

## Scrutiny Committee B

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Meeting Venue  
**Council Chamber - County Hall,  
Llandrindod Wells, Powys**

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Meeting Date  
**Thursday, 1 March 2018**

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Meeting Time  
**10.00 am**

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For further information please contact  
**Elizabeth Patterson**  
01597 826980  
elizabeth.patterson@powys.gov.uk



County Hall  
Llandrindod Wells  
Powys  
LD1 5LG

Issue Date  
23<sup>rd</sup> February 2018

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The use of Welsh by participants is welcomed. If you wish to use Welsh please inform us by noon, two working days before the meeting

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### AGENDA

**JOINT MEETING - SCRUTINY COMMITTEE A AND SCRUTINY COMMITTEE B -  
10AM THE CHAMBER**

**1. SAFEGUARDING**

To discuss the reporting mechanisms for Safeguarding with the Interim Director of Social Services.

**2. SCRUTINY COMMITTEE STRUCTURE**

To seek Members views on the committee and working group structures in scrutiny.

**3. JOINT SCRUTINY OF CORPORATE LEADERSHIP AND GOVERNANCE  
PLAN**

To receive the scrutiny summary report.  
(Pages 5 - 10)

**SCRUTINY COMMITTEE B - THE CHAMBER**

**4. APOLOGIES**

To receive apologies for absence.

<b>5.</b>	<b>DECLARATIONS OF INTEREST</b>
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To receive declarations of interest from Members.

<b>6.</b>	<b>DISCLOSURE OF PARTY WHIPS</b>
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To receive disclosures of prohibited party whips which a Member has been given in relation to the meeting in accordance with Section 78(3) of the Local Government Measure 2011.

(NB: Members are reminded that under Section 78 Members having been given a prohibited party whip cannot vote on a matter before the Committee.)

<b>7.</b>	<b>MINUTES</b>
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To authorise the Chair to sign the minutes of the meeting held on the 26<sup>th</sup> January 2018.

(To Follow)

<b>8.</b>	<b>CHAIR'S BRIEFING</b>
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To receive a verbal update from the Chair of Scrutiny Committee B.

<b>9.</b>	<b>CHILDREN'S SERVICES SCRUTINY GROUP</b>
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To receive an update from the Children's Services Scrutiny Group.

(Pages 11 - 20)

<b>10.</b>	<b>EDUCATION SCRUTINY GROUP</b>
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To receive an update from the Education Scrutiny Group.

(Pages 21 - 32)

<b>11.</b>	<b>JOINT CHAIRS AND VICE-CHAIRS MINUTES</b>
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To receive the Joint Chairs and Vice-Chairs minutes of the meetings held on the 5<sup>th</sup> December 2017 and the 9<sup>th</sup> January 2018.

(Pages 33 - 42)

<b>12.</b>	<b>WORK PROGRAMME</b>
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To consider the forward work programme and whether any additional items should be put forward for inclusion.

(Pages 43 - 44)

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## Scrutiny Committee A and B

1<sup>st</sup> March 2018

<b>Corporate Leadership and Governance Plan</b>
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<b>Purpose of Report:</b> Progress report
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At a meeting of Joint Chairs in November 2017 Scrutiny Committee A and B were asked to nominate 5 Members each together with representatives from Audit Committee to scrutinise the draft Corporate Leadership and Governance Plan.

The report to Cabinet is attached at Appendix A.

An extract from the Cabinet minutes from the meeting on the 30<sup>th</sup> January 2018 where this item was discussed follow:

<b>1.</b>	<b>CORPORATE LEADERSHIP GOVERNANCE IMPROVEMENT PLAN</b>
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*Cabinet considered the Corporate Leadership Governance Improvement Plan which had been developed to address the observations made by CSSIW regarding Powys Children's Services, on the Council's approach to leadership and governance. It aligned with the Council's Vision 2025 and contained a significant programme to ensure that the Council is a well-run, aspirational and high-performing organisation.*

*County Councillor David Selby presented the observations of the Scrutiny group explaining that observations had to be submitted by email due to a Council budget seminar being called when the group had been due to meet. He regretted that there had not been enough time to scrutinise such an important document. Whilst appreciating that the plan had been produced in response to the CSSIW inspection of Children's Services, Scrutiny members felt that the plan focused too much on Children's Services and not the Council as a whole. It was not clear to the Scrutiny members how they would be involved in monitoring progress and they doubted that all of the target dates could be met. They also felt that the document contained too many acronyms and that it would have benefited from the inclusion of a glossary.*

*The Director of Education acknowledged the points made by Scrutiny and advised that some of their comments had already been incorporated in the latest draft of the plan. He explained that the Plan was a living document that would go through many iterations and that it would be subject to further scrutiny.*

<b>RESOLVED</b>	<b>Reason for Decision:</b>
<b>To approve the Corporate Leadership and Governance Plan as a living document subject to further scrutiny.</b>	<b>To continue to address the recommendations of CSSIW and to contribute to the making it Happen Programme: Vision 2025.</b>

**Report contact:** Liz Patterson, Scrutiny Officer  
**Contact details:** 01597 826980, elizabeth.patterson@powys.gov.uk  
**Sources/background papers:**

**Membership:**

County Councillors E. Durrant, D. Jones, E. Jones, L. Roberts, P Roberts, G. Pugh, E. Roderick, D. Selby, G. Williams and R. Williams

Audit Committee Member Representatives: County Councillor J Morris and Independent Audit Member Mr J Brautigam



**Joint Scrutiny Committee A and B Working Group  
Scrutiny Observations to Cabinet on: Corporate Leadership and Governance Plan  
version 5.6 - 17.01.2018**

The Audit Committee representatives met on the 10<sup>th</sup> January 2018 to comment on sections D and F of the Plan.

The Joint Scrutiny Working Group were due to meet on the 19<sup>th</sup> January 2018, however, an urgent Budget Seminar was called necessitating this scrutiny to be undertaken by way of email.

The following observations are made to Cabinet in respect of version 5.6 of the Plan.

General observations:

1. The Plan is titled 'Corporate Leadership and Governance Plan' (the Plan) and subtitled 'Making it Happen'. It is Members understanding that the Plan has been produced in response to comments made in Regulatory reports most recently the CIW Children's Service Inspection Report. The Group Members are unclear how this Plan will also fulfil the longer term aims of the 'Making it Happen' programme which underpins the programmes associated with Vision 2025. As the Plan progresses it becomes more children centric to the exclusion of other services. Is this a Corporate Plan?
2. The Group are unclear as to whom the document is aimed as it contains a number of examples of the use of jargon and acronyms. A glossary would assist. Further comments can be provided if it is intended that this document is public facing.
3. Members welcome the issues recognised within the Organisational Context but found it difficult that it was not immediately obvious where these are addressed within the Plan.
4. It is recommended that for both political and officer posts the role rather than the postholder is defined. For officer posts the substantive rather than acting or interim post should be included. An Annex could be provided which details postholders allowing clarity of accountability but which could be more easily updated.

5. Any plan such as this must consider the impact on “day to day” functions, and whether resources both from the member and officer side are available to carry out this work. The time scales are tight and a change of approach will be required if we are to succeed.
6. What monitoring arrangements will be put in place and how will this be co-ordinated. If recommendations are included in more than one improvement plan how will accountability and progress be co-ordinated.
7. It is also noted that some completion dates are January 2018 and question how this links with the document approval date.

Specific observations:

1. Page 2 – ‘**open:** we keep each other *and the public* informed...’
2. Page 5 - penultimate paragraph – should the percentage of self employed and high levels essential car ownership given the lack of public transport be included
3. Page 5 – last paragraph – some of the assumptions are questionable such as ‘good leisure and employment opportunities’. Access to good leisure opportunities is not necessarily available to most young people within their own communities – they may have to travel to access this which brings its own inherent difficulties. If employment opportunities are acknowledged as good, this appears to conflict with aim of the Vision which is to ‘develop a vibrant economy’.
4. Page 7 – fifth bullet point – ‘The Council’s leadership needs to be .....and guidance, *thereby improving morale and motivation for change*’.
5. Page 8 Vision 2025 third bullet point should come first.
6. Page 10 – Under ‘Prevention’ the document states we are ‘responding to abuse’. This is not prevention.
7. Page 12 and 13 – consistency in use of acronyms and definitions ie include who is on the PSB.
8. Page 16 - include in the last paragraph that ‘to the required standard *and understand the financial implications of their decisions*’.
9. A7 – Members are provided training about their corporate role but would welcome further advice going beyond their monitoring role.
10. A7 – it is understood that Corporate Parenting Training by Bond Solon is now only timetabled for Senior Officers and therefore alternative arrangements need to be identified and included under ‘progress’.
11. A8 – It is stated that Members will have access to monthly indicators. These are currently updated monthly but within a quarterly report so that month by month information is not available.
12. A8 – From a scrutiny perspective their relationship with the Corporate Parenting Group is by way of the Lead Member and/or Chair and Vice-Chair attending the meetings as Observers. It is not clear how this arrangement or how Cabinet will report to all Members.
13. A10 – the action states the briefing will be provided to all Members but this intention should be reflected in progress.
14. A12 – the action states the mapping and gapping exercise should be undertaken ‘across the council’ whereas the progress seems to limit this to CYPP. Is the CYPP undertaking the exercise across the authority or is it limited to their own area of work?
15. B8 – the actions states key elements **could** be. This is not an action.



