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AGENDA

Committee	CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE
Date and Time of Meeting	TUESDAY, 14 JULY 2015, 2.30 PM
Venue	COMMITTEE ROOM 4 - COUNTY HALL
Membership	Councillor Richard Cook (Chairperson) Councillors Boyle, Chaundy, Gordon, Morgan, Murphy, Dianne Rees and Lynda Thorne and one vacancy.

Mrs P Arlotte (Roman Catholic representative), Carol Cobert (Church in Wales representative), Ms Catrin Lewis (Parent Governor Representative) and Mrs Hayley Smith (Parent Governor Representative)

		<i>Time approx.</i>
1	Apologies for Absence To receive apologies for absence.	2.30 pm
2	Declarations of Interest To be made at the start of the agenda item in question, in accordance with the Members' Code of Conduct.	2.30 pm
3	Minutes (Pages 1 - 10) To approve as a correct record the minutes of the meeting of the Children & Young People Scrutiny Committee held on 9 June 2015.	2.30 pm
4	Children's Services Social Services and Well Being Act (Wales) 2014 - progress report (Pages 11 - 138) This report enables the Committee to be informed of the progress being made on the preparations to ensure the Council's readiness to implement the Act. (a) Councillor Sue Lent (Cabinet Member, Early Years, Children & Families and Deputy Leader) will be in attendance and may wish to make a statement;	2.35 pm

- (b) Tony Young (Director of Children's Service), Irfan Alam (Interim Assistant Director) and Nichola Poole (Regional Lead - Sustainable Social Services) will introduce the report and be available to answer questions;
- (c) Questions from Committee Members

5 Corporate Parenting Advisor Committee - Annual Report (Pages 139 - 150) 3.35 pm

This report provides the Committee with a copy of the work undertaken by the Committee for the past year.

- (a) Councilor Sue Lent (Cabinet Member, Early Years, Children & Families and Deputy Leader) will be in attendance and may wish to make a statement;
- (b) Tony Young (Director of Children's Service), Irfan Alam (Interim Assistant Director) will introduce the report and be available to answer questions;
- (c) Questions from Committee Members.

6 Education - Youth Guarantee - Implementation progress report (Pages 151 - 164) 4.00 pm

This report enables the Committee to review the implementation of the Youth Guarantee part of the Welsh Governments Strategy as set out in the Youth Engagement and Progression Framework.

- (a) Councilor Sarah Merry (Cabinet Member for Education and Skills) will be in attendance and may wish to make a statement;
- (b) Nick Batchelar (Director of Education and Lifelong Learning), Carol Jones (Assistant Director Education) and John Fabes (Achievement Leader - 14-19) will present the report and be available to answer questions Members may have;
- (c) Questions from Committee Members.

7 Education Performance update - Estyn Recommendations 2 and 4 (Pages 165 - 182) 4.40 pm

Education Performance update – Estyn Recommendations 2 and 4 – This report provides the Committee with a progress report, as at June 2015, on the objectives identified to address recommendations 2 and 4 of the Estyn Monitoring Letter.

- (a) Councillor Sarah Merry (Cabinet Member for Education and Skills) will be in attendance and may wish to make a statement;
- (b) Nick Batchelar (Director of Education and Lifelong Learning), Carol Jones (Assistant Director Education) and Suzanne Scarlett (Performance Manager) will present the report and be available to answer questions Members may have;
- (c) Questions from Committee Members.

8 Correspondence Report (Pages 183 - 234) 5.25 pm

To provide the Committee with a copy of all letter sent to the Cabinet Members and their responses, for their information.

- (a) Scrutiny Officer to briefly introduce the report;
- (b) Questions from Committee Members.

9 Way Forward 5.30 pm

10 Date of next meeting

The next regular meeting will be held on 15 September 2015 at 2.30pm

Marie Rosenthal

**Director Governance and Legal Services
Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol**

8 July, 2015

**Contact: Paul Burke
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These minutes are draft and are subject to approval as an accurate record at the next meeting of the Children & Young People Scrutiny Committee to be held on 14 July 2015

CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE

9 JUNE 2015

Present: Councillor Richard Cook (Chairperson), Councillors Boyle, Chaundy, Gordon, Govier, Murphy, Dianne Rees and Lynda Thorne

: Co-opted Members: Carol Cobert (Church in Wales representative) and Ms Catrin Lewis (Parent Governor Representative)

1 : CHAIRPERSON

The Annual Council at its meeting on 21 May 2015 appointed Councillor Richard Cook as Chairperson of this Committee.

2 : APPOINTMENT OF COMMITTEE AND TERMS OF REFERENCE

The Annual Council at its meeting on 21 May 2015 appointed the following Members to this Committee:

Councillor Richard Cook (Chairperson);
Councillors Boyle, Chaundy, Gordon, Govier, Derrick Morgan, Murphy, Rees and Thorne.

Mrs P Arlotte (Roman Catholic representative); Ms Catrin Lewis (Parent Governor representatives), Hayley Smith (Parent Governor Representative) and Carol Cobert (Church in Wales Representative)

RESOLVED: To agree the Terms of Reference for the Children & Young People Scrutiny Committee.

3 : APOLOGIES FOR ABSENCE

Apologies were received from Councillors Morgan, Mrs P. Arlotte (Roman Catholic Representative) and Hayley Smith (Parent Governor Representative)

4 : DECLARATIONS OF INTEREST

The Chairperson reminded Members of their responsibility under Part III of the Members' Code of Conduct to declare any interest in general terms and to complete personal interest forms at the start of the meeting and then, prior to the commencement of the discussion of the item in question, specify whether it is a personal or prejudicial interest. If the interest is prejudicial Members would be asked to leave the meeting and if the interest is personal, Members would be invited to stay, speak and vote. The following declaration was made:

Councillor Gordon
Item 7 Schools Performance Monitoring – NEETs

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Personal Interest - Councillor Gordon has an interest in the Grassroots Youth Project

5 : MINUTES

The minutes of the meetings of 12 May 2015 were approved as a correct record and signed by the Chairperson.

6 : EDUCATION DELIVERY PLAN 2015-17 AND CENTRAL SOUTH EDUCATION CONSORTIUM BUSINESS PLAN 2015-16

The Chairperson welcomed Councillor Sarah Merry (Cabinet Member for Education and Skills), Nick Batchelar (Director of Education and Lifelong Learning) and Hannah Woodhouse (Managing Director, Central South Education Consortium), Carol Jones (Assistant Director of Education and Lifelong Learning), Suzanne Scarlett (Performance Manager, Education and Lifelong Learning).

The purpose of this report was to enable Members to gain an overview of the Education and Lifelong Learning Directorate (which falls within the responsibilities of this Committee) and its contributions to the Council's Corporate Plan, its key achievements during the previous year and an outline of the future challenges facing the Directorate.

The Chairperson invited the Cabinet Member to make a statement. Councillor Merry stated that it was unfortunate that Councillor Magill had not been able to continue in her role as Cabinet Member for Education and Skills and that this had been a great loss. Cardiff is now showing signs of improvement on all measures. Standards have been raised, but there is still a lot to do. Every child, regardless of background, should receive a good education. If the local authority does not meet the challenge, not only will it be failing the children but such a failure would also be detrimental to the city, both economically and socially.

The Committee was advised that one challenge is to better manage performance and improvement on performance. This is a specific area of interest for Estyn and the Wales Audit Office. Getting effective planning in place and executing plans effectively is crucial. This year the aim is to strengthen the 'golden thread' – the link between corporate and partnership plan, directorate plan and team plans. The Director's view is that the delivery plan does have coherence.

The Chairperson invited questions from the Committee.

The Committee noted that one recommendation is that the Consortium engages more with diocese schools and asked what is being done to address that. The Committee was advised that one way the Consortium is doing this is by looking at it can support the dioceses' schools planning

The Committee commented that those from ethnic and minority communities dislike the fact that they are 'singled out' when data is collected and published. Many from those communities are second and third generation residents of the city. It was suggested that when reports are to give information about the performance of

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children from the various ethnic groups a better way of differentiating between and within those groups needs to be found. The Committee suggested that rather than ethnicity the first language of pupils should be used for pupil categorisation. Officers agreed to look at this for future data analysis.

The Committee pointed out that Estyn inspectors have observed that there is not enough understanding by schools of the local authority's long-term plan for improvement. The Committee was advised that the current strategy is to recalibrate the relationship between the local authority and schools and to increase the accountability of schools. There is a need to shift the emphasis on to schools; they are responsible for improvement. Previously expectations were too low and schools have to be robustly challenged when standards are too low. There is a need to continue to look at long-term strategy and this is why Robert Hill has been invited to work with the local authority, to raise standards and arrive at a schools-led strategy.

A Member pointed out that minutes of a previous meeting of the Committee referred to how the local authority would challenge the performance of the Consortium if necessary. The Member informed officers that when considering the Estyn report he had looked particularly at comment on the performance of the Consortium. He asked officers whether in the light of Estyn's findings they are satisfied that the Consortium is delivering sufficient improvements in school performance for the £1.5 million it is receiving from the local authority. The Committee was advised that those comments are thematic comments that apply to all four consortiums. The fieldwork for that report was carried out last autumn. Estyn has noted that there is now a more robust relationship between the LEA and the Consortium. Review meetings are held regularly. The Director advised the Committee that things have moved on a lot and he is more satisfied than he was in June 2014. Hannah Woodhouse advised the Committee that it is the case that a number of things need to improve and the Consortium will be producing an action plan in response to those comments and meeting with Estyn. It is frustrating that the Consortium was looked at along with four others. The Consortium has produced improvements in outcome. Two of the five local authorities that it has been working with have come out of Estyn monitoring.

The Committee asked who has the strategy to get the system to a point where its performance can be judged by Estyn to be excellent and asked how long that would take. The Committee was advised that it has been of the utmost importance to tackle the manifest weaknesses in the system. Cardiff is a very dynamic city with the fastest growing population in Wales and therefore has increasing pupil numbers. Better performance in the education system is key for improvement in the city's economic prospects. Not just Education and the local authority are important in this, but the city's employers and universities are also key. Also Cardiff thrives in terms of the arts and sport. It has good organisations, venues and facilities in those fields. But when schools are in difficulties they need short-term objectives and when they come out of monitoring they are uniquely vulnerable in that the school support and inspection structure that they have had is no longer there. The local authority has to have a strategy that looks beyond just keeping Estyn happy.

The Committee asked what is being done to forge the necessary links with the city's universities and was advised that the aim is to develop partnerships. There are clear commitments on this in the delivery plan on developing these partnerships.

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Representatives from the universities are on the education partnership board and the Director has met with the universities. Where the local authority has looked to appoint additional governors, intervention governors, Cardiff University has been very active in this recruitment, as has the Cardiff Business Council.

A Member suggested that the system has become too complicated and inward-looking, with too many plans, organisations and external inspections. Business people are unlikely to want to become governors as is very time consuming. Also, they also may not want to be seen to be associated with failure in the event that the school's performance is deemed to be poor. Officers were asked whether the system is fit for purpose. The Committee was advised that schools and governors have to be challenged but at the end of the day governors are lay people. Many have become governors because they want to help their local school but find that the process they have become involved with feels very divorced from that. There is perhaps an issue with the way plans and reports are put together. They can sometimes seem opaque to those who are not education professionals. On the question of whether the system is fit for purpose, the Committee was advised that there have been two excellent and insightful reports in recent years, one of them by Robert Hill. This is just one reason why he has been asked to come to Cardiff to work with the local authority to improve performance.

The Committee asked what effect is the failure of schools stay within their budgets having on standards and whether school-by-school training is working. The Committee was advised that the out-turn for the end of last financial year shows an increase in the number of secondary schools going into deficit. Budget pressures on schools are getting more severe and will get worse even if the local authority maintains its level of protection. A high percentage of secondary schools are not operating within their budget and performance is low. The situation is very challenging. It is important that delegated budgets are used effectively. Regarding training, the Committee was advised that on some things, like safeguarding, central training is more effective; safeguarding is responsibility of all schools. In other instances bespoke training would be more appropriate and effective, with training held in schools.

