monitor and provide (according to regulatory requirements) the school places required for the growing population of children, and will also consider all ways in which existing provision can be improved through school to	In Progress	<p>Effective monitoring and planning for future needs via the half-termly Planning of School Places (POSP) group.</p> <p>There is currently an 8.23% overall surplus of mainstream school places across Newport which is lower than the Welsh Government target of 10%.</p> <p>A temporary governing body is in the process of being established for the new primary school at Glan Llyn and will be responsible for appointing a Headteacher. The school is scheduled to open in September 2019.</p> <p>A statutory proposal was launched to involve all stakeholder in September 2018 to create a Learning Resource Base class at Caerleon Lodge Hill Primary School.</p>	

school working.		There have been no opportunities presented to date take forward formal school to school working arrangements.
3. To ensure that the work of the 'Seamless Learning Pathways' project is sustained and further cluster development is developed to support the resilience of individual schools and learner outcomes.	In Progress	ALN and Wellbeing cluster plans are in operation across the city supported by grants issued via the EAS and supported and monitored by members of the Inclusions Enrichment team.
4. To ensure that Post-16 provision within Newport is meeting the needs of all learners and provides good value for money.	In Progress	<p>The Post 16 Planning and Funding Frame work is completed in partnership with Newport Secondary Schools to ensure the appropriate courses and pathways are offered to post 16 learners and drop off rates are monitored. This exemplifies planning for the long term and collaboration.</p> <p>Policy is embedded as are processes around recording and tracking of courses and data.</p> <p>Alps data at Post 16 across the city is closely scrutinised. 1 meeting has been undertaken with the EAS Post 16 representative regarding this. The EAS Post 16 Challenge Advisor has attended secondary school academic performance reviews in September 2018 to review post 16 outcomes.</p>
5. To ensure pre-16 Looked After Children have access to at least 25 hours of provision a week delivering accredited courses.	In Progress	<p>The Looked After Children Education Coordinators, managed through Children's Services, focus on monitoring the most vulnerable learners who are attending Alternative Provision. In July 2018 69% of KS4 Looked After Children attending alternative provision were receiving 25 hours of provision a week. Flexible timetables are used when necessary to keep young people engaged in education, or to meet medical needs.</p> <p>Half-termly meetings have taken place between the LAC Education Co-ordinator and all schools/settings to monitor progress and any barriers to education. Schools are challenged regarding pupils not currently receiving 25 hours and support is provided by the co-ordinators to increase provision where appropriate.</p>
6. Early Years education and Out of School Childcare provision will be developed and supported by working in partnership with non-maintained providers and schools.	In Progress	<p>Eight non-maintained setting have been supported through grants and training to provide out of school childcare provision. This will support working parents with childcare.</p> <p>The Early Years Team has worked in collaboration with the Family Information Service and Flying Start to roll out the Welsh Government 30 hours of free childcare offer for working parents.</p>

Education Performance Measures Analysis						
PI Result vs PI Target Definition	On Target			Short of Target (15% Tolerance)		Off Target (Over 15%Tolerance)
Performance Direction Definition (Based upon the performance from the previous reporting period)	 Performance has Improved			 Performance has Declined		 Performance is the same
Performance Measure (National / Local / Management Information)	Link To Service Plan Objective(s)	Q2 Result	2018/19 Target	Performance Direction	2017/18 Q2 Position	Service Area Comment (For Performance Indicators not meeting their targets)
National (PAM/033) - % pupils assessed in Welsh at the end of Foundation Phase Annual submission	Objective 1	4.5%	4.5%	N/A	N/A	This is a new measure for 2018/19; therefore there is no comparable data.
Local – % pupils achieving the expected outcome at the end of Key Stage 2 Annual submission	Objective 1	90.7%	89.9%	 90.1%	 90.1%	
Local – % pupils achieving the expected outcome at the end of Key Stage 3 Annual submission	Objective 1	88.4%	86.1%	 85.3%	 85.3%	
Local – % pupils achieving the expected outcome at the end of the Foundation Phase Annual submission	Objective 1	86.4%	87.2%	 89.2%	 89.2%	New assessment criteria were introduced during the academic year 2017/18. Performance has remained above the Welsh average.
Management Information – % of Return to Work forms submitted within 7 working days Monthly submission	N/A	68%	90%	 65.12%	 76.19%	All managers will be reminded to the local authority policy and this will be submitted as a clear review performance management action
Management Information – Service area employee sickness (days) Monthly submission	N/A	5.14 days	7 days	 4.24 days	 4.38 days	Sickness has increased from previous periods but is below the annual target.
Management Information – Service area Long Term sickness (days) Monthly submission	N/A	4.36 days	4.92 days	 3.58 days	 3.52 days	Sickness has increased from previous periods but is below the annual target.
Management Information –	N/A	0.78	2.04 days	 0.66 days	 0.86	