- 16.C7 – the robust approach to exit interviews is welcomed but there may need to be a personalised follow-up to automated questionnaires if there is no response.
- 17.C10 and C21 – the timescale to develop an approach from recruitment campaigns is questioned – staff are urgently needed now.
- 18.C16 – the Corporate target for IPRs should be 95%. This only equates to a Manager/Staff conversation every three months which is integral to good management.
19. Page 39 – ‘we must ensure that our medium term financial plan identifies the major financial risks and key assumptions with *Portfolio Holders*, Senior Officers...’.
20. Page 50 – Priority F – where do KPIs fit into this strategy – unless KPIs are included the Plan is subjective.
21. Page 55 – Priority G – there is too much ‘hope’ in the narrative.
22. G3 – the communication and engagement plan is noted but it is suggested that this list should include the proposals regarding the budget.
23. G5 – this is welcomed
24. H10 – H19 some of this section is A27 – A36 in the Children’s Improvement Plan. Is this replication necessary.
25. Page 71 – this needs to be redrawn to be legible

Membership of the Joint Scrutiny Group:

County Councillors E. Durrant, D. Jones, E. Jones, L. Roberts, P Roberts, G. Pugh, E. Roderick, D. Selby, G. Williams and R. Williams

Audit Committee Member Representatives: County Councillor J Morris and Independent Audit Member Mr J Brautigam

Scrutiny Officers: Liz Patterson and Lisa Richards

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## Scrutiny Committee B

1<sup>st</sup> March 2018

<b>Children's Scrutiny Group</b>
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<b>Purpose of Report:</b> Progress report
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Since the last planned meeting of Scrutiny Committee B on 13<sup>th</sup> December 2017 the following work has been undertaken:

14<sup>th</sup> December 2017 – Safeguarding

The outcome letter from this meeting is attached at Appendix A.

The response to the outcome letter is attached at Appendix B.

15<sup>th</sup> January 2018 – jointly with Adults Scrutiny – PPD

The outcome letter from this meeting is attached at Appendix C.

The response to the outcome letter is attached at Appendix D.

8<sup>th</sup> February 2018 – Governance and Performance

The outcome letter from this meeting is in preparation.

Scrutiny Visits

Scrutiny Members have been matched with Children's Services teams and Members have been given contact details to arrange mutually convenient dates for their visits.

**Work Programme**

15 <sup>th</sup> Mar	10.00 – 12.30	Geoff Burrows – Imp Board Rep LAC - Fostering Service and Out of County Placements - numbers and costs
19 <sup>th</sup> April	10.00 – 12.30	Assessment compliance and quality assurance framework (audit findings, KPIs, Service User and Carer feedback)
2 <sup>nd</sup> May	2.00-4.00	ACRF (Annual Report of Director of Social Services)
24 <sup>th</sup> May	10.00 – 12.30	Early Intervention and Prevention
28 <sup>th</sup> June	1.30 –	Monitoring Improvement Plan

	4.00	
18 <sup>th</sup> July	10.00 – 12.30	Complaints monitoring

**Report contact:** Liz Patterson, Scrutiny Officer  
**Contact details:** 01597 826980, elizabeth.patterson@powys.gov.uk  
**Sources/background papers:**

**Membership:**

County Councillors: **D Rowlands** (Lead Member)  
A Jenner, J Gibson-Watt, D Jones, K Laurie-Parry, S. McNicholas and P Roberts,  
County Councillor R Williams  
Parent Governor Representatives Mrs A. Davies and Mrs S Davies

## APPENDIX A

### Atebwch os gwelwch yn dda /Please reply to:

Gwasanaethau Craffu / Scrutiny Services  
Cyngor Sir Powys County Council  
Neuadd y Sir/ County Hall  
Llandrindod Wells  
Powys  
LD1 5LG

To Councillor Rachel Powel Portfolio Holder  
for Children's, Youth, Libraries and Leisure  
Services

E-bost/Email: [elizabeth.patterson@powys.gov.uk](mailto:elizabeth.patterson@powys.gov.uk)

Dyddiad/Date: 22 January 2018

**Summary:** This is a letter from the Children's Scrutiny Group to the Cabinet Member for Children's, Youth, Libraries and Leisure Services following the meeting of the Panel on 14<sup>th</sup> December 2017. It covers Children's Safeguarding.

Dear Councillor Powell

The Scrutiny Group met on the 14<sup>th</sup> December 2017 and looked at the draft Cabinet Safeguarding quarter two update which was taken to Cabinet on the 9<sup>th</sup> January 2018. We would like to thank David Johnston and Sharon Powell for their attendance and involvement in the scrutiny session.

The meeting considered the report in depth and welcomed the opportunity for this pre-Cabinet scrutiny. The group noted that the report was in a new format to previous reports and welcomed the additional detail given in certain areas. The group did note that there were some areas which lacked clarity and made a number of suggestions which it is hoped will address this. The group also made observations on other matters which were raised during the course of the discussion. The recommendations of the group are outlined below:

### Quarterly Safeguarding Report

- That the quarterly safeguarding reports cover the three month period to which the quarter relates but that where available more up to date information is provided in addition
- That in respect of those children on the Child Protection register not receiving their required 10 day visits the number of children not in receipt of a visit every 10 days and the extent of the delay to the visits is detailed within the quarterly safeguarding report
- That the table of ages of children registered and de-registered within the safeguarding report is reworded for clarity

*It is noted that the January report to Cabinet was not changed in light of the scrutiny meeting and therefore it is requested that the Quarter 3 report not only incorporates recommendations 2 and 3 but returns to report on the whole of quarter 2 (to enable the July figures to be recorded). This will enable a return to proper quarterly reporting of this area.*

### Children's Services Performance Monitoring

- That the measures provided to all Members are recorded on a monthly rather than quarterly basis to allow for closer tracking of performance
- That Children's Scrutiny receive on a monthly basis the 10 measures with narrative that are being prepared for the Improvement Board.

#### Member Training

- **That Member training on Domestic Violence be arranged**
- **That the training being arranged with Ian Botterill be made available to scrutiny members**

#### Scrutiny

- **That the Member representative on the Improvement Board be invited to meet with the Children's Scrutiny Group**
- **That a visit be arranged to view scrutiny in practice in a neighbouring authority**
- **That visits for Members of Children's Scrutiny to Children's Services be arranged**

We hope you find this letter useful and informative. We would welcome your views on any of the issues raised and would be grateful for a formal response in respect of Recommendations 1 through to 7. Recommendations 8-10 are being followed up by the scrutiny team.

Yours sincerely

*Daniel Rowlands*

Councillor Daniel Rowlands  
Lead Members Children's Scrutiny Group  
cldr.daniel.rowlands@powys.gov.uk

## **APPENDIX B**

### **Cllr R Powell response to Outcome letter Safeguarding 14 December 2017**

In view to the quarterly reports, it is clear that our data has certainly improved and it is recognised that the overall review of statistics from the past 3 months is certainly helpful, as a reference for current performance. I will reinforce this request. The Children who are on the CPR register whom are not receiving their statutory visits on time, require a 'narrative' or rather the 'variable' and reasoning why this has not happened as a form of reference. The request and clarity of ages in view to registration and de-registration recordings, is noted.

In view to domestic violence training, it is hoped that all members have undertaken the VAWDASC training but, also noted that on-going training is required. I have forwarded on an email contact for Swansea, for members and PCC staff, to observe and overlook scrutiny but, I also understand that Ian Bottrill can also provide some guidance for authorities of good practice.

I would like to thank you and all members of the scrutiny committee for your recommendations and insight.

### **Scrutiny update to Outcome letter Safeguarding 14 December 2017**

#### Member Training:

Rec 6 Online Domestic Violence Training undertaken by some Members. County Council will consider whether this will be part of the mandatory training sessions on 22<sup>nd</sup> February 2018. How this is presented will be agreed after the Council meeting.

Rec 7 Mandatory Scrutiny Training with Ian Botterill has been arranged for 5<sup>th</sup> February and 5<sup>th</sup> March 2018.

