



IMPROVEMENT AND ASSURANCE BOARD

MINUTES

Wednesday 05 September 2018, 13:00 – 16:33

Committee Room A, County Hall, Llandrindod Wells

Present

Jack Straw (Chair)	JS	Independent Chair
Bozena Allen	BA	Independent Member
Jaki Salisbury	JSa	Independent Member
Cllr Rosemarie Harris	RH	Executive Leader (1-6)
Cllr Aled Davies	AD	Deputy Leader
Cllr James Gibson-Watt	JGW	Leader of the Liberal Democrat Group
Cllr Matthew Dorrance	MD	Leader of the Labour Group

In Attendance – PCC Representative

			Present for Item:
Alison Bulman	AB	Director of Social Services	All
Alistair Davey	AD	Welsh Government Social Services Division	All
Barry Kirwan	BK	Consultant	1
Cath Hogan	CH	Consultant	1
Cllr Stephen Hayes	StH	Portfolio Holder for Adult Services	All
Cllr. Rachel Powell	RP	Portfolio Holder for Young People	1-6
David Powell	DP	Acting Deputy Chief Executive	All
Denise Moultrie	DM	CIW	All
Emma Palmer	EP	Head of Strategic Policy and Performance	All
Felicity Llewellyn	FL	Minute Taker	All
Geoff Burrows	GB	WLGA Adviser	All
Ian Budd	IB	Director of Education	1-6
Jane Thomas	JT	Head of Financial Services	All
Jeremy Evans	JeE	Performance Audit Director, Wales Audit Office	All
Louise Barry	LB	Head of Operations for Adult Services	7-8
Mohammed Mehmet	MM	Acting Chief Executive	All

Apologies

Phil Hodgson	PH	WLGA Adviser
Rachel Thomas	RT	WLGA Adviser
David Johnston	DJ	Interim Head of Children Services
Cllr James Evans	JaE	Portfolio Holder for Corporate Governance
Catrin Jones	CJ	Welsh Government

1.	Minutes from last meeting and Action Log
	<p>The minutes of the last meeting, dated 01 August 2018, were agreed as an accurate record.</p> <p>The actions were considered and addressed throughout the agenda. From the next meeting, action updates will be provided prior to the meeting, to be circulated with the minutes. <u>ACTION:</u> CE to coordinate.</p>
2.	Children’s Services – Performance Report
	<p>It was acknowledged that the timing of today’s meeting did not fully align with the Council’s reporting schedules. The meeting on 25 September will have up-to-date information.</p> <p>LAC numbers have reduced. There is an over-establishment of agency staff (22 posts), but this is under consideration, and safe exit plans are being considered; <u>ACTION:</u> AB will bring draft plans to a future Board meeting, dealing with the reductions and their impact. The service is reviewing these over the next 6 weeks.</p> <p><u>ACTION:</u> AB/DJ/CH/BK will integrate Family Group Conferencing within the core Children’s Service ‘front door’ provision (and reporting), as appropriate.</p> <p>The Service Senior Management Team uses this data to reflect on practice and to change practice as part of the quality assurance process. <u>ACTION:</u> AB will circulate the governance model/process with the minutes for reference.</p> <p>It was recognised that work is being undertaken to ‘flex’ the workforce to provide staffing cover where needed throughout the authority. <u>RECOMMENDATION:</u> That AB liaises with her Senior Managers to seek support and deliver this flexibility.</p> <p><u>RECOMMENDATION:</u> To include fostering parent recruitment timelines within the report.</p>
3.	Children’s Services – Progress Against CIW Recommendations
	<p>Recruitment was discussed, particularly noting the need to increase retention. Recommendation 19 (scrutiny) was discussed; <u>ACTION:</u> RH/StH will update the commentary to ensure that it fully reflects the current scrutiny arrangements.</p> <p><u>ACTION:</u> DJ will arrange for the report to be amended to align to the Adult Services report.</p>
4.	TAF Referrals
	<p>The report was received by the Board. The prevention workshop (held previously) was noted for its helpfulness. <u>ACTION:</u> IB will circulate a briefing highlighting how the ‘voice of the child’ commitment is being delivered for discussion at the next meeting.</p>
5.	Children’s Services – CIW Follow-up Inspection
	<p>Confirmed for week commencing 01 October and 15 October 2018.</p>