The Committee asked what training is available for headteachers on working with their governing body, and what monitoring takes place on the completion of training and the spectrum of training that has been received. The Committee was advised that training on working with governing bodies is available. Good headteachers work well with their governing body, by providing good information and support and by holding the governing body to account. When governing bodies appoint headteachers, as part of the interview process candidates should be asked how they would work with the governing body.

On the building of new schools in Cardiff, the Committee commented that some local authorities have a 'template' for the building of a new school but Cardiff seems to have a different process for each new school it builds. This takes a long time and by the time the school is built the need may have changed. The Committee was advised that the local authority is moving from bespoke design to a more standardised design, which will be quicker and more cost effective.

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Regarding the Flying Start scheme the Committee commented that originally the intention was to expand the scheme but this didn't happen. The Committee suggested that as there is always a considerable need for childcare facilities consideration could be given to providing this through the play centres in the city, some of which may be about to close due to loss of funding. The Committee was advised that the local authority was not able to deliver the desired expansion because the Welsh Government controls funding for the scheme.

The Committee asked officers whether it is their view that the Consortium business plan will deliver what is needed to improve performance. The Committee was advised that this is the view that is held. The Consortium has been working with the local authority to achieve this. The business plan has just been sent out to all schools and a more detailed plan will be published. All groups in the governance structure have now met.

The Chairperson thanked the Cabinet Member and officers for attending the meeting, for their presentation and for answering questions from Members.

AGREED: That the Chairperson on behalf of the Committee writes to the Cabinet Member highlighting the issues raised during the Way Forward discussion.

7 : SCHOOLS PERFORMANCE MONITORING - NEETS

The Chairperson welcomed Councillor Sarah Merry (Cabinet Member for Education and Skills), Nick Batchelar (Director of Education and Lifelong Learning), Carol Jones (Assistant Director of Education and Lifelong Learning), Suzanne Scarlett (Performance Manager, Education and Lifelong Learning) and Simon Morris (Senior Achievement Leader).

This report focussed on the performance information relating to young Cardiff people who were not in education, employment or training (NEETs).

The Chairperson invited the Cabinet Member to make a statement. Councillor Merry informed the Committee that it is of great concern to her that as at October 2014, Cardiff had the second highest percentage of NEETs from Year 11 school leavers in Wales. It is a particular tragedy when a young person is in this situation after leaving school.

The Director advised the Committee that the NEET figure has come down to 4.26% (151 young people). He added that it is important to remember that when we are talking about NEETs we are talking about identifiable young people. Only Newport has a higher NEET figure than Cardiff and it is a very high priority.

The Chairperson invited questions from the Committee.

The Committee asked whether the youth team has significant input on helping NEETs and was advised that it does. A vulnerability profile has been developed and an individual mentor is assigned to all those who have been identified as vulnerable

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to becoming NEET. So far, 173 young people have been identified as potentially NEET and additional support will be provided for them.

The Committee asked if there is any more that the local authority can do to provide employment or training for those who are NEET and was advised that there is a framework for that. There is a report on work done last year to bring some Looked After Children (LAC) who were NEET into work with the Council. That initiative had some success.

The Committee asked why there are some schools have no school leavers that become NEET, schools that have a cross-section of children, children from all backgrounds not just children who are disadvantaged or from deprived backgrounds. The Committee was advised that there is no correlation between deprivation and NEETs. It may be more to do with in-school factors. More schools are now using the vulnerability tool. In some schools the significantly lower achievement of a small number of pupils is masked by the overall good performance of the school. In some cases there is formal intervention where there is poor performance on NEETs and the Challenge Advisers have a role to play in this.

The Committee asked whether the budget for addressing the NEETs problem is held by the local authority or by schools and was advised that the resources sit with schools, which have a major part to play in helping to reduce the number of NEETs. Some young people who NEET or are at risk of becoming so may be long-term non-attenders.

The Committee asked whether the commitment to reduce the number of NEETs, made by the Leader of the Council in 2012, has become diluted and whether other priorities have taken the focus away from NEETs. The Committee was advised that the downward trajectory showing a significant reduction in the number of NEETs since 2010 is steep but there is still more to be done. The issue remains a priority, partly in order to address concerns that Estyn have. The Performance Manager advised the Committee that part of her role is to respond to Estyn's recommendations relating to NEETs. It is important to get a better understanding of young people's journey from the age of 16 to 18 and strengthen understanding of the data on those who are or might become NEET.

The Chairperson thanked the Cabinet Member and officers for attending the meeting, for their presentation and for answering questions from Members.

AGREED: That the Chairperson on behalf of the Committee writes to the Cabinet Member highlighting the issues raised during the Way Forward discussion.

8 : CHILDREN'S SERVICES DELIVERY PLAN 2015-17

The Chairperson welcomed Sue Lent (Cabinet Member, Early Years, Children & Families and Deputy Leader), Tony Young (Director of Children's Services), Irfan Alam (Interim Assistant Director, Children's Services).

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The purpose of this report was to enable Members to gain an overview of Children's Services, the work of which falls within the responsibilities of this Committee, and to scrutinise the Directorate's key achievements during the previous year, their contributions to the Council's Corporate Plan 2015/17, and the future challenges facing Children's Services.

The Chairperson invited the Cabinet Member to make a statement. Councillor Lent informed the Committee that the Plan follows on from 2014/15 plan, which was about stabilising and improvement, and takes things further on. It includes support for the disabled, data-gathering on sexual exploitation of children and the continued effort on the recruitment of social workers in order to reduce caseloads.

The Director advised the Committee that the Plan is to be integrated with the Health and Social Care plan. The business of Children's Services is integral to the Corporate Plan, on supporting vulnerable people and working with partners to improve and find new ways of delivering services. Children's Services can't do what it does without working with partners. The Director referred the Committee to the six points of the core business of Children's Services, which are enduring outcomes and guide the plan overall. The service has momentum and is delivering change, but there is still a lot to do. The first year was about stabilising the service, this year is about the period of transition.

The Chairperson invited questions from the Committee.

The Committee asked whether there are many cases of care proceedings going over twenty-six weeks, which is the time limit for care proceedings, and was advised that it is thought that Cardiff is one of the better performing local authorities when it comes to managing cases within that period.

The Committee noted that one of the priorities listed in the plan is the need reduce caseload averages and asked whether a reduction in caseloads can be sustained. The Committee was advised that the figure on caseloads has moved up and down marginally. The service can not control demand. It is a volatile situation but presently stable. The introduction of the Multi-Agency Safeguarding Hub (MASH) should help to reduce caseloads.

The Committee asked whether there has been any progress on enabling more mobile working for social workers and was advised that devices have been trialled, the IT platform has been purchased and the trials have to be reviewed.

The Committee asked what expectations are in terms of what may get worse and what may improve over the next twelve months, pointing out that Children's Services has been protected previously but that may not be possible in the present financial situation and asking if the 'mindset' of the service is ready for that. The Committee was advised that it is easy to see that the service is going to have to make a significant contribution to the savings that need to be made. There is some scope for de-layering, for looking at staff/manager ratios and restructuring social work teams. Also it should be remembered that work that is done with families is not just about the service area budget but also about work done through other agencies and funding sources. The service and the local authority have to get much smarter on prevention,

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in order to reduce the number of contacts and referrals that are received by the service.

The Committee enquired about progress on the reduction of social work vacancies. The Committee was advised that the service has made substantial inroads on recruitment; it has reduced the use of agency staff; there are now fewer social workers leaving; social workers from other local authorities are joining the service; there is a good relationship with the universities; and the service has students on placements, some of whom stay because they want to work for the local authority. Being a social worker in Children's Services is risky, in that there is always the risk that something could go seriously wrong with a case you have. Staff have to feel supported. Also, the figures are showing more vacancies because more posts have been created, so this has distorted the figures a little.

The Committee enquired about strategic thinking and asked officers whether when planning ahead they anticipate referrals being received for reasons other than those they might usually expect, asking if the service is always reacting rather than anticipating. The Committee was advised that a report has been commissioned which will be looking at what drives the numbers of children coming into the care system. It is expected that welfare reform and austerity will bring the numbers up but it is not always about deprivation. Sometimes it is about family breakdown, about drug and alcohol abuse.

The Committee asked whether a survey has been carried out to find out why social workers leave their jobs with the local authority. The Committee was advised that exit interviews are carried out and that the service is in touch with its staff and so has a good sense of why they might leave. The important thing to ensure retention is not so much about money as about staff feeling that they are supported and protected. Looking at child protection, for example, this is a field that it is not easy to work in for more than about two years. If a social worker stays in child protection for longer than that then they will probably continue to work in that field if they want to.

The Chairperson thanked the Cabinet Member and officers for attending the meeting, for their presentation and for answering questions from Members.

AGREED: That the Chairperson on behalf of the Committee writes to the Cabinet Member highlighting the issues raised during the Way Forward discussion.

9 : CHILDREN'S SERVICES - BRIEFING ON THE MULTI-AGENCY SAFEGUARDING HUB AND THE MANAGED TEAM

The Chairperson welcomed Sue Lent (Cabinet Member, Early Years, Children & Families and Deputy Leader), Tony Young (Director of Children's Services), Irfan Alam (Interim Assistant Director, Children's Services).

The Multi- Agency Safeguarding Hub (MASH)

The Committee was given a presentation on the project to create a Multi- Agency Safeguarding Hub (MASH).

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The Committee was advised that one of the challenges has been to select the location for the MASH. There are two potential locations, one in a Council building and the other in the Cardiff Bay police station. Part of the decision on that centres on which of these can house the IT server that is needed. A MASH is not a panacea. It is as good as the system that is wrapped around it. The IT system has been purchased and is compatible with the system that has been purchased by the police. All agencies in the MASH will have their own part of the MASH ICT system, to which they can upload information from their own systems.

The Managed Team

This report was provided because the Committee had requested a briefing paper on the lessons learnt from the work undertaken by the Managed Team and the exit strategy to ensure that the social worker caseloads are not impacted by the loss of the team.

The Committee noted that forty-five cases have now transferred back to the main teams and asked how the service will be monitoring the effect of that. The Committee was advised that cases are being escalated and de-escalated consistently across the board. Staff in the service are very committed but there is a high volume of very complex work. It is a very difficult climate for social workers but there are good support structures and staff feel supported. There is a deficit at the moment on strong multi-agency work, and this is work that can reduce the number of referrals.

The Chairperson thanked the Cabinet Member and officers for attending the meeting, for their presentation and for answering questions from Members.

AGREED: That the Chairperson on behalf of the Committee writes to the Cabinet Member highlighting the issues raised during the Way Forward discussion.

10 : COMMITTEE WORK PROGRAMMING

This report was presented by Martyn Hutchings (Principal Scrutiny Officer). The purpose of it was to invite Members to consider the approach they would like to take to setting the Committee's work programme for the municipal year 2015/16.

Martyn Hutchings advised the Committee that over the coming weeks a programme of work for the Committee will be developed, considering items for inclusion and assigning their priority. This could be done in several ways; through a full meeting of the Committee, a task and finish group or through a forum meeting.

AGREED: That the report be noted.

11 : WAY FORWARD

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During the Way Forward discussion the Committee agreed the content of the letter that the Chairperson would send to the Cabinet Member on behalf of the Committee, highlighting the issues raised and comments made in relation to the agenda items that had been discussed during the meeting.

12 : DATE OF NEXT MEETING

The next meeting will be held on 14 July 2015 at 2.30pm in Committee Room 4, County Hall.