#### Scrutiny

Rec 8 Geoff Burrows from the Improvement Board will attend Children's Scrutiny on 15<sup>th</sup> March 2018

Rec 9 Work is ongoing to find a suitable date

Rec 10 Members of Children's Scrutiny have indicated preferences and this has been passed to the service for the visits to be arranged

## APPENDIX C

### Atebwch os gwelwch yn dda /Please reply to:

Gwasanaethau Craffu / Scrutiny Services  
Cyngor Sir Powys County Council  
Neuadd y Sir/ County Hall  
Llandrindod Wells  
Powys  
LD1 5LG

To: Councillor Stephan Hayes (Portfolio Holder for Adults Services) Rachel Powell (Portfolio Holder for Children's, Youth, Libraries and Leisure Services) and Mark Barnes (Chair of Employment Committee)

*E-bost/Email:* elizabeth.patterson@powys.gov.uk  
*Dyddiad/Date:* 22 January 2018

**Summary:** This is a letter from the Joint Adults and Children's Scrutiny Group to the Cabinet Members for Adults Services and Children's, Youth, Libraries and Leisure Services following the meeting of the Joint Scrutiny Group on 15<sup>th</sup> January 2018. It covers Powys People Direct (PPD), the first point of contact for both Adults and Children's Services.

Dear Councillors Hayes and Powell

The Scrutiny Group met on the 15<sup>th</sup> January 2018 starting with a visit to the recently relocated Powys People Direct service in County Hall and then receiving presentations from both Adults and Children's Services on PPD. We would like to thank Jen Jefferys, Karen Arthur, Kate Light, David Johnston, Kellie Wood and Lesley Hill for their attendance and involvement in the scrutiny session.

Members took the opportunity to ask questions on both the adults and children's first point of contact and welcomed the updates that had been provided and the work that had been done and was planned regarding both parts of the service. The group observed that the name Powys People Direct did not particularly well describe the first point of contact that the service provided for both adults and children's and that when the service was rebranded serious consideration should be given to finding a name which better described the purpose. This may go some way in decreasing the number of calls received in PPD that are for elsewhere within the authority. The recommendations from the group are outlined below:

Powys People Direct:

1. That call monitoring for quality assurance is considered for both PPD adults and PPD children's.
2. That KPIs are introduced to assist with auditing processes.
3. That the service provided out of hours is clarified and supported appropriately to fulfil the role defined
4. The outcome of the pilot for the Assessment Team be brought back to scrutiny

Scrutiny:

5. That scrutiny members ask locality teams for their experience of PPD when they undertake visits.



Employment Committee

- 6. That the Employment Committee ascertain the full cost of employing an agency post against establishment post to allow an understanding of comparative costs**

We hope you find this letter useful and informative. We would welcome your views on any of the issues raised and would be grateful for a formal response in respect of Recommendations 1 through to 4 (Portfolio Holders for Adults and Children's Services) and Recommendation 6 (Chair of Employment Committee). Recommendation 5 is being followed up by the scrutiny team.

Yours sincerely

*James Gibson-Watt*

*David Jones*

Councillor James Gibson-Watt Lead Member Adults Scrutiny Group <a href="mailto:cllr.james.gibson-watt@powys.gov.uk">cllr.james.gibson-watt@powys.gov.uk</a>	Councillor David Jones Vice-Chair Scrutiny Committee B <a href="mailto:cllr.david.jones@powys.gov.uk">cllr.david.jones@powys.gov.uk</a>
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## **APPENDIX D**

### **Cllr S Hayes response to Outcome letter PPD 5<sup>th</sup> February 2018**

Dear Liz,

Thank you for forwarding the joint scrutiny group's letter following their consideration of PPD. I should be grateful if you will pass on to the chairs and members my appreciation of their work and recommendations.

Since the group's visit and deliberations, two internal reviews into the working of PPD have taken place, looking from a process and a service practice point of view respectively, and we have of course also had the CIW inspection of ASC, albeit the report of that inspection will not be available for some months.

In the light of this work and the scrutiny group's letter, it is clear to me that a substantial overhaul of PPD and its role as a first point of contact for adults' services is necessary, and I will be ensuring it takes place as soon as compatible with resources. The specific points the scrutiny group raises are most helpful and will be addressed as part of the overhaul referred to above.

I would welcome the scrutiny group taking an active interest in progress with overhauling PPD, and suggest in the first instance that you discuss with Dylan Owen and Jennifer Jeffreys how this work should be scheduled in the scrutiny forward work programme.

Stephen

Cllr Stephen Hayes  
Cabinet Member for Adult Social Care  
Elected member for Montgomery

### **Cllr R Powell response to Outcome letter PPD 5<sup>th</sup> February 2018**

I completely welcome the focus and welcome any additional comments and recommendations.

**Cllr M Barnes response to Outcome letter PPD 5<sup>th</sup> February 2018**

Cllr Barnes has indicated that the Employment and Appeals Committee will undertake the request to **'ascertain the full cost of employing an agency post against establishment post to allow an understanding of comparative costs'** and will advise the working group of their findings.

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## Scrutiny Committee B

1<sup>st</sup> March 2018

<b>Education Scrutiny Group</b>
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<b>Purpose of Report:</b> Progress report
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Since the last planned meeting of Scrutiny Committee B on 13<sup>th</sup> December 2017 the following work has been undertaken:

### **Education Scrutiny Group**

#### Draft Schools Policy 26<sup>th</sup> January 2018

The observations on the Draft Schools Policy are attached at Appendix A. The Cabinet have this on their work programme for consideration on 13<sup>th</sup> March 2018.

#### School Categorisation and Verified Key Stage 4 and 5 results 21<sup>st</sup> February 2018

The observations from this session are in preparation.

### **Financial Viability of Schools**

This Cabinet response which was considered at Cabinet on the 30<sup>th</sup> January 2018 to the report of the joint Audit and Education Scrutiny Group is attached at Appendix B. An extract from the minutes of that meeting follows:

<b>1. RESPONSE TO THE JOINT AUDIT - EDUCATION SCRUTINY WORKING GROUP REPORT</b>
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*Cabinet considered the response to the Joint Audit/Education Scrutiny Working Group report into the financial viability of schools.*

*The Portfolio Holder for Education welcomed the Scrutiny report. She advised that a clear understanding of the schools funding formula and the cost of delivering the curriculum was urgently needed and that work to develop the funding formula was underway. She told Cabinet that 15 schools had unlicensed deficits. Officers were supporting these schools to remove all 15 deficits as a matter of urgency. Cabinet had recognised the pressures on schools and were recommending an additional £1m in the budget plus £250k for dual stream schools. The Portfolio Holder thanked those governing bodies who had developed their curriculums to keep within budget. Two secondary schools that had yet to submit recovery plans and further intervention measures were being progressed.*

*The Director of Education advised Cabinet that every school would be expected to meet the 1 May deadline for submitting a budget plan or action would be taken.*

The Chair of Audit Committee said that he would take the report back to the working group and report back to Cabinet if necessary.

<b>RESOLVED:</b>	<b>Reason for Decision</b>
<b><i>That content of this report are noted and further updates are regularly presented to demonstrate ongoing commitment to bringing schools budgets back into balance.</i></b>	<b><i>To comply with the Authority's scheme for the financing of schools</i></b>

A further meeting of the Financial Viability of Schools Group will be required to consider the response. This will also be tracked by the Education Scrutiny Group in sessions planned in the work programme as School Budgets.

### **School Scrutiny Panel**

Consideration to the operation of the Schools Scrutiny Panel was discussed at the meeting scrutiny meeting on 21<sup>st</sup> February 2018 the observations of which are in preparation.

### **ERW**

The next meeting of ERW Joint Scrutiny Chairs will be held on the 9<sup>th</sup> March 2018.

### **Work Programme**

26 <sup>th</sup> Feb	1.30 for 2.00	ERW: Outcome of Estyn Review Review of ERW operating model Performance
13 <sup>th</sup> Mar	1.30 for 2.00 – 4.00	Self Evaluation of Education Services (SER) Attendance and exclusions (tbc)
12 <sup>th</sup> April	1.30 for 2.00 - 3.00 3.00 – 4.00	Service Improvement Plan priorities (tbc) Governor Training <a href="#">ALN/Behaviour Support Policy</a>
May		<a href="#">School Scrutiny Panel 3</a>
23/25	TBC	<a href="#">School budgets tbc with Teg</a>
13 <sup>th</sup> June	10.30 for 11.00–12.00 1.00 – 2.00 3.00 – 4.00	Schools Safeguarding Compliance (Ian Budd) School Budgets Workforce Planning (Ian Budd)
29 <sup>th</sup> June	9.30 for 10.00–11.00 11.00-12.00 12.00 – 1.00	Schools Safeguarding Compliance (Ian Budd) Workforce Planning (Ian Budd) Fair Funding formula review and scheme for financing schools (pre-consultation)

Sept		School Budgets
Oct tbc week of 10 <sup>th</sup> Oct		Standards data – verified for FP, KS2 and KS3 – unverified for KS4 and KS5 Attendance Exclusions  Fair funding review (post consultation)

**Report contact:** Liz Patterson, Scrutiny Officer  
**Contact details:** 01597 826980, elizabeth.patterson@powys.gov.uk  
**Sources/background papers:**

**Membership:**

County Councillors: **D. R. Jones** (Vice Chair of Scrutiny Committee B and Lead Member)  
B Davies, A Jenner, S. McNicholas, L Roberts, P Roberts,  
Parent Governor Representative Mrs A. Davies, Mrs S Davies and N. Bufton.  
Church Representative Mrs M. Evitts



### **Scrutiny observations on Schools Policy**

Scrutiny Committee B considered the draft Schools Policy at their meeting on the 26<sup>th</sup> January 2018. The following extract from the minutes is provided to convey their observations on the draft Schools Policy

#### Extract from minutes of Scrutiny Committee B 26<sup>th</sup> January 2018

The Schools Manager Schools Transformation introduced the Draft Schools Policy which is out for consultation (copy filed with signed minutes).