6.	Corporate Leadership and Governance Highlight Report
	<p>DP provided an overview of the highlight report.</p> <p><u>RECOMMENDATION:</u> JSa requested that the key areas, with key milestones, be captured within the highlight report that is submitted to the Board (rather than being available in a separate, detailed, document which is not submitted to the Board); to include the intended impact, and achievements/percentage completion to date.</p> <p><u>ACTION:</u> DP to provide narrative at the next meeting covering overall achievements on Vision, finance, culture, etc.</p>
7.	Adult Services – Performance Report
	<p>It was acknowledged that the timing of today’s meeting did not fully align with the Council’s reporting schedules, and up-to-date information will be available at the meeting on 25 September.</p> <p>An unannounced inspection of Reablement was undertaken last week; a written report will be provided in due course.</p> <p><u>RECOMMENDATION:</u> To consider the provision and impact of CHC, ICF and the (average) cost of care packages. AB noted that these matters are under consideration and benchmarking is taking place. In particular, AB has been in discussion with the commissioner for Technology.</p> <p><u>ACTION:</u> AB/LB to reflect these pressures in future reports.</p> <p><u>RECOMMENDATION:</u> To consider integration in the ‘What are we worried about’ section, as there is only one post shared between PCC and PTHB. It was acknowledged that a more explicit explanation of the other integrative work should be included.</p>
8.	Adult Services – Progress Against CIW Recommendations
	<p>The report was received by the Board. <u>ACTION:</u> AB/LB to review the report and ensure each action has a clear target date.</p>
9.	Approach to Cultural Change and Transformation
	<p>MM presented an overview of his paper, and noted the positive change that he has witnessed within recent months. Discussion took place, and the Board supported the approach as the basis for more detailed work.</p>
10.	Finance – Financial Overview and Forecast as at 31 July 2018 (Cabinet Report)
	<p>The report was received by the Board; it was considered by informal Cabinet yesterday and, following feedback, it may be amended prior to consideration by Cabinet. The reporting and</p>

	presentation of savings, underspend, and unachievable savings will be discussed during the upcoming Cabinet session.																								
11.	Finance – Children’s Services Funding Issues																								
	<p>MM reiterated that the Council is committed to funding Children’s Services adequately; discussions are ongoing to define ‘adequate’; <u>ACTION:</u> JS will ensure that this message is clearly fed-back to the Minister (noting that the commitment also exists to fund Adult Services adequately).</p> <p>JT presented the current level of budget and budget forecast outturn (£5.276m); placement numbers/types and staffing costs (over base) are increasing expenditure levels. MM noted that the base budget for 2018/19 was fundamentally wrong.</p> <p><u>ACTION:</u> JT/EP will provide an update at the next meeting.</p> <p><u>ACTION:</u> JT will arrange for the presentation to be circulated with the agenda.</p>																								
12.	Proposed Dates for Improvement and Assurance Board for 2019																								
	<p>A meeting will be held in December 2018; further information will be circulated shortly.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Location</th> </tr> </thead> <tbody> <tr> <td>Wednesday 9th January 2019</td> <td>1 – 5 pm</td> <td>Committee Room A, County Hall</td> </tr> <tr> <td>Wednesday 30th January 2019</td> <td>1 – 5 pm</td> <td>Committee Room A, County Hall</td> </tr> <tr> <td>Wednesday 27th February 2019</td> <td>1 – 5 pm</td> <td>Committee Room A, County Hall</td> </tr> <tr> <td>Wednesday 27th March 2019</td> <td>1 – 5 pm</td> <td>Committee Room A, County Hall</td> </tr> <tr> <td>Wednesday 1st May 2019</td> <td>1 – 5 pm</td> <td>Committee Room A, County Hall</td> </tr> <tr> <td>Wednesday 5th June 2019</td> <td>1 – 5 pm</td> <td>Committee Room A, County Hall</td> </tr> <tr> <td>Wednesday 26th June 2019</td> <td>1 – 5 pm</td> <td>Committee Room A, County Hall</td> </tr> </tbody> </table>	Date	Time	Location	Wednesday 9 th January 2019	1 – 5 pm	Committee Room A, County Hall	Wednesday 30 th January 2019	1 – 5 pm	Committee Room A, County Hall	Wednesday 27 th February 2019	1 – 5 pm	Committee Room A, County Hall	Wednesday 27 th March 2019	1 – 5 pm	Committee Room A, County Hall	Wednesday 1 st May 2019	1 – 5 pm	Committee Room A, County Hall	Wednesday 5 th June 2019	1 – 5 pm	Committee Room A, County Hall	Wednesday 26 th June 2019	1 – 5 pm	Committee Room A, County Hall
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13.	External Advisers Updates																								
	<p>The updates had been circulated with the meeting agenda.</p> <p>GB highlighted the scrutiny development work with Rebecca David Knight and Ian Bottrill; there was positivity from all involved, but there are circumstances impacting negatively. A project to test models of delivery may be beneficial.</p>																								
14.	Any Other Business																								
	No matters arising.																								