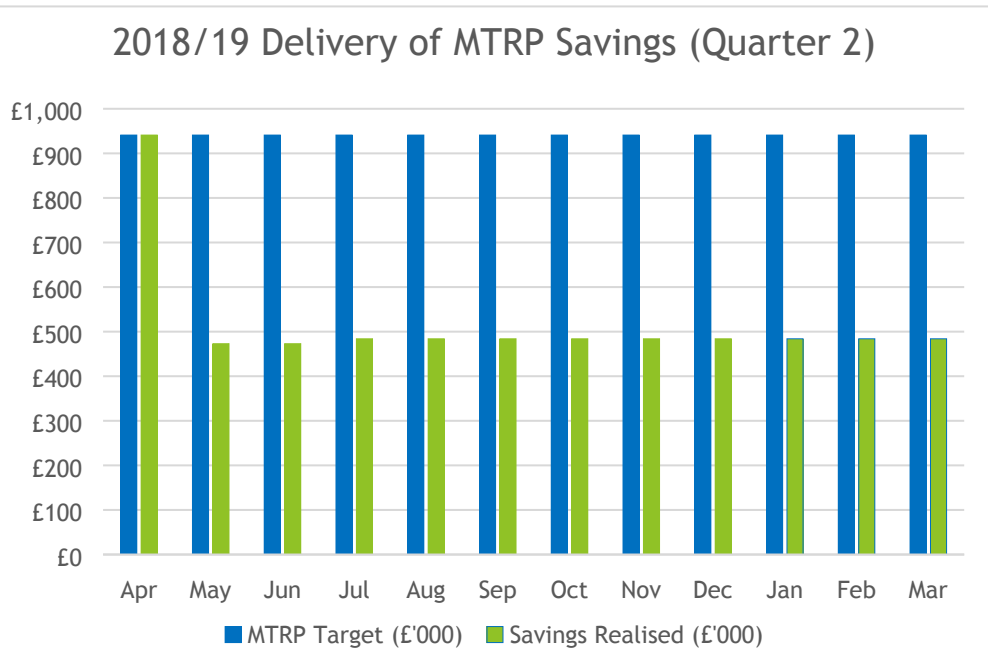
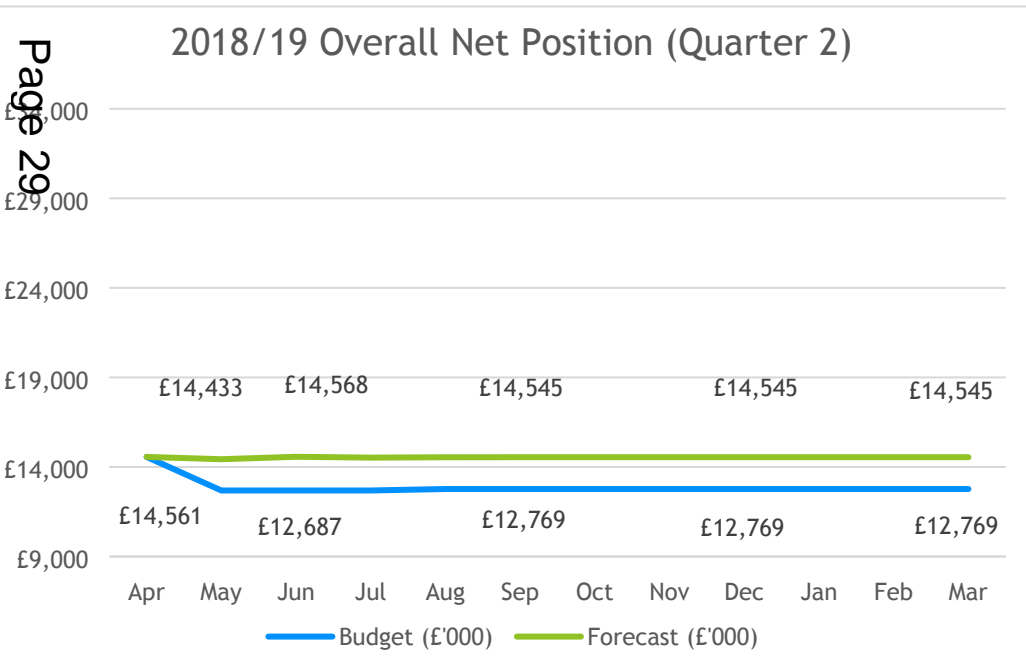
Service area short term employee sickness (days)		days			days	
Monthly submission						