The Portfolio Holder and Director of Education provided additional detail in response to questions and it is the view of scrutiny that it should not be necessary to question the Portfolio Holder and Director of Education to gain an understanding of the Policy. The Policy should contain sufficient detail to be standalone.

The following observations are made:

- The Policy outlines high level aspirations and is short on the level of detail which would be expected in such a policy as to how these will be achieved. It needs to be motivational.
- There is particular lack of detail regarding the financial sustainability of schools and reference needs to be made to the Formula Funding review
- In respect of alternative models of delivery these will need to be based on sound educational principles and research and consideration should be given to referencing this in Section 3 paragraph 4 of the Policy
- Section 5 rightly includes leadership as a key consideration with appropriate aspirations. Consideration should be given to including a similar section on teaching and aspirations relating thereto
- Post 16 provision needs additional detail regarding the current work which is being undertaken with providers. The document acknowledges that schools are challenged by increased competition from out of county providers and notes that joint working will be undertaken to provide a curriculum that meets the needs of learners. This will have to be considerably more attractive than at present. Learners are demonstrating that they are prepared to travel considerable distances and spend a considerable amount of time to access excellent provision on single sites, something the collaborative curriculum within Powys has demonstrably not been able to compete with. There is an urgent need to progress this part of the Policy.



- There is a lack of reference to the role of Governors in supporting the aims of the authority expressed within this policy. Governors will need training and support to fulfil their role.
- There is a lack of reference to early years which are intimately linked to school provision and should be referenced
- The opportunities offered by e-learning should be included with an acknowledgment of what can be delivered using the current infrastructure and what would be needed to fully access the opportunities offered by this technology
- With regard to Governance if the Learning and Skills Programme Board are monitoring progress on the Work Programme they should also be involved in the setting of the Work Programme

## CYNGOR SIR POWYS COUNTY COUNCIL.

**Cabinet**  
30<sup>th</sup> January 2018

**REPORT AUTHOR:** County Councillor M Alexander  
Portfolio Holder for Education  
County Councillor A Davies  
Portfolio Holder for Finance

**SUBJECT:** School Delegated Budgets and response to report on financial viability of Schools.

**REPORT FOR:** Information - Decision

## 1. Summary

- 1.1 Governing Bodies of maintained schools are required, under the authority's scheme for financing schools, to set and submit an annual budget for their school together with initial budget plans for a minimum of the following two financial years.
- 1.2 This report provides an update on the projected budget position for schools for the 2017/18 financial year following the approval report considered by Cabinet on the 11<sup>th</sup> July 2017. The overall position of schools delegated budgets submitted to Cabinet on the 11<sup>th</sup> July 2017 is shown in section 2 below.
- 1.3 The report will also details actions that have been put into place jointly by Schools and Financial Services following the consideration of the joint scrutiny and audit report considered in the Autumn term, with a particular focus on the Secondary Sector.

## 2.0 Background

- 2.1 In July 2017 Cabinet received details of the governing body's submitted budget plans for 2017/18 together with the following 2 years indicative budgets. The projections for future years set out the expected level of balances if no further action were to be undertaken. This is not acceptable because Governing Bodies are required to comply with statutory requirements. The Local Authority is expected to apply the rules in a transparent and equitable manner. The position projected, excluding loans to schools was as follows:

<b>Sector</b>	<b>2017-18 £ 000</b>	<b>2018-19 £ 000</b>	<b>2019-20 £ 000</b>
Primary	1,105	600	(248)
Secondary	(2,385)	(3,393)	(5,246)
Special	(217)	(102)	40
<b>Total Cumulative Reserves</b>	<b>(1,497)</b>	<b>(2,895)</b>	<b>(5,454)</b>

- 2.2 Officers of the authority continue to work with individual schools to ensure that Governing Bodies work within the financial constraints of the funding allocated to them and in compliance with the Scheme for the Financing of Schools and class size requirements, where applicable. This work requires Governing Bodies to take decisions in relation to staffing and provision in a timely manner that many would prefer to defer to a later date. Deferring key decisions without assurance of future increases in funding ultimately means more significant restructuring action being needed in individual schools in future years and an unnecessary worsening budget position.
- 2.3 In July 2017, 18 schools were highlighted as having unlicensed budgets. Following compliance and restructuring action this reduced to 11. Ongoing monitoring of balances by schools finance officers and autumn “surgery” sessions have facilitated a further 4 schools that have moved into an unlicensed position. Thus we now have 15 schools in unlicensed deficit.
- 2.4 Officers continue to provide support to these schools for the development of revised budget plans. Casework is ongoing to remove all 15 deficits as a matter of urgency.

### 3. **Secondary Schools**

- 3.1 Officers from both the Schools and Financial Services have focussed on joint challenge and support on Schools in the Secondary Sector. Many of the Head teachers and Governing Bodies in the sector have responded positively to the support being offered, with second and third meetings being held when requested. The complexity of managing a dual stream school provision has been examined and recognised by the authority through the inclusion of a specific additional funding allocation of £250k being allocated to specifically support this complexity from the start of the 2018/19 financial years.
- 3.2 Two High Schools did not comply with the Notice of Concern issued and have not yet submitted a recovery plan to the Authority. Further intervention measures are being progressed with these schools in line with and to meet the requirements of the scheme for financing schools.
- 3.3 Officers of the Authority are working with all, and specifically, the two High Schools to further explore options for efficiencies within the budget, through reviewing contact ratios and TLR structures. The schools continue to work closely with the Authority to reduce in year deficits. This work is being further developed through the fair funding formula review and it is expected that a minimum curriculum model will be developed alongside the review. It is clear from this work that many of the schools in the sector have not undertaken a formal review of the management and TLR structure, together with the overall teacher contact ratio for many years and have not be fully adjusted to account for the reduction in pupil numbers and staffing levels.

- 3.4 A third High School has submitted a recovery plan to the Authority which shows that to set a balanced budget a reduction of 8.19 teaching staff would be required, with class sizes rising to 41.4 in KS3 and 36.9 in KS4, which the school feel they cannot accommodate. The Governing Body feel that this level of reduction would have a catastrophic effect on the school's ability to deliver the curriculum. In terms of advice, officers of the council are meeting with representatives from the school to discuss the options put forward in the recovery plan and confirm which option should be progressed, together with any other options identified by officers prior to or during the meeting.
- 3.5 One of the two closing High Schools from Mid Powys has submitted a recovery plan which shows some improvement in the position but does not eradicate the deficit. Officers are working with the school to put measures in place to reduce the deficit as far as possible before the closure of the school.
- 3.6 Schools across all three sectors are being encouraged to forward plan and review their future year's budget position to eradicate deficit balances. Based on the current information provided a further 10 primary schools would also move into an unlicensed budget position for the 2018/19 financial year without any action. Work will commence in early February to support these schools to resolve this position before submitting their budget plans by **1<sup>st</sup> May 2018**. Finance, Curriculum and HR officers will continue to work closely with these schools towards meeting the requirements of the scheme for financing schools.

#### **4 Overall Position**

<b>Sector</b>	<b>2017/18 Cabinet Position</b>	<b>2017/18 Updated Position</b>	<b>2018/19 Planned Position</b>	<b>2019/20 Planned Position</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Primary</b>	£1,105	£1,315	£766	(£183)
<b>Secondary</b>	(£2,385)	(£2,609)	(£4,267)	(£4,982)
<b>Special</b>	(£217)	(£267)	(£65)	165
<b>Total</b>	<b>(£1,497)</b>	<b>(£1,561)</b>	<b>(£3,566)</b>	<b>(£5,000)</b>

- 4.1 The updated 2017/18 balances forecast shown in the table above exclude loans to schools. The estimated position is an increase in the cumulative deficit position previously submitted by schools to Cabinet. The forecast outturn for schools is currently a cumulative deficit of £1,561k and increase of £64k since the last forecast to Cabinet. Schools are forecasting cumulative deficit balances increasing through to 2019-20.
- 4.2 Builth Wells High School and Llandrindod High School are closing in September 2018. The table above includes estimated deficit balances for these schools to the end of August 2018. The total projected deficit for all sectors has reduced from £5,454k to £5,000k by the end of 2019-20.
- 4.3 School financial surgeries will continue to take place twice a year, in the autumn and spring terms with current budgets and forecast budgets considered. The finance department also hold additional meetings with schools as required. Financial Surgeries include HR and Challenge Advisors where necessary.