The meeting terminated at 7.30 pm

**CITY AND COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**

CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE

14 July 2015

SOCIAL SERVICES and WELL BEING ACT (WALES) 2014 IMPLEMENTATION

Purpose of Report

1. As part of the Children & Young People Scrutiny Committee 2014-15 Work Programme, which was agreed at Committee in September 2014, the Committee requested a briefing paper on the Social Services and Well Being Act (Wales) 2014. The Committee received a briefing at its meeting in January 2015 and requested further updates on the implementation of the Act. This report provides an update on the progress being made to prepare for the implementation of the Act, in April 2016

Policy Context

2. The implementation of the Act has been highlighted in the Corporate Risk Register in that “The implementation of the Social Services and Wellbeing (Wales) Act will place new duties and responsibilities upon already pressured services”.
3. The Director of Social Care’s Annual Report also highlights this as one on the key challenges for this year, namely:
 - a. Ensure strategic and operational alignment with the requirements of the Social Services and Wellbeing (Wales) Act, paying particular attention to improved outcomes for citizens, children and young people.
 - b. Sustaining and developing an effective workforce that is able to respond to the expectations associated with the Social Services and Wellbeing (Wales) Act.
 - c. Training to deliver on requirement of the Social Services and Wellbeing (Wales) Act.

Update on preparations to ensure readiness to implement the Act

4. The first tranche of regulations and guidance on parts 2, 3, 4, 7 and 11 of the Act were issued by Welsh Government in November 2014 and the results of the first public consultation which closed in February have now been published. Tranche 1 regulations and codes were refined as a result of the initial consultation and are now in the process of being laid in the National Assembly for Wales.

5. The second tranche of the public consultation was issued on 8 May 2015 and will close on 31 July 2015. Details of this tranche are set out below, together with the links to the web site which sets out more detail on the consultation process:

- Consultation on the regulations and code of practice in relation to part 5 (Charging and Financial Assessment) of the Act
www.gov.wales/consultations/healthsocialcare/part5/?lang=en
- Consultation on the Regulations and code of practice in relation to part 6 (Looked After and Accommodated Children) of the Act
www.gov.wales/consultations/healthsocialcare/part6/?lang=en
- Consultation on the regulations and statutory guidance in relation to part 9 (Co-operation and partnership) of the Act
www.gov.wales/consultations/healthsocialcare/part9/?lang=en
- Consultation on the code of practice in relation to part 10 (Complaints, Representations and Advocacy Services) of the Act
www.gov.wales/consultations/healthsocialcare/part10/?lang=en

Tranche 2 regulations and codes will go through the same legislative process as Tranche 1 in November this year.

6. To support the implementation of requirements of the Act the Welsh Government has made available the *Delivering Transformation Grant*, with an amount of £414,648 allocated to Cardiff and the Vale for 2015/16. This grant is managed by

the Vale of Glamorgan Council on behalf of the partner organisations with the Vale's Director of Social Services being the Regional Lead Director for implementation of the Act.

7. One of the requirements of the issue of Grant was to prepare a self-assessment of our readiness to implement the Act in consultation with partners. The local authorities, the Cardiff and Vale University Health Board, Cardiff Third Sector Council and the Vale Council for Voluntary Services took part in the self-assessment, which was submitted to Welsh Government on 30 January 2015. This is contained in **Appendix A**.
8. The Integrated Health and Social Care Partnership Governance Board oversees the implementation preparations and a Regional Implementation Plan has been developed (attached at **Appendix B**). The Regional Implementation Plan sets out the actions and timescales required to prepare for implementation. Councillors Bale, Elsmore and Lent represent the Council on this Board and Councillor Elsmore took over the Chair of this Board in June 2015.
9. The development of the Workforce is essential to ensure readiness for the changes required in April 2016. The Care Council for Wales have been funded through the Social Care and Workforce Development (SCWD) Grant to develop a new Information and Learning Hub which will be constantly updated with new information, learning and awareness materials. This will ensure all information on the Act can be readily accessed from one site. The hub can be found at www.ccwales.org.uk/gettign-in-on-the-Act-Hub.
10. The Regional Lead officer for Sustainable Social Services and the Social Services Training Manager attended a briefing session on 20 May 2015 and received information on the Social Services and Well-being (Wales) Act training resources, being developed by the Care Council for Wales. These are called "*Getting in on the Act*" and will be used to ensure key staff receive the information needed to keep them up to date. Staff will receive more detailed briefings once the regulations, guidance and codes of practice are available later in the year. This training will need

to be adapted to meet local needs and will take account of any specialist services and roles.

11. A Social Care and Workforce Development Plan has been submitted to Welsh Government on 29 May 2015. This sets the social care workforce development needs, including a summary introduction across Cardiff and the Vale. There is an expectation as part of the criteria for the SCWD grant that an updated regional plan will be submitted by 25 September 2015 with a move towards a fully integrated approach prepared as soon as possible.

12. Work is continuing on projects funded by the Regional Collaboration Fund and the Intermediate Care Fund to trial new models of working and put in place some of the essential elements required to take forward the Social Services and Well Being (Wales) Act 2014. The Intermediate Care Fund is now managed by the Cardiff and Vale University Health Board. The Integrated Health and Social Care Governance Board receives quarterly updates on progress. At the meeting on 26 June 2015 the Board allocated additional resources to priority projects which will help achieve prudent health and social care and trial new models of working.

Scope of Scrutiny

13. The scope of this scrutiny is to consider the implementation of the Social Services and Well Being Act 2014, and to pass on any observations, comments or recommendations to the Director of Social Services, and cover:
 - a. the progress being made to undertake the Actions identified in the Implementation Plan.
 - b. any identified risks and the appropriateness of any proposed countermeasure;
 - c. The effectiveness of the implementation plan in addressing the requirements of the Social Services and Well Being Act 2014.

Way Forward

14. Councillor Sue Lent (Cabinet Member for Early Years, Children & Families) has been invited and may make a statement. Tony Young, Director of Social Services and Nichola Poole Regional Lead – Sustainable Social Services have been invited to Committee to answer any questions members may have.

15. Members are invited to consider the information set out in this report and to identify any issues on which they would wish to receive further information.

Financial Implications

16. There are no direct financial implications arising from this report. However, financial implications may arise if and when the matters under review are implemented with or without any modifications.

Legal Implications

17. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

RECOMMENDATION

The Committee is recommended to consider the information provided, including **Appendices A and B** and consider the future scrutiny of this item.

MARIE ROSENTHAL

**Director Governance and Legal Services
Cyfarwyddwr Llywodraethu a
Gwasanaethau Cyfreithiol**

8 July 2015

TONY YOUNG

Director of Social Services



Cardiff and Vale Regional Submission

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IMPLEMENTATION OF THE SOCIAL SERVICES AND WELL-BEING (WALES) ACT, 2014

SELF ASSESSMENT TOOL

PREPARED UNDER THE 'SUSTAINABLE SOCIAL SERVICES - DELIVERING TRANSFORMATION GRANT'

30th January 2015

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SELF ASSESSMENT TOOL · INTRODUCTION

INTRODUCTORY COMMENT FROM ADSS CYMRU AND WELSH NHS CONFEDERATION, SUSTAINABLE SOCIAL SERVICES - DELIVERING TRANSFORMATION GRANT HOLDERS

This Tool has been developed under the Sustainable Social Services - Delivering Transformation Grant (SSS-DTG) by the Welsh Institute for Health and Social Care, University of South Wales. We have made use of conversations with regional coordinators, some directors of social services and some heads of service, in researching evidence on self assessment and the provisions and intent of the Social Services and Well-being (Wales) Act, 2014 (SS&WB Act). We have endeavoured to hold to the principles of keeping the Tool relatively easy to use, connecting it to the full scope of the SS&WB Act and ensuring that it provides a helpful position about the readiness of health and social care economies in Wales to implement this new legislation.

This Tool is not designed for one person to complete, but should involve as many people as needed across a number of different organisations with access to the intelligence that provides an accurate assessment of readiness of each part of the Tool (and, by extension, of the Act). Given the scope of the SS&WB Act, this Tool presupposes that there will be a focus on the future aspirations for social services and social care in Wales, and the assessments required should extend beyond local authorities. At this stage there should be some direct involvement of each Health Board, to reflect the fact that SS&WB Act gives a joint and shared responsibility to local authorities and health boards to promote the well-being of the population, along with other duties set out in SS&WB Act. That said, the Welsh Government is only requiring that this Self Assessment process is completed and submitted at the regional scale, although you may wish, within the region, to undertake a number of assessments in order to provide evidence on which a regional picture can be built.

We have tried to ensure that completion will not be too onerous, even though the Tool is lengthy. Where possible there is the opportunity to give a judgement on a four-point scale about your readiness to implement the duties and responsibilities under the Act, indicating whether at this point in time you have good, sufficient, insufficient or poor evidence to suggest that you are able to comply with the requirements. There are also opportunities to add a narrative where that will help you to include local and regional nuances.

We believe that the Tool should be part of an iterative process, since the challenges of the SS&WB Act will require constant reflection on what needs to change to ensure that the ambitions of the Act are realised.

The Tool contains reference to the SS&WB Act throughout, but makes it clear that these are to facilitate its use rather than act as a substitute for the Act as a whole. In completing the Tool, you should refer to the detail of the SS&WB Act whenever you feel it is necessary to do so – the detail of the Act can be found here: http://www.legislation.gov.uk/anaw/2014/4/pdfs/anaw_20140004_en.pdf

PREAMBLE

There are two key points that we would like to underline regarding this Tool. Firstly, it is for you to use and to use in an iterative way. We have created something that, we hope, can be adapted and revisited as you get closer to the implementation of the duties under the Act. Secondly, it is something that should be completed in a collaborative manner, because the responsibility for implementing the Act falls upon a number of partners and not just one organisation, even though as described in the legislation the duties largely fall on local authorities.

Underpinning the provisions of the Act is an implicit understanding that local authorities alone cannot fulfil the Act's strategic intent or indeed many of the duties that fall on them without working with statutory, independent or voluntary sector partners. Part 9 encompasses this by providing for new duties on cooperation and the creation of partnerships but there are also other explicit references to co-operative working throughout the Act. For example, Part 3 places a duty on a local authority and each health board, any part of whose area lies within the area of the local authority, to jointly assess, among other things, the extent to which there are people in the local authority's area who need care and support and the extent to which there are people in the local authority's area whose needs for care and support (or, in the case of carers, support) are not being met (by the local authority, the health board or otherwise).

Page 20 Similarly Part 2 requires a local health board or an NHS Trust providing services in the area of a local authority to provide that local authority with information about the care and support it provides in the local authority's area, while Part 7 states those partners required to be members of Safeguarding Boards. We reinforce the cooperative theme in the preambles to each part of the Act contained in this Tool by frequently referring to local authorities and their partners assessing readiness to comply.

PURPOSE

The purpose of this Self Assessment Tool is to ascertain regional readiness to comply with the duties of the Act, and to assess where you are currently placed in being able to implement the cross-cutting themes and 'strategic intent' of the Act. It should be noted that is not an audit instrument through which a 'performance management' assessment of organisations and regions might be made.

STRUCTURE OF THE SELF ASSESSMENT TOOL

The Self Assessment Tool contains four sections:

Section 1 is an Overall Summary of the Sections that follow, and should be populated once you have completed all of Sections 2, 3 and 4.

Section 2 is focused on assessing your readiness at this moment in time to comply with the duties and requirements of the Act. We have reproduced each of the Parts of the Act that contain duties in this Section (Parts 2-10), and have included here only the individual duties and included the explanatory paragraphs that support those duties in the Act. As such other paragraphs have been excluded. Wherever practical though, we have also included further information referred to in those supporting paragraphs. However, it has not been possible to include

every internal cross-reference from within the Act as, in some cases, these are multiple and to include them all would have resulted in an even lengthier and unwieldy document. Because of this we recommend that you refer to the original source information in the Act wherever you need further supporting information to understand or clarify any of the duties.

Once you have completed the 'duty-by-duty' assessments with each of the Parts of the Act, you will be asked to collate the scores given, both in terms of their distribution and the mean score for each Part (more on this is produced in the 'Guide to Assessment' below). Further you are asked to briefly identify the sources of evidence you have used to make the assessments (as bullet points in an 'open text' box), and you are asked to form a view about how the scores given relate to eight cross-cutting themes, and where your assets and deficits might be in the coming period to address these. This method is consistent throughout the Tool in respect of each Part but we recognise that the extent to which application of the cross-cutting themes is relevant will clearly differ between Parts.