Education Finance Analysis

FINANCE COMMENTARY

The Central Education budget has been overspent for some time due to the cost pressures of Out of County Placements. The total Education overspend at the end of October was £ 1.8 million. This includes a £939k Out of County overspend. This specific budget has reduced by approximately 100k over the last quarter. Education staffing is underspent due to a continuing spending freeze, but demonstrates a £181k overspend which is linked to the Bridge Achievement Centre (PRU). The staffing overspends at the PRU are reducing over time.

SEN School transport costs are still based on a forecast. Accountancy are waiting for live spreadsheets to be updated in order to reconcile actual costs. Delays are linked to new contracts being commissioned. This will be a focus for budget monitoring in November.



Summary Revenue Budget (as at 30th September 2018)			
Service Area team	Deficit / (Underspend) (£'000)	Service Area team	Deficit / (Underspend) (£'000)
School Based Counsel	0	School Meals Repairs & Maintenance	(5)
Psychology Services	(13)	Education Management Team	(17)
SEN Team	(20)	Education Management non team	(57)
SEN Recoup Out of County	1,090	Service development & business	(7)
SEN Equipment & Resource	50	School admissions & Appeals	(1)
SEN Local Provision	248	21 st Century schools	2
Inclusion Management Account	8	Early Years & Integration	(11)
Education Welfare Service	9	Redundancy & Superannuation	0
Bridge Achievement Centre	229	Joint Services	18
Education Improvement Grant	(2)	Transport	120
GEMS	0	Schools	2,135
Breakfast Clubs	137		