## **5. Surplus Balances**

- 5.1 Governing Bodies holding planned cumulative surplus balances in excess of that detailed in the scheme for financing schools are liable for claw back.
- 5.2 The budgets submitted to Cabinet on the 11<sup>th</sup> July 2017 showed 8 schools that have surpluses in excess of the limits set within the scheme for the financing of schools. These schools were informed they fall under the claw back rules and have been requested to provide an explanation as to the use of these reserves over the forthcoming years. All schools have submitted the requested plans.
- 5.3 Under the School Funding (Wales) Regulations 2010, the Authority has the power to direct spending or claw back monies where planned surplus budgets held by schools exceed £50k for primary and £100k for special and secondary schools.

## **6. Further proposed actions**

- 6.1 A fundamental review of the fair funding formula commenced in the late summer 2017 and a report will be presented to Cabinet in February detailing the scope and proposed timeframe for this review. The review will be led jointly by the Financial and Schools Services and will be supported by an external expert who has experience in developing the national funding formula for the DFE in England.
- 6.2 In line with the findings of the joint audit and education scrutiny report the review will focus on three main areas:
  - i. The development of a minimum curriculum model for schools of varying sizes and needs across each of the three sectors.
  - ii. A review of the level of delegation within the authority with the consideration of significantly increasing the delegation of funding and responsibilities to schools with effect from 1<sup>st</sup> April 2019.
  - iii. Designing and implementing a simple, clear and transparent funding formula that will deliver the funding to meet the outcomes of i and ii above.
- 6.3 The review will be supported by nominated Head teachers and school representatives from across the three sectors with a report detailing the proposals being prepared for consideration by cabinet in the first half of the autumn term.
- 6.4 Schools Service and Finance have requested further individual High school meetings with those schools of concern throughout February and early March 2018. This will review both the financial position and education offer within the schools and review the actions necessary to be undertaken in order to reduce the deficits forecast by those schools.
- 6.5 A seminar took place with Cabinet in October to outline the issues facing education in Powys. A new draft Schools Policy has been developed – Plans for Powys Schools – Vision 2025 – and this was approved by Cabinet in November.

It is currently out for public consultation until the January 31<sup>st</sup>. A final version of the Policy along with consultation comments will be considered by Cabinet in March, and, if approved, the Policy will be implemented from 1<sup>st</sup> April 2018. The Policy provides a framework that will guide school reorganisation and infrastructure development in future, with a strong emphasis on co-production of developments with local schools and communities.

- 6.6 A Work Programme will also be considered by Cabinet in March which will outline the key projects for developing the schools infrastructure for the next 3 years.
- 6.7 A Post-16 Review has been underway, with headteachers and officers considering alternative funding and partnership models. This Review will conclude in the spring, for implementation from September 2019.
- 6.8 Transformation of ALN is now commencing within the development of a project team and steering group. It is hoped the timescales will mirror those of the Fair Funding Formula review.

## **7. Powys 2025**

- 7.1 Ensuring that Governing Bodies effectively and efficiently manage their budgets within the resources made available to them by the Council is a key contributor to ensure our schools are financially viable and fit for purpose, and the overarching council's objective that the People in Powys benefit from a financially balanced and fit for purpose council.

## **8. Options Considered/Available**

- 8.1 Recovery plans were required to be submitted by 29th September 2017. Where schools submitted deficit budgets, officers have worked with Governing Bodies to address the deficit balance. Continual work by Governing Bodies and officers of the council will be required to ensure balanced budgets. It is essential that the remaining schools develop their recovery plans in order to meet the deadlines required for consultation with staff on potential redundancies.
- 8.2 If the Governing Body does not take appropriate action to effectively manage their budget within the requirements of the Scheme for the Financing of Schools, the deficit budget will not be licensed and the agreed procedures within the Scheme for the Financing of Schools will be implemented which include escalation to withdrawal of delegation from the Governing Body. This can only be done following the issuing of a formal warning notice and non-compliance within a set timeframe.

If the issue sits within wider concerns over governance interventions can include direction of a change of Chair of Governors, nomination of additional governors or implementation of an Interim Executive Board to replace the Governing Body.

## **9. Sustainability and Environmental Issues/Equalities/Crime and Disorder, /Welsh Language/Other Policies etc.**

9.1 This report relates to the sustainability and financial management of schools, in order to ensure schools can comply with the Scheme for Financing Schools.

**10. Children and Young People's Impact Statement - Safeguarding and Wellbeing**

10.1 Not applicable in this regard.

**11. Local Member(s)**

11.1 All schools across the council are included in this report therefore all local members have an interest.

**12. Other Front Line Services**

12.1 No implications to other front line services.

**13. Support Services (Legal, Finance, HR, ICT, BPU)**

13.1 Finance: Deficit and surplus balances must continue to be carefully monitored to ensure schools are in compliance with the Scheme for the Financing of Schools and that schools take appropriate action to ensure they meet the requirements

13.1 Legal: The recommendation can be supported from a legal point of view

**14. Local Service Board/Partnerships/Stakeholders etc.**

14.1 Not applicable to this report.

**15. Statutory Officers**

15.1 The Acting S151 confirms that the current and projected financial position of our Schools continues to be a challenge, the additional funding included in the budget plan assists schools in meeting the pressures they face, but it is essential that all Governing Bodies take action to provide a curriculum that can be delivered within the funding provided to them. The school reserves are ring fenced but ultimately represent a potential council risk. It is essential that compliance work is undertaken to ensure that school budgets are managed in accordance with regulations by Governing Bodies.

15.2 The Solicitor to the Council (Monitoring Officer) has commented as follows: "I note the legal comment and have nothing to add to the report".

**16. Communications**

16.1 It is important that individual schools are aware of concerns in relation to the statutory compliance of their governance decisions and any mitigation action that may be required.

**17. Governing Bodies**

- 17.1 The review of the formula will assist in identifying the minimum curriculum offer that the Authority can expect schools to deliver and this will provide an essential benchmark against which schools can be reviewed and challenged in terms of their financial position.

<b>Recommendation:</b>	<b>Reason for recommendation</b>
That content of this report are noted and further updates are regularly presented to demonstrate ongoing commitment to bringing schools budgets back into balance	To comply with the Authority's scheme for the financing of schools

<b>Relevant Policy (ies):</b>	Scheme for the Financing of Schools		
<b>Within Policy:</b>	<b>Y</b>	<b>Within Budget:</b>	<b>Y</b>

<b>Relevant Local Member(s):</b>	<b>All</b>
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<b>Person(s) To Implement Decision:</b>	<b>School Finance Manager &amp; Schools Service Senior Staff</b>
<b>Date By When Decision To Be Implemented:</b>	

<b>Contact Officer Name:</b>	<b>Tel:</b>	<b>Fax:</b>	<b>Email:</b>
Nancy Wozencraft	01597 826459		<a href="mailto:nancyw@powys.gov.uk">nancyw@powys.gov.uk</a>

**Background Papers used to prepare Report:**

Scheme for the financing of Schools and Good Practice Guide



**MINUTES OF A MEETING OF THE JOINT CHAIRS AND VICE-CHAIRS STEERING GROUP HELD AT COMMITTEE ROOM A - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON TUESDAY, 5 DECEMBER 2017**

**PRESENT:** Mr J Brautigam (Chair)

County Councillors D R Jones, JG Morris, G I S Williams and E Durrant

Officers: Ian Budd (Director of Education), Peter Jones (Professional Lead - Corporate Insight), Liz Patterson (Scrutiny Officer), Clive Pinney (Solicitor to the Council), David Powell (Acting Chief Executive), Lisa Richards (Scrutiny Officer) and Wyn Richards (Scrutiny Manager and Head of Democratic Services)

<b>1. APOLOGIES</b>
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Members: County Councillor Pete Roberts

Officers: Jeremy Patterson (Chief Executive), Mark Evans (Acting Strategic Director – Resources), Emma Palmer (Strategic Business Manager to the Chief Executive)

<b>2. DRAFT NOTES - FOR CONSIDERATION</b>
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**Documents Considered:**

- Draft Notes – 7<sup>th</sup> November, 2017

**Issues Discussed:**

- The Steering Group noted that the letter to the Leader regarding the Public Service Board had been drafted but not completed.
- The Chair indicated that he had received a response from the HR Manager – Operations regarding absenteeism figures. It was noted that the Chair believed there to be discrepancies in the data provided which would need to be re-checked. He would discuss these issues with the Acting Strategic Director – Resources. There were also issues in relation to the Adult Social Care data provided.