Section 3 should only be assessed once Section 2 has been completed. The idea behind Section 3 is that it allows you to form a view about all of the assessments made in Section 2, and relate these to the same eight cross-cutting themes. The assessment you make here will be a reflection on your readiness to implement the whole Act against each of these eight issues. It should be noted that these eight cross-cutting themes have been gleaned from a variety of relevant documents, evidence and sources and have been tested to ensure their relevance to this exercise.

Section 4 should only be assessed once Section 3 has been completed. Similar in some ways to Section 3, the purpose of Section 4 is to reflect on the rest of the Self Assessment and to consider readiness to implement the Act against ten statements of 'strategic intention' which moves you away from the operational detail of Section 2 and allows for a more strategic consideration against the key tenets of the Act. These ten statements have been written after reading and consulting with different sources and again have been tested to ensure their relevance.

GUIDE TO ASSESSMENT

By their very nature, there are real challenges in ensuring that there is consistency of scoring in self assessment exercises. That said, we have tried to provide a structure that will ensure a standard approach to this as far as that is possible. On the following page is a Table which describes the assessment system used throughout this Self Assessment Tool.

It is important to note that whenever you are making an assessment within the Tool, you are judging your readiness to comply with the duty based on the quality of evidence that you currently have available.

Once you have considered the currently available evidence, you will select which of the following four levels best matches your level of readiness to comply with the duty, and ascribe a score within the range available for that level which provides additional clarity about your assessment:

- Good evidence to suggest you are ready to comply with the Act (Green - scores between 76 and 100)
- Sufficient evidence to suggest you are ready to comply with the Act (Yellow - scores between 51 and 75)
- Insufficient evidence to suggest you are ready to comply with the Act (Amber - scores between 26 and 50)
- Poor evidence to suggest you are ready to comply with the Act (Red - scores between 1 and 25)

The top two of these might be described as being ‘above the line’, and the other two sit below, by which we mean that if you are assessing yourselves as amber or red there is clearly much more work to be done in order to implement the Act than for assessments in the yellow or green ranges. This is reflected in a short sentence we have provided (‘What might you do now?’) which describes the different actions that are needed depending on the assessments made. In using this template it is important to remember that it is the readiness to comply that you are assessing, not the quality of the evidence.

QUALITY OF EVIDENCE CURRENTLY AVAILABLE	RANGE OF SCORE THAT CAN BE GIVEN	WHAT THIS SCORE MEANS?	WHAT MIGHT YOU DO NOW?
Good Green	Between 76 and 100	You have good evidence to suggest that you are ready to comply with the duties under the Act.	Recognise your strengths and act to build upon them; be prepared to share any learning/good practice with partners.
Sufficient Yellow	Between 51 and 75	You have sufficient evidence to suggest that you are ready to comply with the duties under the Act.	Build on the platform provided but ensure pace of achievement is maintained. Look to learn from other partners who may be further advanced.
Insufficient Amber	Between 26 and 50	You have insufficient evidence to suggest that you are ready to comply with the duties under the Act.	Need to make strident efforts to gather new evidence to meet Duties as soon as possible. Look to learn from other partners who may be further advanced.
Poor Red	Between 1 and 25	You have poor evidence to suggest that you are ready to comply with the duties under the Act.	Need to act urgently to address shortcomings. Proactively seek out success and best practice from partners as a matter of urgency.

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In addition to the scores against individual duties, you will be asked at the end of each Part to summarise the distribution of scores given (i.e. the number of times you have scored Green, Yellow, Amber or Red), and you should also enter a mean score by totalling up the scores and then dividing that total by the number of duties in that Part of the Act. You should provide this information at the end of each Part, and summarise this information in the Table in Section 1.

COMPLETING THE SELF ASSESSMENT TOOL

Further to the information provided above, inevitably there will be questions about how to complete the Self Assessment. This last part of the Introduction tries to provide straight-forward answers to five key questions.

WHO SHOULD MAKE THE ASSESSMENTS?

This is very much down to you, although it is important to bear in mind that this will very much be a ‘team effort’. It will require the intelligence of a number of organisations and individuals therein to create a meaningful self assessment, although we are mindful of the size and scale of the task at hand and the need to complete this document relatively speedily. The regional co-ordinators will act as exactly that – co-ordinators across the region for this process, ensuring that the Tool is completed effectively across the region. They have been fully briefed about the Tool and understand the principles behind it.

There are a number of ways that this process might happen, and there will be extant lines of communication across regions and mechanisms through which this process can be undertaken, and we would respectfully suggest that given the timescale that these should be used to full effect. The Tool moves from an operational focus in Section 2, to a more strategic one in Sections 3 and 4. Within each region, therefore, you may wish to consider carefully which colleagues are best placed to make the different types of assessment at different stages of the process.

HOW WILL WE KNOW WHAT SCORES TO GIVE?

In many ways this is a matter of judgement for you, but should be undertaken in relation to the levels of evidence and the range of scores available per level as described in the Table above. In order to assist you to find some objective consistency, and support mutual learning across Wales, we have provided two examples below for your consideration. We recognise the imperfections of any scoring system and in no way should these be seen as prescriptive. They are solely suggestions, but we believe they are useful so have tried to describe how you might come to certain scores for two different types of duty – a more long-standing and ‘traditional’ duty, and a more innovative duty that is new under the Act. As stated please use these as reference points but do not imply or read too heavily into them.

	Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
EXAMPLE 1 A well-established and long standing duty that has existed for a number of years.	Score = 20 Our PIs have been consistently poor. A recent inspection of this service was very critical but we have a costed plan to	Score = 30 Our PIs show inconsistent performance. A recent inspection of this service suggested areas to improve and we are struggling to attend to	Score = 65 Our PIs show inconsistent performance but a recent inspection of this service showed some positive aspects which can be built	Score = 92 Our PIs have been consistently good. A recent inspection of this service was positive. We are confident that this is

EXAMPLE 2 A new duty that is for the first time going to fall upon partners across the region in a statutory context.	attend to the issues.	these.	upon. We are improving.	sustainable.
	Score = 10 Neither ourselves nor our partners have experience of working together in this area of work and we are starting from a low base.	Score = 45 We have made some progress on this agenda with partners in the last year and have a draft plan to move forward with clear actions but have not implemented any yet.	Score = 57 We have made good progress on this agenda with partners in the last year and have an agreed plan to move forward but it has only been partly actioned.	Score = 79 We have implemented an action plan which is demonstrating some successes. We are now moving to sustaining this model throughout all areas.

HOW DO WE RECONCILE THE ISSUE OF BEING LOCALLY ACCOUNTABLE WITH SUBMITTING A REGIONAL SELF ASSESSMENT?

This is not a simple issue. The Tool has been designed in such a way that individual organisations (whether local authorities, health boards, voluntary sector organisations or others) would be able to make their own assessments should you decide that this would be helpful in building the regional picture. They may, of course, also find it helpful for their own purposes. If you decide to collect a number of more 'local' assessments in order to help populate the regional picture, you will then need to think carefully about how these are brought together to make the regional assessment. There is no perfect way to do this, but whatever you decide to do, you should ensure that the regional assessment is shared and owned by all partners at the end of the process.

WHO WILL SEE THE ASSESSMENTS THAT HAVE BEEN MADE?

At the time of producing this document (Monday 8th December 2014) our understanding is that you are required to submit the regional Self Assessment to the Welsh Government, but that there is no requirement to submit any other assessments that have been made during the course of completing the regional Self Assessment.

BY WHEN DO WE NEED TO COMPLETE THE SELF ASSESSMENT?

Again, at the time of producing this document (Monday 8th December 2014) the expected deadline from Welsh Government for the regional Self Assessment is the end of January 2015.

SELF ASSESSMENT TOOL

SECTION 1 · OVERALL SUMMARY

SELF ASSESSMENT TOOL · OVERALL SUMMARY

SUMMARY - READINESS TO COMPLY WITH THE ACT

This summary table enables you to see at a glance an overview of the assessment you have made of your readiness to comply with duties under the Act in two ways – both as a frequency distribution against the four colour-coded levels, and the mean score for each Part. This Table should be filled in once Section 2 of the Self Assessment exercise has been completed.

Part of the Act	No. duties in this Part	Distribution/frequency				Mean			
		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence	1 - 25	26 - 50	51 - 75	76 - 100
Part 2	8	0	3	5	0	47			
Part 3	3	0	1	1	1			64	
Part 4	10	0	2	8	0			52	
Part 5	1	0	0	0	1				78
Part 6	24	0	1	4	19				80
Part 7	7	0	0	4	3				76
Part 8	1	0	0	0	1				90
Part 9	8	0	0	7	1			68	

Part 10	6	0	0	1	5				87
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SUMMARY - CROSS-CUTTING THEMES UNDERPINNING THE ACT

At the end of each of the Parts of Section 2 you are asked to assess how ready you to implement the cross-cutting themes implicit in the Act. You should collate these responses here both as a frequency distribution, and the mean score for each theme. This Table should be filled in at the end of the Self Assessment exercise.

Cross-cutting theme	Distribution/frequency Number of times you have made assessments against the following levels – you should fill in the number in each of cells below				Mean This should be calculated by totalling your scores for that cross-cutting theme and entering in the relevant cell			
	Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence	1 - 25	26 – 50	51 – 75	76 – 100
Quality and constancy of leadership	0	0	7	1			72	
Maturity and development of partnerships	0	0	8	0			68	
Relevance and quality of systems, procedures and processes	0	0	8	0			66	
Quality, availability and development of workforce	0	0	7	1			70	
Range and availability of physical and financial resources	1	5	2	0		46		
Existence of plans and strategies which have a results and outcomes focus	0	0	7	1			67	
Performance to date and potential to continuously innovate and improve	0	0	8	0			68	

Robustness and relevance of governance arrangements including engagement of citizens/service users

0	1	6	1
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		64	
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SUMMARY – ‘STRATEGIC INTENTIONS’ OF THE ACT

Section 4 requires you to make an assessment against 10 ‘strategic intentions’ implicit within the Act. Reproduce the answers given there here.

‘Strategic intentions’	Your assessment of your readiness to implement			
	Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
Ensuring access to good information, advice and assistance for people to find universal services available in the community			55	
Mobilising a wide spectrum of proportionate community support which citizens with some care needs can access to help maximise their independence and achieve their desired well-being outcomes without having to rely on complicated assessments or care packages			51	
Adopting a ‘whole’ local area approach, based on meaningful engagement, to understanding and meeting the needs of the local population			55	
Providing help and support to the most vulnerable individuals with significant or enduring problems to assess their needs and organise and secure the care and support services they require			62	
Achieving integration of local government services and between local authorities and their partners, particularly the NHS, to achieve better outcomes for service users			65	
Placing the well-being and prevention agenda at the heart of strategic planning, commissioning and delivery of services			65	
Creating an effective interplay between well-being, prevention, assessment, eligibility and information		50		
Increasing preventative services and intervening early enough within the community, in a way which is not dominated by over-elaborate assessment processes, in order to minimise the escalation of critical need and keep people independent for longer			60	

Producing a whole system change in local areas and the creation of new models of care and service delivery			65	
Creating systems and approaches that put the citizen's view first, are based on genuine co-production and give people more control over their lives and their care and support to achieve better outcomes for their well-being			55	

SELF ASSESSMENT TOOL

SECTION 2 · ASSESSMENT - BY PART OF THE ACT

SELF ASSESSMENT TOOL · PART 2 - GENERAL FUNCTIONS

PARAGRAPH BY PARAGRAPH ASSESSMENT

Part 2 of the Act (sections 5-18) contains some of the cornerstones of the new legislation in that it introduces duties relating to the relatively new concept of well-being and requires the Welsh Ministers to issue a 'statement of outcomes' that will be used to assess whether the lives of people 'in need' in Wales are being materially improved by the new legislative framework.

Part 2 replaces the language of the existing community care legislation, which talks the 'medical model' – by requiring need to derive from 'age', 'illness', being 'disabled' and so on. Instead the 2014 Act speaks of 'people who need care and support' and of 'carers who need support'. The Act redefines people in need and their carers.