Education Resource Analysis

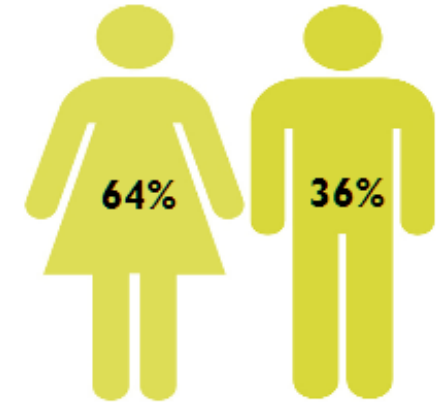
Current Vacancies



Employee Headcount



Gender



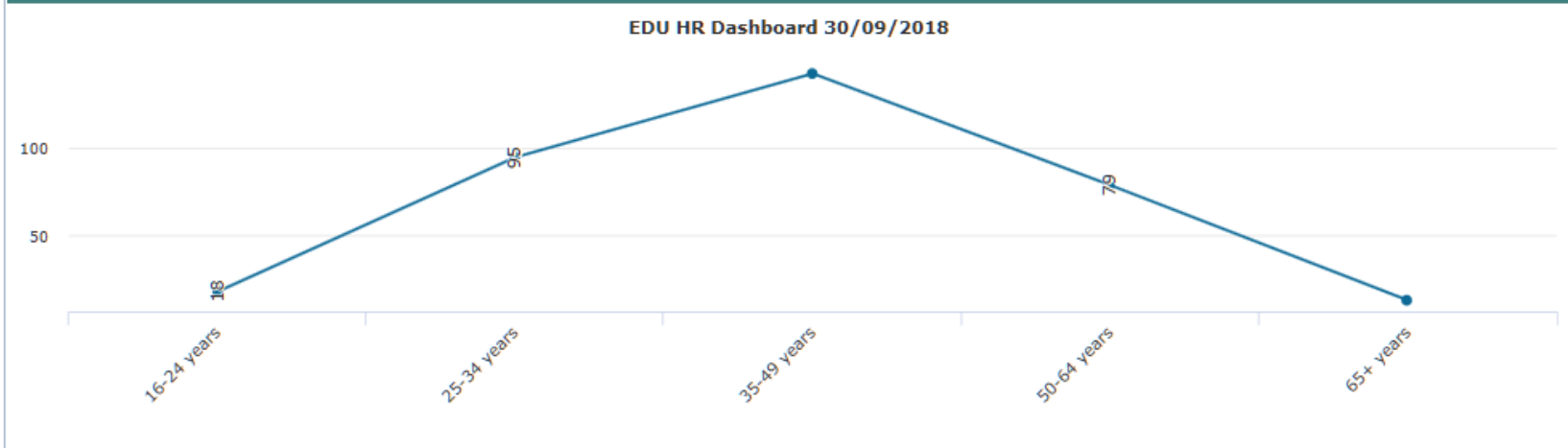
Starters



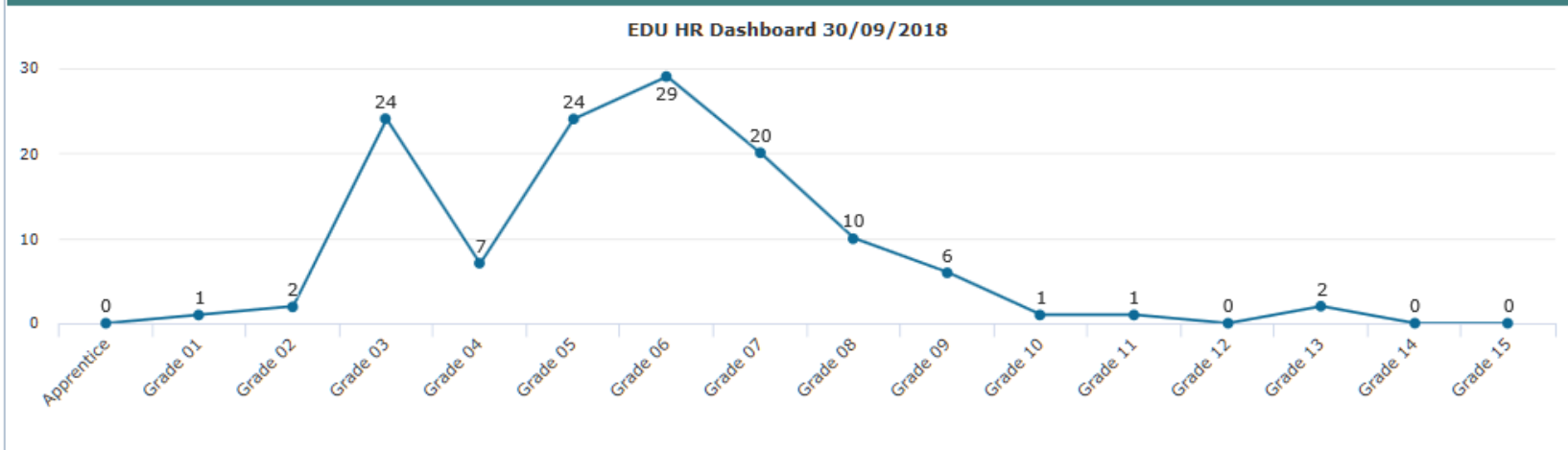
Leavers



EDU - Age Profile



EDU - Grade Profile



Data for Current Vacancies, Employee Headcount, Gender, Age Profile and Grade Profile are a snap shot as at 30th September 2018.