**Outcomes:**

- **Noted.**

<b>3. WORK PROGRAMME</b>
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**Documents Considered:**

- Report of the Scrutiny Manager and Head of Democratic Services

**Issues Discussed:**

- Item 1.1 – Items from the Last Meeting
  - Options Appraisal
  - This is not proceeding as quickly as it could. The current focus is on the Children's and Adults Services inspections. There is current work around the ongoing projects, but there is a need for further discussion between the Council and Health on deeper integration. The fundamental issues are around the funding differences between Powys and Health.

- The Adult Social Care inspection is expected to take place in the last two weeks of January 2018.
- One aspect of work that scrutiny could consider is what progress has been made with integration to date and also what are the barriers to integration – discuss as part of work programme at January 2018 meeting.
- Revised Care Fee – not being considered by Cabinet until February 2018 – amend scrutiny date.
- Office Accommodation – North Powys – set scrutiny date for week commencing 19/02/18
- Rights of Way Improvement Plan – review scrutiny date set for 01.03.18
- Item 1.2 – Items suggested by the Scrutiny Team
  - Review of Farms Policy – scrutinise in week commencing 29/01/18
  - Health and Care Plan
  - The employment numbers were incorrect as the data had not been cleansed especially for Children’s and Adults Services. The HR dashboard had been considered by the Management Team and managers had been asked to cleanse this information. The Acting Chief Executive would check on the data and then this would be reported to the Employment Committee.
  - There was no integration of systems between schools and the Council and the Council also did not have a line of sight for employment in schools.
  - Health and Care Plan to be scrutinised in week commencing 19/02/18
  - There would be a need to integrate the scrutiny of the action plans for Children’s and Adults Services into the overall scrutiny work programme.
  - Homelessness – scrutinise in week commencing 15/10/18
- Item 2.1 – Items referred by Members / Committees
  - Heart of Wales Property Services (HOWPS) (Councillor David Selby)
  - The Steering Group noted that officers were taking performance issues seriously and a warning letter had been sent to HOWPS as well as meetings held with their officers. Key Performance Indicators had now been provided by HOWPS which was a requirement of the contract. It was reported that there had been an improvement in performance but monitoring of the situation was continuing. There were weekly meetings being held between the Strategic Director – Place and Kier.
  - With regard to schools they had been advised to contact HOWPS through the contact numbers provided to them. Any other issues were discussed at the weekly meetings.
  - It was suggested that a scrutiny review of HOPWS would be inappropriate until at least a year of operation had been completed. However the Strategic Director – Place would be invited to attend the next meeting of Scrutiny Committee A to update Members on the current position.
- Item 2.5 – Scrutiny Work Programme

- HTR Commissioning to be removed from the scrutiny work programme as the Cabinet was no longer progressing with this. To be replaced with the HTR Transformation project.

**Outcomes:**

<b>Action</b>	<b>Action By / Completion Date</b>
<b>Agenda item – January 2018 – What progress made with integration with Health and also what are the barriers to integration.</b>	<b>WR 9.1.18</b>
<b>Revised Care Fee – amend scrutiny date</b>	<b>LR</b>
<b>Office Accommodation – North Powys – set scrutiny date for week commencing 19/02/18</b>	<b>LR</b>
<b>Rights of Way Improvement Plan – review scrutiny date set for 01/03/18</b>	<b>LR</b>
<b>Review of Farms Policy – to be scrutinised week commencing 29/01/18</b>	<b>LR</b>
<b>Health and Care Plan to be scrutinised in week commencing 19/02/18</b>	<b>LR / LP</b>
<b>Homelessness Strategy – to be scrutinised week commencing 15/10/18</b>	<b>LR</b>
<b>Strategic Director – Place to be invited to Scrutiny Committee A to provide Members with an update on HOWPS</b>	<b>LR</b>
<b>HTR Commissioning to be replaced in the scrutiny work programme with the HTR Transformation project.</b>	<b>LR</b>

**4. DRAFT WELL-BEING PLAN**

**Documents Considered:**

- Draft Well-Being Plan – Final Draft – November 2017

**Issues Discussed:**

- The Well-Being Plan is to be published by April 2018. The Well-Being Act defined what is meant by short / medium and long term planning. The Well-Being Assessment was the first target.
- The Council has consulted on its vision for what it wants the county to look like in 20 or 25 years time. This led to the creation of the Well-Being objectives. There is also a synergy between the Public Service Board's vision for 2040 and the Council vision to 2025.
- There are 15 Well-Being steps, 3 of which the Public Service Board will delegate to the Regional Partnership Board.
- The revised plan, following the consultation period, will be re-considered by the Steering Group in February, 2018 before it is published towards the end of March.
- The Chancellor's plans for Growing Mid Wales could be referenced in the document.
- Members asked whether there were external factors influencing Powys rather than Powys influencing others? The Steering Group was advised that this was partly picked up in the Well-Being Assessment. Powys also

- tried to pick up what neighbouring authorities' Public Service Boards had found in their assessments.
- Public Service Boards have to report on progress in delivering the objectives in the plan. However they are also being encouraged to work differently rather than just by setting objectives or key performance indicators such as by working with communities. The Public Service Board also cannot rely on the Council only to deliver its well-being plan as the Council has its own well-being targets to achieve.
- Members were asked to submit individual comments on the plan. In addition the scrutiny committees were asked to discuss the plan and submit comments.

**Outcomes:**

Action	Action By / Completion Date
The Scrutiny Committees be asked to consider the Well-Being Plan and submit comments	LP / LR

<b>5.</b>	<b>CORPORATE LEADERSHIP GOVERNANCE IMPROVEMENT PLAN</b>
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**Documents Considered:**

- Draft Corporate Leadership and Governance Plan v5.1

**Issues Discussed:**

- There is a need to get business systems and financial systems to speak to each other or integrate
- Workforce planning targets need to be set to ensure that structures are sustainable. In addition there needs to be a more distributed leadership model down to middle management.
- There needs to be a greater clarity of Member and Officer roles.
- The Plan sits alongside the Childrens and Adults Services Improvement Plans and the Estyn Improvement Conference / Education Improvement Plan. All of these should influence the Corporate Improvement Plan by March 2018.
- It was suggested that the Plan should be discussed by the scrutiny committees with comments being sought on what might not work.
- Members questioned whether there was sufficient capacity within the organisation to deal with this plan and also should be Plan be split up for discussion by Members as some sections were more relevant to the Audit Committee than others (Sections D and F).
- The Plan has been developed arising from inspectorate reports, and they are matters which the Council is required to do.
- The Director of Education indicated that he would provide feedback questions to assist committees in providing responses. Scrutiny would also need to focus on the success criteria.
- It was agreed that Audit Committee would consider sections D and F of the Plan and a Joint Working Group comprising 5 Members each from Scrutiny Committees A and B would consider the remainder of the Plan on 19<sup>th</sup> January, 2018. The Chairs of the Scrutiny Committees would select the Members from each committee.

**Outcomes:**

Action	Action By / Completion Date
A joint Working Group comprising 5 Members each from Scrutiny Committees A and B to meet on 19 <sup>th</sup> January, 2018 to consider the plan.	LP / LR
Audit Committee to consider sections D and F of the Plan	LR

<b>6.</b>	<b>DATES OF FUTURE MEETINGS - FOR INFORMATION</b>
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**Documents Considered:**

- Report of the Scrutiny Manager and Head of Democratic Services

**Issues Discussed:**

- None

**Outcomes:**

- **Noted.**

<b>7.</b>	<b>COMMISSIONING AND PROCUREMENT BOARD</b>
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**Documents Considered:**

- None

**Issues Discussed:**

- To note that the request from the Joint Chairs Steering Group that the Chairs of the Scrutiny Committees together with the Chair of the Joint Chairs Steering Group to attend meetings of the Commissioning and Procurement Board was considered at the last meeting of the Board on 21st November, 2017.
- The Board have agreed that the Chairs can attend Board meetings as observers.

**Outcomes:**

- **Noted.**

<b>8.</b>	<b>PROTOCOL FOR SCRUTINY REPORTS</b>
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**Documents Considered:**

- None

**Issues Discussed:**

- It was noted that there had been a concern expressed regarding a recent Audit Committee report which had been discussed at the Committee and at Cabinet, of which the Director of Education had not been made aware prior to its discussion.
- The Scrutiny Manager indicated that this should not have happened and that Heads of Service and Portfolio Holders should be made aware of

- reports from Scrutiny Committees which were to be discussed at the Cabinet.
- Concern was also expressed regarding a recent event in relation to the Car Parking Policy where there was discussion at Cabinet regarding whether the policy should have been considered by scrutiny prior to its consideration by Cabinet.
  - The Steering Group was reminded that the item had been considered as part of the work programme and it had been decided not to scrutinise it as there were other priorities to consider. The Chair of Scrutiny Committee A considered that the policy should be scrutinised before the cabinet meeting on 9<sup>th</sup> January, 2018. However on being put to the vote this proposal was lost.