Persons 'exercising functions' under the Act are required to have due regard to the UN Principles for Older Persons (1991) and the UN Convention on the Rights of the Child and the Act also places a duty on local authorities and LHBs to assess the care and support needs of the local population and the consequent need for care and support services to meet those needs.

The required shift towards an approach based on prevention and people being equipped to take more control of their own care and support is reinforced by new duties in relation to preventative services and an enhanced duty to provide people in need and their carers with information about the care and support that is available in their area.

Furthermore, there is a new requirement that local authorities must promote both the development of social enterprises / co-operatives / third sector organisations to provide care and support and preventative services, and those preventative services that involve service users in the design and running of services.

Finally, Part 2 of the Act downgrades the current duty on local authorities to maintain a register of disabled people in its area to a power – save only for sight impaired and hearing impaired people for which the duty remains.

It will be challenging for authorities and partners to assess how well they are meeting the requirements of Part 2. It will be necessary to draw on lessons learned from whole population assessments undertaken previously in connection with health, social care and well-being strategies. The draft outcomes framework is possibly the best available guide to assessing the issues affecting well-being.

In respect of assessing how information requirements will be met, it will be necessary to examine how the local care system operates; the choice of types of care and support, and the choice of providers in the local authority's area; how to access the care and support that is available; and how easy it is to raise concerns about the safety or well-being of an adult who has needs for care and support.

Assessing ability to meet the new preventative duties will need to draw on analyses of how the availability of preventative services has affected performance to date and take account of resource pressures, whilst the requirement to promote social enterprises should include experience to date of working with and through not for profit bodies across other services.

Marks should be given on an assessment of whether you feel that you can provide evidence that you are ready to comply with the duties under the Act.

This Tool is for you to use to help you assess your readiness to comply. It is not a performance measurement Tool and so the scoring is not prescriptive. The process by which you complete the Tool is also at your discretion. It may be that you choose to ask key individuals to complete certain sections due to their specific knowledge and experience, or it may be that you choose to organise a workshop with a selection of colleagues and work your way through your readiness to comply collectively. Certainly, it may be that you feel that a certain amount of collaboration is necessary in order to complete some of the assessment relating to cross-cutting themes, which comes at the end of the assessment of individual duties. As pointed out in the introduction to this document, this is not a Tool for one person to complete, but should involve people with access to the intelligence that provides a full picture of each part of the Tool (and of the Act), a focus on the future aspirations for social services and social care in Wales, and should extend beyond local authorities

In creating this tool we have endeavoured to list the individual duties from the Act and to re-present them here, with supporting paragraphs from the Act to help you understand the relevant duty. However, it should be noted that this document is designed to facilitate your assessment of your readiness to comply with duties under the Act; it is not a substitute for the Act as a whole. Therefore, we would also recommend that you refer back to the Act should you have any queries or questions regarding any of the duties as listed here. Furthermore, we should also point out that we have taken all of the duties as listed in the Act insofar as we see them and it may be that we become aware of other duties contained in the wording of the Act. Should this occur we will communicate them to you.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
2	5	Well-being duty		45		

A person exercising functions under this Act must seek to promote the well-being of— **(a)** people who need care and support, and **(b)** carers who need support.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
2	6	Other overarching duties: general			57	

- (1)** A person exercising functions under this Act in relation to—**(a)** an individual who has, or may have, needs for care and support, **(b)** a carer who has, or may have, needs for support, or **(c)** an individual in respect of whom functions are exercisable under Part 6 (looked after children etc), must comply with the duties in subsection (2).
- (2)** The person must— **(a)** in so far as is reasonably practicable, ascertain and have regard to the individual’s views, wishes and feelings, **(b)** have regard to the importance of promoting and respecting the dignity of the individual, **(c)** have regard to the characteristics, culture and beliefs of the individual (including, for example, language), and **(d)** have regard to the importance of providing appropriate support to enable the individual to participate in decisions that affect him or her to the extent that is appropriate in the circumstances, particularly where the individual’s ability to communicate is limited for any reason.
- (3)** A person exercising functions under this Act in relation to an adult falling within subsection (1)(a), (b) or (c) must, in addition, have regard to— **(a)** the importance of beginning with the presumption that the adult is best placed to judge the adult’s well-being, and **(b)** the importance of promoting the adult’s independence where possible.
- (4)** A person exercising functions under this Act in relation to a child falling within subsection (1)(a), (b) or (c), in addition— **(a)** must have regard to the importance of promoting the upbringing of the child by the child’s family, in so far as doing so is consistent with promoting the well-being of the child, and **(b)** where the child is under the age of 16, must ascertain and have regard to the views, wishes and feelings of the persons with parental responsibility for the child, in so far as doing so is— **(i)** consistent with promoting the well-being of the child, and **(ii)** reasonably practicable

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
2	8	Duty to issue a statement of the outcomes to be achieved			53	
<p>The Welsh Ministers must issue a statement relating to the well-being of— (a) people in Wales who need care and support, and (b) carers in Wales who need support*</p> <p><i>*Although this is a specific duty on the Welsh Government, their statement will require information directly from the organisations within the region and hence the duty is included here for consideration.</i></p>						

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
2	14	Assessment of needs for care and support, support for carers and preventative services		49		
<p>(1) A local authority and each Local Health Board any part of whose area lies within the area of the local authority must, in accordance with regulations, jointly assess— (a) the extent to which there are people in the local authority’s area who need care and support; (b) the extent to which there are carers in the local authority’s area who need support; (c) the extent to which there are people in the local authority’s area whose needs for care and support (or, in the case of carers, support) are not being met (by the authority, the Board or otherwise); (d) the range and level of services required to meet the care and support needs of people in the local authority’s area (including the support needs of carers); (e) the range and level of services required to achieve the purposes in section 15(2) (preventative services) in the local authority’s area; (f) the actions required to provide the range and level of services identified in accordance with paragraphs (d) and (e) through the medium of Welsh.</p>						

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
2	15	Preventative services			53	
<p>(1) A local authority must provide or arrange for the provision of a range and level of services which it considers will achieve the purposes in subsection (2) in its area.</p> <p>(2) The purposes are— (a) contributing towards preventing or delaying the development of people’s needs for care and support; (b) reducing the needs for care and support of people who have such needs; (c) promoting the upbringing of children by their families, where that is consistent with the well-being of children; (d) minimising the effect on disabled people of their disabilities; (e) contributing towards preventing people from suffering abuse or neglect; (f) reducing the need for— (i) proceedings for care or supervision orders under the Children Act 1989, (ii) criminal proceedings against children, (iii) any family or other proceedings in relation to children which might lead to them being placed in local authority care, or (iv) proceedings under the inherent jurisdiction of the High Court in relation to children; (g) encouraging children not to commit criminal offences; (h) avoiding the need for children to be placed in secure accommodation; (i) enabling people to live their lives as independently as possible.</p> <p>(6) In discharging its duty under subsection (1) a local authority— (a) must identify the services already available in the authority’s area which may help in achieving the purposes in subsection (2) and consider involving or making use of those services in discharging the duty; (b) may take account of services which the authority considers might reasonably be provided or arranged by other persons in deciding what it should provide or arrange; (c) must make the best use of the authority’s resources and in particular avoid provision which might give rise to disproportionate expenditure.</p>						

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
2	16	Promoting social enterprises, co-operatives, user led services and the third sector		47		
<p>(1) A local authority must promote— (a) the development in its area of social enterprises to provide care and support and preventative services; (b) the development in its area of co-operative organisations or arrangements to provide care and support and preventative services; (c) the involvement of persons for whom care and support or preventative services are to be provided in the design and operation of that provision; (d) the availability in its area of care and support and preventative services from third sector organisations (whether or not the organisations are social enterprises or co- operative organisations).</p>						

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
2	17	Provision of information, advice and assistance			55	

(1) A local authority must secure the provision of a service for providing people with— (a) information and advice relating to care and support, and (b) assistance in accessing care and support.

(4) Including the following matters— (a) the system provided for by this Act and how the system operates in the authority’s area, (b) the types of care and support available in the authority’s area, (c) how to access the care and support that is available, and (d) how to raise concerns about the well-being of a person who appears to have needs for care and support.

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Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
2	18	Registers of sight-impaired, hearing-impaired and other disabled people			64	

(1) A local authority must establish and maintain a register of the people ordinarily resident in the authority’s area who— (a) are sight-impaired or severely sight-impaired, (b) are hearing-impaired or severely hearing-impaired, or (c) have sight and hearing impairments which, in combination, have a significant effect on their day to day lives.

(2) The register must identify, in respect of each person included in the register— (a) the paragraph in subsection (1) within which that person falls, and (b) the person’s linguistic circumstances.

(4) A local authority must establish and maintain a register of children to whom subsection (6) applies and who are within the local authority’s area.

COMPOSITE ASSESSMENT FOR PART 2

Part of the Act	No. duties in this Part	Distribution/frequency				Mean			
		Number of times you have made assessments against the following levels – you should fill in a number in each of cells below				This should be calculated by totalling your scores for Part 2 and dividing by 8 and entering in the relevant cell below			
		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence	1 - 25	26 – 50	51 – 75	76 – 100
Part 2	8	0	3	5	0		47		

The answers in this Table should be carried forward to the Overall Summary in Section 1.

What sources of evidence have you drawn upon to make the assessments above?

Page 37	Sources of evidence
	<ul style="list-style-type: none"> • Delivery of Integrated Assessment tool and refined approach to care planning including client record database and care plans • ICF Programme Delivery • RCF Programme Delivery • SLA's and a new commissioning programme being developed with the Third Sector and across all commissioned services beginning to deliver Outcome Based Commissioning • Commissioning Framework and Strategies, including Needs Assessments • Vale of Glamorgan Scrutiny Report re Service Models 3.11.2014 • Council website and ongoing planned work to improve access for people requiring advice and assistance • Carers Strategy and gradually improving Carer Assessment for Adults and Draft carers Strategy for Children who are Carers • City of Cardiff/Vale of Glamorgan's Annual Business/ Service Plans

- Framework for Older People partnership documents, including needs assessment
- Vale of Glamorgan's Budget, Reshaping Services and Collaborative Services Programmes
- Vale of Glamorgan's Social Services Charter (for service users)
- Work undertaken on opportunities for integration in respect of disabled children and plans for development of 0-25 services to take account of transitions to adults
- City of Cardiff Draft preventative/early help strategy (Children's Services)
- City of Cardiff Child Health and Disability Plan
- Early Intervention & Prevention Steering Group
- Parenting Framework
- Integrated Family Support Team Service Specification
- Delivery of integrated Community Resource Teams
- Delivery of a City of Cardiff Gateway approach to improve early information and advice and deliver preventative services e.g. telecare and other aids adaptations
- Work on plan to develop a City of Cardiff "Single Point of Entry" into services for adults over the next year
- Copies of registers for people who have sensory impairments

ASSESSMENT OF CROSS-CUTTING THEMES FOR PART 2

Reflecting on the composite assessment at the end of Part 2, consider these against the following cross-cutting themes.

How you would assess each of these in relation to readiness to comply with your duties under this Part of the Act?

Cross cutting theme	Your assessment of your readiness to comply			
	Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
Quality and constancy of leadership			54	
Maturity and development of partnerships			61	
Relevance and quality of systems, procedures and processes		49		
Quality, availability and development of workforce			64	
Range and availability of physical and financial resources		34		
Existence of plans and strategies which have a results and outcomes focus			65	
Performance to date and potential to continuously innovate and improve			55	
Robustness and relevance of governance arrangements including engagement of citizens and service users			51	

The answers in this Table should be carried forward to the Overall Summary in Section 1.

Having made the assessments above, what do you think are the top three assets and enablers that will help you to comply with your duties under this Part of the Act, and what are the three key deficits and barriers which you will need to overcome?