Data for Starters and Leavers is the cumulative total for April - September 2018.



Scrutiny Report

Performance Scrutiny Committee – People

Part 1

Date: 9 October 2018

Subject Forward Work Programme Update

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 draft work programme 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:

Committee’s Work Programme:

- 1.1 Consider the Committee’s Forward Work Programme (**Appendix 1**):
- Are there any amendments to the topics scheduled to be considered at the next Committee meeting?
 - Are there any additional invitees that the Committee requires to fully consider the topic?
 - Is there any additional information that the Committee would like to request?

Information Reports

- 1.2 Note any information reports that have been circulated to the Committee this month;

2 Context

Background

- 2.1 The purpose of a forward work programme is to help ensure Councillors achieve organisation and focus in the undertaking of enquiries through the Overview and Scrutiny function. Effective work programming is essential to ensure that the work of Overview and Scrutiny makes a positive impact upon the Council’s delivery of services.

- 2.2 Further information about the work programming process, including the procedures for referring new business to the programme, can be found in our Scrutiny Handbook on the Council's Scrutiny webpages (www.newport.gov.uk/scrutiny).
- 2.3 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.

Forward Work Programme Updates

- 2.4 The Committee's work programme was set in June 2018, including estimated timescales for when the reports will be considered by the Committee. This programme is then managed and implemented by the designated Scrutiny Adviser for this Committee under the direction of the Committee Chairperson.
- 2.5 The Committee agreed to keep a degree of flexibility within its work programme to enable the Committee to respond to urgent / emerging issues. This item is an opportunity for the Committee members to raise any suggested additions to the work programme.

Information Reports

- 2.6 No information reports have been circulated to Committee this month.

3 Information Submitted to the Committee

- 3.1 The following information is attached:

Appendix 1: The current Committee forward work programme;

4. Suggested Areas of Focus

Role of the Committee

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

- **Forward Work Programme**

Consider:

- Are there any amendments to the topics scheduled to be considered at the next Committee meeting?
- Are there any additional invitees that the Committee requires to fully consider the topic?
- Is there any additional information that the Committee would like to request?

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: 20 November 2018

Tuesday, 4 December 2018

Topic	Role / Information required	Invitees
<p>Social Services' Service Plan</p>	<p>Performance Monitoring - holding the executive to account for the Council's performance.</p> <p>The Service Plan will provide the Committee with a full picture of Service Areas performance and finances for a specific period of time.</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, including Wellbeing Objectives and Improvement Plan Objectives. • 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>Monitoring of budget, focusing on:</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>For Adult and Community Services:</p> <ul style="list-style-type: none"> • Head of Adult and Community Services; • Cabinet Member for Social Services, • Strategic Director – People. <p>For Children and Young People Services:</p> <ul style="list-style-type: none"> • Head of Children and Young People; • Cabinet Member for Social Services, • Strategic Director – People.

Tuesday, 15 January 2019

Topic	Role / Information required	Invitees
<p>Draft Cabinet Budget Proposals</p>	<p>The Committee will receive the draft Cabinet Budget Proposals for 2018/19 and part of the public consultation.</p> <p>Budget Proposals</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; <p>The recommendations / comments all scrutiny Committees relating to the draft budget proposals will be coordinated by the Overview and Scrutiny Management Committee at their meeting on 1 February 2018, and subsequently forwarded to Cabinet for consideration in approving the final proposals.</p>	<p>For Budget process:</p> <ul style="list-style-type: none"> • Head of Finance. <p>For Adult and Community Services:</p> <ul style="list-style-type: none"> • Strategic Director – People; • Head of Adult and Community Services; <p>For Children and Young People Services:</p> <ul style="list-style-type: none"> • Strategic Director – People; • Head of Children and Young People; <p>For Education Service</p> <ul style="list-style-type: none"> • Strategic Director – People; • Deputy Chief Education Officer;