**Outcomes:**

<b>Action</b>	<b>Action By / Completion Date</b>
<b>That Heads of Service and Portfolio Holders be made aware of scrutiny reports to be presented to Cabinet prior to their inclusion on the Cabinet agenda.</b>	<b>LP / LR / WR</b>
<b>That the Car Parking Policy would not be scrutinised prior to its reconsideration by Cabinet on 9<sup>th</sup> January, 2018.</b>	<b>WR / LR</b>

**Mr J Brautigam (Chair)**

# Public Document Pack

## MINUTES OF A MEETING OF THE JOINT CHAIRS AND VICE-CHAIRS STEERING GROUP HELD AT COUNCIL CHAMBER - COUNTY HALL, LLANDRINDOD WELLS, POWYS ON TUESDAY, 9 JANUARY 2018

PRESENT: County Councillor Mr J Brautigam (Chair)  
County Councillors D R Jones, JG Morris and E Durrant

In attendance: County Councillors L.V. Corfield

Officers: Paul Griffiths (Strategic Director - Place), Liz Patterson (Scrutiny Officer), Clive Pinney (Solicitor to the Council), Lisa Richards (Scrutiny Officer) and Wyn Richards (Scrutiny Manager and Head of Democratic Services)

### 1. APOLOGIES

Members: County Councillor Gwilym Williams  
Officers: Phil Evans (Interim Director of Social Services), Jeremy Patterson (Chief Executive), David Powell (Acting Chief Executive).

### 2. DRAFT NOTES - FOR CONSIDERATION

#### Documents Considered:

- Draft Notes – 5 December, 2017

#### Issues Discussed:

- Page 3 – Absenteeism – The figures showed that absenteeism had increased by 50%. On its website it was indicated that Blaenau Gwent CBC had started a review of absenteeism and looking at best practice based on 12 days per year. If the Powys figures were correct then the current figures for Powys were well above that best practice figure. It was noted that the Employment Committee is currently reviewing the position and the data was being checked for accuracy.
- The Strategic Director – Place reported that in his directorate the dashboard showed a 10 to 12% sickness absence over a 3 month period. It was questioned if the same systems were being used by directorates as in Human Resources.
- Pages 7/8 – The Steering Group noted that the issue regarding reports was now embedded in scrutiny processes.

#### Outcomes:

Action	Action By / Completion Date
The Chair to write to the Acting Strategic Director – Resources and to the Portfolio Holder, County Councillor James Evans regarding this potential problem.	JB

### 3. WORK PROGRAMME

#### Documents Considered:

- Report of the Scrutiny Manager and Head of Democratic Services.

#### Issues Discussed:

- 2.1 – Heart of Wales Property Services (HOWPS) – HOWPS would be submitting an annual report to the Council. Kier were also implementing changes to processes and there was a need to wait and see if these were effective. It was suggested that any scrutiny of HOWPS should wait until a full year of operation had been completed. The annual report was expected in September, 2018 and it was agreed that HOWPS be scrutinised at that time.
- 2.1- (i) Car Parking Policy and (ii) Stationery Contract. It was agreed that these items would not be included in the work programme.
- 2.3 – (i) Integration Options Appraisal – include in work programme for June / July 2018.
- 2.3 – (ii) Issues raised by Dylan Owen, Head of Transformation – Adult Services – the following items to be included in the work programme:
  - Dynamic Purchasing System for Domiciliary Care – February 2018 (Committee A)
  - HIW Inspection Report on Substance Misuse – March 2018 (Joint – Committees A and B)
  - Residential Care Pooled Budget – March 2018 (Joint – Committee A and Audit)
  - Residential Care Homes – Ownership and Administration – April 2018 (Joint – Committee A and Audit)
  - Director’s Annual Report – May 2018 (Joint Committees A and B)
  - Review of 3<sup>rd</sup> Sector Social Care Grants – September 2018 (Committee A)
  - Review of Daytime Activities for Older People – December 2018 (Committee A)
- Area Plan and Health and Care Strategy – need to check if this is the same as the Health and Care Strategy.
- Adult Social Care Budget – there is a need for a joint group to review the financing of Adult Social Care, particularly as the budget position is getting worse. It was suggested that the Finance Scrutiny Panel (FSP) should consider this first then other Members be added to that group. Members of the FSP to report back to the Steering Group meeting in February.
- Issues raised by the Education Service – require further discussion and recommendations to the Steering Group.
- Scrutiny Work Programme:
  - Items for November / December 2017 need to be closed and archived.
  - HTR (Highways, Transport and Recycling) Transformation – discussion to be held between the Scrutiny Manager and the Strategic Director – Place on how this is to be scrutinised.
  - Scrutiny should also look at the Council’s risk register and identify if there are any risk areas which should be scrutinised which were not currently being considered.

**Outcomes:**

<b>Action</b>	<b>Action By / Completion Date</b>
<b>That the scrutiny of HOWPS be included in the work programme for September, 2018.</b>	<b>LR</b>
<b>That Car Parking Policy and Stationery</b>	



<b>Contract would not be included in the scrutiny work programme.</b>	
<b>Integration Options Appraisal – include in work programme for June / July 2018</b>	<b>LR</b>
<b>The following items to be included in the work programme:</b> <ul style="list-style-type: none"> <li>• <b>Dynamic Purchasing System for Domiciliary Care – February 2018 (Committee A)</b></li> <li>• <b>HIW Inspection Report on Substance Misuse – March 2018 (Joint – Committees A and B)</b></li> <li>• <b>Residential Care Pooled Budget – March 2018 (Joint – Committee A and Audit)</b></li> <li>• <b>Residential Care Homes – Ownership and Administration – April 2018 (Joint – Committee A and Audit)</b></li> <li>• <b>Director’s Annual Report – May 2018 (Joint Committees A and B)</b></li> <li>• <b>Review of 3<sup>rd</sup> Sector Social Care Grants – September 2018 (Committee A)</b></li> <li>• <b>Review of Daytime Activities for Older People – December 2018 (Committee A)</b></li> </ul>	<b>LP / LR</b>
<b>Adult Social Care Budget – Members of the Finance Scrutiny Panel to report current position to the Steering Group</b>	<b>JB / JM</b>
<b>Education items – to be discussed further and recommendations made to the Steering Group</b>	<b>LP / WR</b>

<b>4.</b>	<b>MID WALES HEALTH CARE COLLABORATIVE</b>
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**Documents Considered:**

- None

**Issues Discussed:**

- Request from County Councillor Kath Roberts-Jones that there is a benefit for Powys in continuing to attend these meetings even if it is only a Member involvement. It was suggested that County Councillor Roberts-Jones continue to attend meetings of the Mid Wales Health Care Collaborative for 2018 with the position to be reviewed in 2019.

**Outcomes:**

<b>Action</b>	<b>Action By / Completion Date</b>
<b>That County Councillor Roberts-Jones continue to attend meetings of the Mid</b>	<b>WR</b>

<b>5. DATES OF FUTURE MEETINGS - FOR INFORMATION</b>
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**Documents Considered:**

- Future Dates of meetings of the Joint Chairs and Vice-Chairs Steering Group, Public Service Board, Strategic Overview Board, Commissioning and Procurement Board.

**Issues Discussed:**

- None.