Assets and Enablers	Deficits and Barriers
<p>Page 40</p> <ol style="list-style-type: none"> 1. A whole pathway system is in place currently; it is robust and delivers against current responsibilities, although substantial revision will be needed. 2. Work done to improve provision of information, advice and assistance, including new initiatives trialled under ICF and RCF funding. 3. Scale of integration already achieved across social care and health and corporately within the Council, incorporating an increased emphasis on reablement. 4. An active and interested third sector 5. Opportunities to join up services to offer services that meet diverse needs within the City 	<ol style="list-style-type: none"> 1. Need for more wellbeing, preventative and carers support services. 2. Reducing resources across the Council 3. Need to join up work in this area of responsibility across the whole of public services operating within our locality. 4. Although there is evidence of positive progress, there is scope for maturity in the relationship between the statutory sector with the third sector 5. The ability of citizens to access non-mainstream services – particularly from harder to reach and traditionally disadvantaged communities - has reduced as a result of specifications and processes for commissioning services

SELF ASSESSMENT TOOL · PART 3 – ASSESSING THE NEEDS OF INDIVIDUALS

PARAGRAPH BY PARAGRAPH ASSESSMENT

Part 3 of the Act (sections 19-31) is concerned with assessing needs. The duty to assess an adult in need is, in very many respects, the same as under the current legislation (i.e. NHS and Community Care Act 1990). There is a duty to assess on the appearance of need and the duty exists regardless of the wealth of the person or the level of their needs. There is a duty to involve a carer 'so far as is feasible' which is new and a new requirement that the assessment have specific regard to the availability of preventative services and /or information, advice or assistance. This represents a key strategic intent of the Act to divert people in need away from formal support provision by requiring that it first be established that preventative services or other 'assistance' have been shown to fail.

The duty to assess the needs of a child 'in need of care and support' is in many respects a new development not least because there is at present no statutory duty to assess. As with adults in need, the duty is triggered on the appearance of need and the duty exists regardless of the wealth of the person or the level of their needs. Disabled children are presumed to need care and support in addition to, or instead of, the care and support provided by their family.

The Act not only consolidates the existing three Carers Acts, it also removes some of the legal hurdles that confront carers when seeking support. Most obviously it removes: (1) the requirement to establish that the carer is providing or intending to provide 'a substantial amount of care on a regular basis' and (2) the requirement that carers 'request' an assessment – the assessment obligation will be triggered by the 'appearance of need' ('where it appears to a local authority'). The Act also embeds in primary legislation the requirement that local authorities not assume carers are able and/or willing to continue caring.

In assessing their readiness to meet the requirements of Part 3 local authorities and their partners will need to take account of the fundamental change of approach to assessments desired by the Act and how prepared their workforce and systems are to comply with this change. There are clear training implications here. Access arrangements will need to be reviewed as it is the first point of contact that is likely to determine compliance with the new approach.

The range of available preventative services will influence an authority's ability to divert people to universal services initially so knowledge and information on these will be critical if front line staff are to be enabled to apply new approaches and responses.

The enhanced local authority obligation to carers may result in more carers being assessed and there may be a long-term additional funding burden on local authorities which needs to be calculated. The increase may result from the obligation on local authorities to assess regardless of a request.

Current information on assessments of the needs of adults, children and carers will be useful in assessing resource implications but a strategic view will need to be taken about how the Act will impact on these and this will not be straightforward.

Marks should be given on an assessment of whether you feel that you can provide evidence that you are ready to comply with the duties under the Act.

This Tool is for you to use to help you assess your readiness to comply. It is not a performance measurement Tool and so the scoring is not prescriptive. The process by which you complete the Tool is also at your discretion. It may be that you choose to ask key individuals to complete certain sections due to their specific knowledge and experience, or it may be that you choose to organise a workshop with a selection of colleagues and work your way through your readiness to comply collectively. Certainly, it may be that you feel that a certain amount of collaboration is necessary in order to complete some of the assessment relating to cross-cutting themes, which comes at the end of the assessment of individual duties. As pointed out in the introduction to this document, this is not a Tool for one person to complete, but should involve people with access to the intelligence that provides a full picture of each part of the Tool (and of the Act), a focus on the future aspirations for social services and social care in Wales, and should extend beyond local authorities

In creating this tool we have endeavoured to list the individual duties from the Act and to re-present them here, with supporting paragraphs from the Act to help you understand the relevant duty. However, it should be noted that this document is designed to facilitate your assessment of your readiness to comply with duties under the Act; it is not a substitute for the Act as a whole. Therefore, we would also recommend that you refer back to the Act should you have any queries or questions regarding any of the duties as listed here. Furthermore, we should also point out that we have taken all of the duties as listed in the Act insofar as we see them and it may be that we become aware of other duties contained in the wording of the Act. Should this occur we will communicate them to you.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
3	19	Duty to assess the needs of an adult for care and support			67	

(1) Where it appears to a local authority that an adult may have needs for care and support, the authority must assess— (a) whether the adult does have needs for care and support, and (b) if the adult does, what those needs are.

(4) In carrying out a needs assessment under this section, the local authority must— (a) seek to identify the outcomes that the adult wishes to achieve in day to day life, (b) assess whether, and if so, to what extent, the provision of— (i) care and support, (ii) preventative services, or (iii) information, advice or assistance, could contribute to the achievement of those outcomes or otherwise meet needs identified by the assessment, and (c) assess whether, and if so, to what extent, other matters could contribute to the achievement of those outcomes or otherwise meet those needs.

(5) A local authority, in carrying out a needs assessment under this section, must involve— (a) the adult, and (b) where feasible, any carer that the adult has.

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Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
3	21	Duty to assess the needs of a child for care and support				76

(1) Where it appears to a local authority that a child may need care and support in addition to, or instead of, the care and support provided by the child's family, the authority must assess— (a) whether the child does need care and support of that kind, and (b) if the child does, what those needs are.

(4) In carrying out a needs assessment under this section, the local authority must— (a) assess the developmental needs of the child, (b) seek to identify the outcomes that— (i) the child wishes to achieve, to the extent it considers appropriate having regard to the child's age and understanding, (ii) the persons with parental responsibility for the child wish to achieve in relation to the child, to the extent it considers appropriate having regard to the need to promote the child's well-being, (iii) persons specified in regulations (if any) wish to achieve in relation to the child, (c) assess whether, and if so, to what extent, the provision of— (i) care and support, (ii) preventative services, or (iii) information, advice or assistance, could contribute to the achievement of those outcomes or otherwise meet needs identified by the

assessment, **(d)** assess whether, and if so, to what extent, other matters could contribute to the achievement of those outcomes or otherwise meet those needs, and **(e)** take account of any other circumstances affecting the child’s well-being.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
3	24	Duty to assess the needs of a carer for support		50		

(1) Where it appears to a local authority that a carer may have needs for support, the authority must assess— **(a)** whether the carer does have needs for support (or is likely to do so in the future), and **(b)** if the carer does, what those needs are (or are likely to be in the future).

(2) The duty under subsection (1) applies in relation to a carer who is providing or intends to provide care for— **(a)** an adult or disabled child who is ordinarily resident in the authority’s area, or **(b)** any other adult or disabled child who is within the authority’s area.

(3) The duty under subsection (1) applies regardless of the authority’s view of— **(a)** the level of the carer’s needs for support, or **(b)** the level of the financial resources of the carer or the person for whom the carer provides or intends to provide care.

(4) In carrying out a needs assessment under this section, the local authority must— **(a)** assess the extent to which the carer is able, and will continue to be able, to provide care for the person for whom the carer provides or intends to provide care, **(b)** assess the extent to which the carer is willing, and will continue to be willing, to do so, **(c)** in the case of a carer who is an adult, seek to identify the outcomes that the carer wishes to achieve, **(d)** in the case of a carer who is a child, seek to identify the outcomes that— **(i)** the carer wishes to achieve, to the extent it considers appropriate having regard to the carer’s age and understanding, **(ii)** the persons with parental responsibility for the carer wish to achieve in relation to the carer, to the extent it considers appropriate having regard to the need to promote the carer’s well-being, and **(iii)** persons specified in regulations (if any) wish to achieve in relation to the carer, **(e)** assess whether, and if so, to what extent, the provision of— **(i)** support, **(ii)** preventative services, or **(iii)** information, advice or assistance, could contribute to the achievement of those outcomes or otherwise meet needs identified by the assessment, and **(f)** assess whether, and if so, to what extent, other matters could contribute to the achievement of those outcomes or otherwise meet those needs.

(5) A local authority, in carrying out a needs assessment under this section, must have regard to— **(a)** whether the carer works or wishes to do so, **(b)** whether the carer is participating in or wishes to participate in education, training or any leisure activity, and **(c)** in the case of a carer who is a child— **(i)** the developmental needs of the child, and **(ii)** whether it is appropriate for the child to provide the care (or any care) in light of those needs.

(6) A local authority, in carrying out a needs assessment under this section, must involve— **(a)** the carer, and **(b)** where feasible, the person for whom the carer provides or intends to provide care.

COMPOSITE ASSESSMENT FOR PART 3

Part of the Act	No. duties in this Part	Distribution/frequency				Mean			
		Number of times you have made assessments against the following levels – you should fill in a number in each of cells below				This should be calculated by totalling your scores for Part 3 and dividing by 3 and entering in the relevant cell below			
		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence	1 - 25	26 – 50	51 – 75	76 – 100
Part 3	3	0	1	1	1			64	

The answers in this Table should be carried forward to the Overall Summary table in Section 1.

What sources of evidence have you drawn upon to make the assessments above?

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Sources of evidence

- Delivery of Integrated Assessment process.
- Approved Mental Health Practitioner Provision of Duty cover
- Integrated Teams offering Multi-Disciplinary Assessments to contribute to one integrated assessment
- Contact Centre offers advice and assessments for all adult service user groups
- Training commissioned for assessment and care management staff to deliver Outcome Focused assessment and care planning
- Children's Services have established Initial and Core Assessment processes for children and families and measurement of performance against timescales.
- Children's Services Carer's assessments undertaken mainly by the City of Cardiff's CHAD and other teams as necessary
- Analysis of recent performance on Carer Assessment has indicated where improvements to recording need to take place. Good service development work undertaken by Carer Development officer

- Children's Services Duty Team/Children's Access Point Desk offers advice and information, sign-posting to other appropriate services and makes onward referrals to preventative services.
- Effective arrangements to report on key social services' performance measures
- Young Carer's Strategy
- Directorate Business and Service Plans
- Integrated Assessment Process
- City of Cardiff's Children's Services Improvement Plan

ASSESSMENT OF CROSS-CUTTING THEMES FOR PART 3

Reflecting on the composite assessment at the end of Part 3, consider these against the following cross-cutting themes.

How you would assess each of these in relation to readiness to comply with your duties under this Part of the Act?

Cross cutting theme	Your assessment of your readiness to comply			
	Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
	1-25	26-50	51-75	76-100
Quality and constancy of leadership			73	
Maturity and development of partnerships			64	
Relevance and quality of systems, procedures and processes			68	
Quality, availability and development of workforce			75	
Range and availability of physical and financial resources		26		
Existence of plans and strategies which have a results and outcomes focus			63	
Performance to date and potential to continuously innovate and improve			73	
Robustness and relevance of governance arrangements including engagement of citizens and service users		48		

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The answers in this Table should be carried forward to the Overall Summary in Section 1.

Having made the assessments above, what do you think are the top three assets and enablers that will help you to comply with your duties under this Part of the Act, and what are the three key deficits and barriers which you will need to overcome?

Assets and Enablers	Deficits and Barriers
<p>1.Contact Centre /Duty Team offers rapid access to information, advice and assessments and sign-posting to other appropriate or preventative services</p> <p>2.Good systems and high quality staff in place to provide assessments</p> <p>3. Good working relationships and plans with partner organisations/referring agencies.</p>	<p>1. New care/system pathway looks very complicated, with the potential for considerable duplication.</p> <p>2. Insufficient range and availability of targeted or preventative services to address needs at the earliest possible point.</p> <p>3. Insufficient staff to undertake all carer assessments, including child carers.</p>

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SELF ASSESSMENT TOOL · PART 4 - MEETING NEEDS

PARAGRAPH BY PARAGRAPH ASSESSMENT

Part 4 of the Act (sections 32 - 58) is concerned with meeting needs. New eligibility criteria will be detailed in regulations which will reduce its significance and place greater focus on prevention, transparency, and building on people strengths to enable people in need to exercise voice and control over what matters to them, their needs and aspirations. This will mean that more people will be supported outside the eligibility framework.