**Outcome:**

**Noted.**

**Mr J Brautigam (Chair)**

Title	Description	Lead	Portfolio Holder	Scrutiny Committee	Scrutiny Date	Scrutiny Working Group	Scrutiny Working Group Date	Decision Maker	Cabinet Date	Cabinet/Management Date
Capital Programme Update		Jane Thomas	Aled Wyn Davies	Audit Committee				Cabinet		
Capital Programme Update		Jane Thomas	Aled Wyn Davies	Audit Committee				Cabinet	13/03/18	27/02/18
Draft Well-Being Plan	Scrutiny of the Draft Well-Being Plan	Peter Jones		Joint Chairs and Vice-Chairs Steering Group	20/02/18			Cabinet		
Cemeteries Review		Nia Hughes	Jonathan Wilkinson	Scrutiny A				Cabinet	09/10/18	25/09/18
HTR Transformation Project	HTR Transformation Process	Lisa Griffiths	Liam Fitzpatrick	Scrutiny A				Cabinet		
ASC Risk Register	To be considered at every meeting of the ASC working group	Caroline Evans	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group		Cabinet		
Domiciliary Care Commissioning	Further scrutiny of Portfolio Holder decision paper to be arranged	Dylan Owen	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group	08/11/17	Cabinet		
Adult Services Improvement Plan	To be reviewed at all ASC Working Groups commencing 30 November 2017 Itemised scrutiny included on work programme for 2018	Jennifer Jeffreys	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group	30/11/17	Cabinet		
Review of Farms Policy		Natasha Morgan	Jonathan Wilkinson	Scrutiny A			29/01/18	Cabinet	13/03/18	27/02/18
ASC - Monitoring Improvement Plan - Actions Completed		Caroline Evans	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group	29/01/18	Cabinet		
Office Accommodation - North Powys Review		Natasha Morgan	Phyl Davies	Scrutiny A			19/02/18	Cabinet	13/03/18	27/02/18
ASC Improvement Plan - Exception Monitoring - Leadership and Governance		Dylan Owen	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group	19/02/18	Cabinet		
ASC Improvement Plan - Exception Monitoring - Case Management		Dylan Owen	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group	12/03/18	Cabinet		
ASC Improvement Plan - Exception Monitoring - Workforce		Dylan Owen	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group	06/04/18	Cabinet		
ASC Improvement Plan - Exception Monitoring - Practice, Quality and Assurance		Dylan Owen	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group	15/05/18	Cabinet		
Rights of Way Improvement Plan		Mark Stafford-Tolley	Jonathan Wilkinson	Scrutiny A			23/05/18	Cabinet		
Rights of Way Improvement Plan		Mark Stafford-Tolley	Jonathan Wilkinson	Scrutiny A			23/05/18	Cabinet	19/06/18	05/06/18
ASC Improvement Plan - Exception Monitoring - Commissioning and Contracting		Dylan Owen	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group	04/06/18	Cabinet		
ASC Improvement Plan - Actions Completed		Dylan Owen	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group	25/06/18	Cabinet		
Integration Options Appraisal	Deferred	Jeremy Patterson	Rosemarie Harris	Scrutiny A			29/06/18	Cabinet		
ASC Improvement Plan - Exception Monitoring - Complaints monitoring		Dylan Owen	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group	19/07/18	Cabinet		
ASC Improvement Plan - Exception Monitoring - Signs of safety working with partners		Dylan Owen	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group	20/09/18	Cabinet		
Homelessness Strategy		Simon Inkson	Jonathan Wilkinson	Scrutiny A			08/10/18	Cabinet	06/11/18	23/10/18
ASC Improvement Plan - Exception Monitoring - Workforce - retention and succession planning		Dylan Owen	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group	24/10/18	Cabinet		
Review of Day Time Activities for Older People		Dylan Owen	Cllr Stephen Hayes	Scrutiny A			19/11/18	Cabinet	18/12/18	04/12/18
ASC Improvement Plan - Exception Monitoring - Part 4		Dylan Owen	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group	19/11/18	Cabinet		
ASC Improvement Plan - Exception Monitoring - Part 5		Dylan Owen	Cllr Stephen Hayes	Scrutiny A		Adult Social Care Working Group	17/12/18	Cabinet		
HOWPS	Scrutiny of Annual Report	Paul Griffiths		Scrutiny A	03/09/18			Cabinet		
WHQS Completion		Simon Inkson	Jonathan Wilkinson	Scrutiny A	17/09/18			Cabinet	09/10/18	25/09/18
Residential Care Homes - Onwership and Administration		Dylan Owen	Cllr Stephen Hayes	Scrutiny A;#Audit Committee			12/03/18	Cabinet	10/04/18	20/03/18
Residential Care Pooled Budget		Dylan Owen	Cllr Stephen Hayes	Scrutiny A;#Audit Committee			12/03/18	Cabinet	27/03/18	
Children's and Adults Scrutiny Area Plan & Health and Care Strategy	Powys People Direct (PPD)	Dylan Owen	Cllr Stephen Hayes	Scrutiny A;#Scrutiny B		Adult Social Care Working Group;#Children's Scrutiny Working Group	15/01/18	Cabinet		
ACRF - Annual Report of the Director of Social Services			Cllr Stephen Hayes	Scrutiny A;#Scrutiny B		Adult Social Care Working Group;#Children's Scrutiny Working Group	27/02/18	Cabinet	13/03/18	27/02/18
HIW Inspection report on Substance Misuse		Dylan Owen	Cllr Stephen Hayes	Scrutiny A;#Scrutiny B	01/03/18		01/03/18	Cabinet	13/03/18	27/02/18
Change in Age of Admission		Ian Budd	Myfanwy Catherine Alexander	Scrutiny B				Cabinet		
Education Scrutiny Group	Review of the Change in Age of Admission to Schools	Ian Budd	Myfanwy Catherine Alexander	Scrutiny B		Education Scrutiny Group		Cabinet		
School Scrutiny Panel February 2018	School Standards February 2018		Myfanwy Catherine Alexander	Scrutiny B		Education Scrutiny Group		Cabinet		
Education Scrutiny Group	To include school categorisation		Myfanwy Catherine Alexander	Scrutiny B		Education Scrutiny Group		Cabinet		
Education Scrutiny Group	School Governor Training Scrutiny		Myfanwy Catherine Alexander	Scrutiny B		Education Scrutiny Group		Cabinet		
Education Scrutiny Group	Schools Service Workforce Planning Scrutiny		Myfanwy Catherine Alexander	Scrutiny B		Education Scrutiny Group		Cabinet		
School Scrutiny Panel April 2018			Myfanwy Catherine Alexander	Scrutiny B		Education Scrutiny Group		Cabinet		
School Scrutiny Panel June 2018			Myfanwy Catherine Alexander	Scrutiny B		Education Scrutiny Group		Cabinet		
Children's Services Scrutiny	Monitoring Improvement Plan Pt 1 - Governance (internal and partnerships) and Performance Management	David Johnston	Rachel Powell	Scrutiny B		Children's Scrutiny Working Group	08/02/18	Cabinet		

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Education Scrutiny Group	School Improvement Plan Scrutiny		Myfanwy Catherine Alexander	Scrutiny B		Education Scrutiny Group	21/02/18	Cabinet		
Education Scrutiny Group	ERW - Estyn Monitoring Review outcome, Operating arrangements review and performance		Myfanwy Catherine Alexander	Scrutiny B		Education Scrutiny Group	26/02/18	Cabinet		
Education Scrutiny Group	Education Services Self Evaluation Report		Myfanwy Catherine Alexander	Scrutiny B		Education Scrutiny Group	13/03/18	Cabinet		
Children's Services Scrutiny	Monitoring Improvement Plan Pt 2 - LAC, Fostering Service and Out of County Placements	David Johnston	Rachel Powell	Scrutiny B		Children's Scrutiny Working Group	15/03/18	Cabinet		
School Budgets Nov 2017	Update on position since Cabinet report July 2017	Marie James	Myfanwy Catherine Alexander	Scrutiny B		Education Scrutiny Group	02/04/18	Cabinet		
Education Scrutiny Group	ALN / Behaviour Support Policy		Myfanwy Catherine Alexander	Scrutiny B		Education Scrutiny Group	12/04/18	Cabinet		
Children's Services Scrutiny	Monitoring Improvement Plan Pt 4 - Assessment compliance, quality assurance	David Johnston	Rachel Powell	Scrutiny B		Children's Scrutiny Working Group	19/04/18	Cabinet		
Children's Services Scrutiny	Improvement Plan Monitoring Pt 3 Early Intervention and Prevention	David Johnston	Rachel Powell	Scrutiny B		Children's Scrutiny Working Group	24/05/18	Cabinet		
Education Scrutiny Group	School Budgets June 2018		Myfanwy Catherine Alexander	Scrutiny B		Education Scrutiny Group	13/06/18	Cabinet		
Children's Services Scrutiny	Monitoring Improvement Plan	David Johnston	Rachel Powell	Scrutiny B		Children's Scrutiny Working Group	28/06/18	Cabinet		
Children's Services Scrutiny	Improvement Plan Monitoring Pt 1 Complaints monitoring	David Johnston	Rachel Powell	Scrutiny B		Children's Scrutiny Working Group	18/07/18	Cabinet		
Children's Services Scrutiny	Improvement Plan Monitoring Pt 2 Signs of Safety	David Johnston	Rachel Powell	Scrutiny B		Children's Scrutiny Working Group	13/09/18	Cabinet		
Children's Services Scrutiny	Improvement Plan Monitoring Pt 3 Workforce, retention and succession planning			Scrutiny B		Children's Scrutiny Working Group	11/10/18	Cabinet		
Children's Services Scrutiny	Monitoring Improvement Plan Pt 4	David Johnston	Rachel Powell	Scrutiny B		Children's Scrutiny Working Group	15/11/18	Cabinet		