Under the current legal regime the object of a community care / carers assessment is to determine whether there is a need for 'services'. The 2014 Act repeals existing statutes and provides an illustrative list of 'ways in which a local authority may meet needs', namely:

- a) accommodation in a care home, children's home or in premises of some other type;
- b) care and support at home or in the community;
- c) services, goods and facilities;
- d) information and advice.
- e) counselling and advocacy;
- f) social work;
- g) payments (including direct payments);
- h) aids and adaptations;
- i) occupational therapy.

The Act, as with the current legislation, provides that people in need have a right to have their eligible needs met. For carers it converts what is currently only a 'power' into a duty to have eligible needs met. The duty to meet the care and support needs of an adult would appear to be the same as under the current legislation save only that this is extended to self-funders who ask the local authority to meet their needs. This is perhaps the most significant change in the new duties in Part 4.

Part 4 contains a major change in respect of the duty to provide residential care (such as respite care) and the duty to support non-disabled 'children in need' by placing a specifically enforceable duty on local authorities to provide all children with the care and support they are assessed as needing under the eligibility criteria, or to protect them from harm.

Part 4 imposes a duty on local authorities to meet the eligible needs of carers – both adult carers and young carers. Local authorities are under a specifically enforceable duty to provide care and support in such cases unless they can produce cogent reasons / evidence to explain otherwise.

In assessing their readiness to meet the requirements of Part 4 local authorities and their partners will need to take account of the current range of services they can draw on to meet needs. They will need to examine how they currently meet the needs of adults, children and carers and assess the resource implications of the new additional duties. The change in requirements concerning self funders will require examining data on current numbers and estimating increased demand.

Most significant will be a need to assess how new approaches to applying eligibility criteria will affect local procedures and the ability of the workforce to adapt to new ways of working. The ability to change the application of criteria will depend on the availability of preventative services and people being able to take more control of their own care and support.

Marks should be given on an assessment of whether you feel that you can provide evidence that you are ready to comply with the duties under the Act.

This Tool is for you to use to help you assess your readiness to comply. It is not a performance measurement Tool and so the scoring is not prescriptive. The process by which you complete the Tool is also at your discretion. It may be that you choose to ask key individuals to complete certain sections due to their specific knowledge and experience, or it may be that you choose to organise a workshop with a selection of colleagues and work your way through your readiness to comply collectively. Certainly, it may be that you feel that a certain amount of collaboration is necessary in order to complete some of the assessment relating to cross-cutting themes, which comes at the end of the assessment of individual duties. As pointed out in the introduction to this document, this is not a Tool for one person to complete, but should involve people with access to the intelligence that provides a full picture of each part of the Tool (and of the Act), a focus on the future aspirations for social services and social care in Wales, and should extend beyond local authorities

In creating this tool we have endeavoured to list the individual duties from the Act and to re-present them here, with supporting paragraphs from the Act to help you understand the relevant duty. However, it should be noted that this document is designed to facilitate your assessment of your readiness to comply with duties under the Act; it is not a substitute for the Act as a whole. Therefore, we would also recommend that you refer back to the Act should you have any queries or questions regarding any of the duties as listed here. Furthermore, we should also point out that we have taken all of the duties as listed in the Act insofar as we see them and it may be that we become aware of other duties contained in the wording of the Act. Should this occur we will communicate them to you.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
4	32	Determination of eligibility and consideration of what to do to meet needs			70	
<p>(1) Where a local authority is satisfied, on the basis of a needs assessment, that a person has needs for care and support or, if the person is a carer, needs for support, the authority must— (a) determine whether any of the needs meet the eligibility criteria; (b) if the needs do not meet the eligibility criteria, determine whether it is nevertheless necessary to meet the needs in order to protect the person from— (i) abuse or neglect or a risk of abuse or neglect (if the person is an adult); (ii) abuse or neglect or a risk of abuse or neglect, or other harm or a risk of such harm (if the person is a child); (c) determine whether the needs call for the exercise of any function it has under this Act or Parts 4 or 5 of the Children Act 1989, in so far as the function is relevant to that person; (d) consider whether the person would benefit from the provision of anything that may be provided by virtue of section 15 (preventative services) or 17 (information, advice and assistance) or anything else that may be available in the community.</p> <p>(2) If a local authority determines that any needs must be met, or are to be met, under sections 35 to 45, the authority must— (a) consider what could be done to meet those needs; (b) consider whether it would impose a charge for doing those things, and if so, determine the amount of that charge (see Part 5).</p>						

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
4	35	Duty to meet care and support needs of an adult			70	

- (1) A local authority must meet an adult's needs for care and support if it is satisfied that conditions 1, 2 and 3 are met (but see subsection (6)).
- (2) Condition 1 is that the adult is— (a) ordinarily resident in the local authority's area, or (b) of no settled residence and within the authority's area.
- (3) Condition 2 is that – (a) the needs meet the eligibility criteria, or (b) the local authority considers it necessary to meet the needs in order to protect the adult from abuse or neglect or a risk of abuse or neglect.
- (4) Condition 3 is that—(a) there is no charge for the care and support needed to meet those needs, or (b) there is a charge for that care and support but— (i) the local authority is satisfied on the basis of a financial assessment that the adult's financial resources are at or below the financial limit, (ii) the local authority is satisfied on the basis of a financial assessment that the adult's financial resources are above the financial limit but the adult nonetheless asks the authority to meet his or her needs, or (iii) the local authority is satisfied that the adult lacks capacity to arrange for the provision of care and support and there is no person authorised to make such arrangements under the Mental Capacity Act 2005 or otherwise in a position to do so on the adult's behalf.

Subsections referred to above

(6) *The duty under subsection (1) does not apply to an adult's needs to the extent that the local authority is satisfied that those needs are being met by a carer.*

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
			1-25	26-50	51-75	76-100
4	37	Duty to meet care and support needs of a child		45		
<p>(1) A local authority must meet a child’s needs for care and support if it is satisfied that conditions 1 and 2, and any conditions specified in regulations, are met (but see subsections (5) and (6)).</p> <p>(2) Condition 1 is that the child is within the local authority’s area.</p> <p>(3) Condition 2 is that— (a) the needs meet the eligibility criteria, or (b) the local authority considers it necessary to meet the needs in order to protect the child from— (i) abuse or neglect or a risk of abuse or neglect, or (ii) other harm or a risk of such harm</p> <p>Subsections referred to above</p> <p>(5) The duty under subsection (1) does not apply to a child’s needs to the extent that the local authority is satisfied that those needs are being met by the child’s family or a carer.</p> <p>(6) This section does not apply to a child who is looked after by—(a) a local authority , (b) a local authority in England, (c) a local authority in Scotland, or (d) a Health and Social Care trust.</p>						

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
			1-25	26-50	51-75	76-100
4	40	Duty to meet care and support needs of an adult carer		45		
<p>(1) A local authority must meet the needs for support of a carer who is an adult if it is satisfied that conditions 1, 2 and 3, and any conditions specified in regulations, are met.</p> <p>(2) Condition 1 is that the person cared for by the carer is— (a) an adult who is— (i) ordinarily resident in the local authority’s area, or (ii) of no settled residence and</p>						

within the authority's area, or **(b)** a disabled child who is within the authority's area.

(3) Condition 2 is that the carer's needs meet the eligibility criteria. Condition 3 is that— in so far as there is a charge, section 41(5) or (6) applies.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
4	42	Duty to meet care and support needs of a child carer			60	

(1) A local authority must meet the needs for support of a carer who is a child if it is satisfied that conditions 1, 2 and (where applicable) 3, and any conditions specified in regulations, are met.

(2) Condition 1 is that the person cared for by the carer is— **(a)** an adult who is— **(i)** ordinarily resident in the local authority's area, or **(ii)** of no settled residence and within the authority's area, or **(b)** a disabled child who is within the authority's area.

(3) Condition 2 is that the carer's needs meet the eligibility criteria. Condition 3 is that— **(a)** in so far as meeting the carer's needs involves the provision of care and support to an adult cared for by the carer— **(i)** there is not a charge under section 59 for meeting those needs and section 41(5), (6) or (7) applies, or **(ii)** in so far as there is a charge, section 41(1) or (2) applies; **(b)** in so far as meeting the carer's needs involves the provision of care and support to a disabled child aged 16 or 17 who is cared for by the carer— **(i)** there is not a charge under section 59 for meeting those needs and section 41(5), (6) or (8) applies, or **(c)** in so far as meeting the carer's needs involves the provision of care and support to a disabled child aged under 16 who is cared for by the carer— **(i)** there is not a charge under section 59 for meeting those needs and section 41(10) or (11) applies, or **(ii)** in so far as there is a charge, section 41(3) or (4) applies.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
4	50	Direct payments to meet an adult's needs			65	

(1) Regulations may require or allow a local authority to make payments to a person towards the cost of meeting an adult's needs for care and support under section 35

or 36.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
4	51	Direct payments to meet a child's needs			70	

(1) Regulations may require or allow a local authority to make payments to a person towards the cost of meeting a child's needs for care and support under section 37, 38 or 39.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
4	52	Direct payments to meet a carer's needs			30	

(1) Regulations may require or allow a local authority to make payments to a person towards the cost of meeting a carer's needs for support under section 40, 42 or 45.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
4	54	Care and support plans and support plans			69	

- (1) Where a local authority is required to meet the needs of a person under section 35 or 37, it must prepare and maintain a care and support plan for that person.
- (2) Where a local authority is required to meet the needs of a carer under section 40 or 42, it must prepare and maintain a support plan in relation to that carer.
- (3) A local authority must keep under review the plans that it maintains under this section.
- (4) Where a local authority is satisfied that the circumstances of the person to whom a plan relates have changed in a way that affects the plan, the authority must—
- (a) carry out such assessments as it considers appropriate, and (b) revise the plan.

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Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
4	56	Portability of care and support			55	

- (1) Where a local authority “sending”) is notified by or on behalf of a person in respect of whom it has a duty under section 35 or 37 to meet needs for care and support that the person is going to move to the area of another local authority (“receiving”), and it is satisfied that the move is likely to happen, it must— (a) notify the receiving authority that it is so satisfied, (b) provide the receiving authority with— (i) a copy of the care and support plan prepared for the person, and (ii) such other information relating to the person and, if the person has a carer, such other information relating to the carer as the receiving authority may request.
- (2) Where the receiving authority is notified by or on behalf of a person in respect of whom the sending authority has a duty under section 35 or 37 to meet needs for care and support that the person is going to move to the receiving authority’s area, and the receiving authority is satisfied that the move is likely to happen, it must— (a) notify the sending authority that it is so satisfied, (b) provide the person and, if the person has a carer, the carer with such information as it considers appropriate, (c) if the person is a child, provide the persons with parental responsibility for the child with such information as it considers appropriate, and (d) assess the person under section 19 (if the person is an adult) or 21 (if the person is a child), having regard in particular to any change in the person’s needs for care and support arising

from the move.

COMPOSITE ASSESSMENT FOR PART 4

Part of the Act	No. duties in this Part	Distribution/frequency				Mean			
		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence	1 - 25	26 - 50	51 - 75	76 - 100
Part 4	10	Number of times you have made assessments against the following levels – you should fill in a number in each of cells below				This should be calculated by totalling your scores for Part 4 and dividing by 10 and entering in the relevant cell below			
		0	2	8	0			52	

The answers in this Table should be carried forward to the Overall Summary table in Section 1.

Page 5
What sources of evidence have you drawn upon to make the assessments above?

Sources of evidence
<ul style="list-style-type: none"> Increasing numbers of direct payments offered and monitored as key performance indicator and improved policy and practice guidance Eligibility criteria for care and support subject to regular review. Children’s and Adult Social Care plans and pathways e.g. Looked After Child Plan and Adult Care Plan Compliant with multi-agency All Wales Vulnerable Adult and Child Protection Policies and Procedures with positive inspection outcomes and PIs Children’s Services – P.I. related evidence for statutory care plans statutory review timescales Policies established for receiving in and transfer out policies (for children on the CPR) Children’s Services - completion of carers assessments by City of Cardiff’s CHAD and arrangement of support and services

- Development of Integrated Health and Social Care Customer Contact Centre for Information, advice and assessments – CIV in the Vale of Glamorgan and development of the Gateway in Cardiff alongside C2C/ Contact Assessment teams
- Vale of Glamorgan Integrated Adult Service Management Team covering all community health and social care services reduces gaps and delays in service provision.
- ICS – initial a core assessments children services
- Sufficient evidence Referral and allocation/Young Carers assessment and Core Assessments and Care Plan.
- Records with clear criteria for Care and Support subject to regular review
- Compliance with All Wales Vulnerable Adult & Children Protection Policies & Procedures
- Completion of care plans performance measures.

ASSESSMENT OF CROSS-CUTTING THEMES FOR PART 4

Reflecting on the composite assessment at the end of Part 4, consider these against the following cross-cutting themes.

How you would assess each of these in relation to readiness to comply with your duties under this Part of the Act?

Cross cutting theme	Your assessment of your readiness to comply			
	Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
	1-25	26-50	51-75	76-100
Quality and constancy of leadership			73	
Maturity and development of partnerships			68	
Relevance and quality of systems, procedures and processes			75	
Quality, availability and development of workforce				77
Range and availability of physical and financial resources		37		
Existence of plans and strategies which have a results and outcomes focus			63	
Performance to date and potential to continuously innovate and improve			75	
Robustness and relevance of governance arrangements including engagement of citizens and service users			63	

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The answers in this Table should be carried forward to the Overall Summary in Section 1.

Having made the assessments above, what do you think are the top three assets and enablers that will help you to comply with your duties under this Part of the Act, and what are the three key deficits and barriers which you will need to overcome?

Assets and Enablers	Deficits and Barriers
<p>1. Flexible, stable, dedicated and experienced workforce.</p> <p>2. Structure of directorate for assessment/care planning with Adults and Children Services in the same directorate, effective service planning and performance management frameworks.</p> <p>3. Understanding challenging areas within processes and effective problem solving of these.</p> <p>4. Good partnerships</p> <p>5. Established partnership working with key agencies on planning to meet the needs of eligible children and adults, and in the provision of care and support</p> <p>6. Responsiveness to adult and child protection referrals and concerns is robust and timely</p> <p>7. Proactive third and community sector.</p>	<p>1. Planning context characterised by diminishing resources</p> <p>2. Uncertainty around LGR and regional arrangements.</p> <p>3. Uncertainty of Code of Practice and regulations as not yet available.</p> <p>4. Limited understanding of the needs of young carers for support and the capacity and availability of services to respond to those needs</p> <p>5. Scope of charging policy with respect to children's services</p> <p>6. Range and availability of preventative services that can be drawn on to meet identified needs</p> <p>7. Higher expectations on behalf of pass ported groups (especially LAC and 'adults at risk' (including conflict with 'can and can only' test).</p>

SELF ASSESSMENT TOOL · PART 5 – CHARGING AND FINANCIAL ASSESSMENT

PARAGRAPH BY PARAGRAPH ASSESSMENT

Part 5 (sections 59-73) is concerned with charging. Local authorities are empowered (but not obliged) to charge for the care and support they provide, or arrange to be provided, to meet a person's needs – but only the 'cost that the local authority incurs in meeting the needs to which the charge applies'. Authorities have a duty to carry out a financial assessment of people's financial resources and the restriction applies to ensure that local authorities do not charge for the actual assessment process – even if the person in need is a 'self-funder'.

The Act also requires that the charge imposed be no more than is 'reasonably practicable for the person to pay'. Charging will be the subject of the second tranche of draft regulations expected to be available for consultation in May 2015 and it is here that much of the detail needed to assess readiness to comply will be learned.

Charging is familiar territory for local authorities who have tried and tested processes in place for doing so. The main issue for assessing readiness to comply will be the resource and administrative implications of any new charging regime contained in the regulations and their impact on the ability to meet needs.

Marks should be given on an assessment of whether you feel that you can provide evidence that you are ready to comply with the duties under the Act.

Page 61 This Tool is for you to use to help you assess your readiness to comply. It is not a performance measurement Tool and so the scoring is not prescriptive. The process by which you complete the Tool is also at your discretion. It may be that you choose to ask key individuals to complete certain sections due to their specific knowledge and experience, or it may be that you choose to organise a workshop with a selection of colleagues and work your way through your readiness to comply collectively. Certainly, it may be that you feel that a certain amount of collaboration is necessary in order to complete some of the assessment relating to cross-cutting themes, which comes at the end of the assessment of individual duties. As pointed out in the introduction to this document, this is not a Tool for one person to complete, but should involve people with access to the intelligence that provides a full picture of each part of the Tool (and of the Act), a focus on the future aspirations for social services and social care in Wales, and should extend beyond local authorities

In creating this tool we have endeavoured to list the individual duties from the Act and to re-present them here, with supporting paragraphs from the Act to help you understand the relevant duty. However, it should be noted that this document is designed to facilitate your assessment of your readiness to comply with duties under the Act; it is not a substitute for the Act as a whole. Therefore, we would also recommend that you refer back to the Act should you have any queries or questions regarding any of the duties as listed here. Furthermore, we should also point out that we have taken all of the duties as listed in the Act insofar as we see them and it may be that we become aware of other duties contained in the wording of the Act. Should this occur we will communicate them to you.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
5	63	Duty to carry out a financial assessment				78

(1) This section applies in relation to a person on whom a local authority thinks it would impose a charge under section 59, were it to meet a person’s needs for care and support or a carer’s needs for support.

(2) The local authority must assess the level of the person’s financial resources in order to determine whether it would be reasonably practicable for the person to pay the standard charge (but this is subject to section 65).

(3) In this Part “standard charge” means the amount that a local authority would charge under section 59 if no determination were made under section 66 as to a person’s ability to pay that amount.

(4) An assessment under this section is referred to in this Act as a “financial assessment”.

Subsections referred to above

59 Power to impose charges

(1) A local authority may require a person to pay a charge to the authority for providing or arranging the provision of care and support or (in the case of a carer) support under sections 35 to 45 to meet a person’s needs.

(2) A charge imposed under subsection (1) may cover only the cost that the local authority incurs in meeting the needs to which the charge applies.

(3) But where a local authority is meeting needs because section 35(4)(b)(ii), 36, 38, 41(2), (4) or (6)(a)(i), 43(2) or (4)(a)(i) or 45 applies, it may require a person to pay a charge to the authority (in addition to any charge imposed under subsection (1)) for putting in place the arrangements for meeting those needs.

A local authority’s power to impose a charge under this section is subject to—(a) the provision made in regulations under section 61 or 62 (if any), and (b) its duties under sections 63, 66 and 67 (if applicable).

65 Regulations disapplying the duty to carry out a financial assessment

Regulations may make provision about circumstances in which a local authority is not required (despite section 63) to carry out a financial assessment.

66 Determination as to a person’s ability to pay a charge

(1) Where a local authority has carried out a financial assessment—**(a)** the authority must determine, in light of the assessment, whether it would be reasonably practicable for the assessed person to pay the standard charge for the care and support or (in the case of carers) the support in respect of which a charge would be imposed on that person, and **(b)** if the authority determines that it would not be reasonably practicable for the assessed person to pay the standard charge, the authority must determine the amount (if any) that it would be reasonably practicable for that person to pay for that care and support or that support.

(2) In this section “the assessed person” means the person whose financial resources have been assessed under section 63.

(3) Regulations must make provision about the making of determinations under subsection (1).

(4) The regulations must require a local authority to determine, in a case where the assessed person’s financial resources (whether income, capital, or a combination of both) exceed a specified level, that it would be reasonably practicable for that person to pay the standard charge.

(5) The level specified for the purposes of subsection (4) is referred to in this Act as “the financial limit”.

(6) The regulations may require a local authority to determine that it would not be reasonably practicable for the assessed person to pay any amount for the care and support or (in the case of carers) the support that would reduce the person’s income or capital below specified levels; and the regulations may, (in reliance on section 196(2)) specify different levels—**(a)** for income and for capital, **(b)** for different circumstances, and **(c)** for different descriptions of persons.

(7) The regulations may also (among other things) make provision about cases or circumstances in which a local authority must or may replace a determination with a new determination.

(8) A determination under subsection (1) has effect from a date that the local authority considers reasonable (which may be a date before that on which the determination was made); but this is subject to any provision made in regulations under subsection (9).

(9) Regulations may make provision as to the date from which a determination under subsection (1) is to have effect (and may include provision for a determination to have effect from a date before that on which it was made).

(10) Where a determination replaces an existing determination, the existing determination continues to have effect until the new determination has effect.

For the purposes of subsection (10), a determination replaces an existing determination if it relates to the same person and the same care and support or (in the case of carers) support.

COMPOSITE ASSESSMENT FOR PART 5

Part of the Act	No. duties in this Part	Distribution/frequency				Mean			
		Given that there is only one duty in Part 5, mark which level you have assessed against below.				Given that there is only one duty in Part 5, place the single score in the appropriate box below.			
		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence	1 - 25	26 - 50	51 - 75	76 - 100
Part 5	1	0	0	0	1				78

The answers in this Table should be carried forward to the Overall Summary in Section 1.

What sources of evidence have you drawn upon to make the assessments above?

Sources of evidence
<p>Current financial assessment and review processes</p> <p>Clear standards/performance measures</p> <p>Clear budget delegation procedures.</p> <p>Improving performance in reviewing cases in adult services following restructure</p> <p>Visiting Officer team records.</p> <p>Financial assessment process and form includes:-</p> <p>Maximum income within assessment</p> <p>Disability related expenditure</p> <p>Income and outgoings</p> <p>Routine budget data available to managers, including commitments</p> <p>Performance measures/annual reports</p> <p>Annual financial reassessment process.</p>

Routine budget data available to managers, including commitments.

ASSESSMENT OF CROSS-CUTTING THEMES FOR PART 5

Reflecting on the composite assessment at the end of Part 5, consider these against the following cross-cutting themes.

How you would assess each of these in relation to readiness to comply with your duties under this Part of the Act?

Cross cutting theme	Your assessment of your readiness to comply			
	Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
Quality and constancy of leadership			75	
Maturity and development of partnerships			75	
Relevance and quality of systems, procedures and processes			68	
Quality, availability and development of workforce			75	
Range and availability of physical and financial resources		45		
Existence of plans and strategies which have a results and outcomes focus			70	
Performance to date and potential to continuously innovate and improve			73	
Robustness and relevance of governance arrangements including engagement of citizens and service users			68	

The answers in this Table should be carried forward to the Overall Summary in Section 1.

Having made the assessments above, what do you think are the top three assets and enablers that will help you to comply with your duties under this Part of the Act, and what are the three key deficits and barriers which you will need to overcome?

Assets and Enablers	Deficits and Barriers
<p>1.Existing robust processes</p> <p>2. Stable, skilled and flexible workforce.</p> <p>3.Working links between assessment staff and adult operational services</p>	<p>1.New area of work for Children’s Services</p> <p>2. Availability of resources to deliver increase in demand. Service is currently very lean.</p> <p>3. Charging within Children’s Services is a new area of work so wider implications of non-payment will need to be explored further.</p>

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SELF ASSESSMENT TOOL · PART 6 - LOOKED AFTER AND ACCOMMODATED CHILDREN

PARAGRAPH BY PARAGRAPH ASSESSMENT

Part 6 of the Act (sections 74 – 125) largely re-enacts the provisions in Part 3 of the Children Act 1989 relating to looked after and accommodated children – including independent reviewing officers, the Children Leaving Care provisions and secure accommodation.

In assessing the extent to which authorities and partners are meeting the requirements of Part 6, it will be necessary to ask Heads of Children’s Services to provide information on current performance in respect of looked after children. However, this should concentrate on their ability to meet the needs of children becoming looked after by accommodating them in the care of the Authority rather than the wider strategic objective of reducing the number of looked after children in the system.

It will be necessary, for example, to gather information on:

- The range of accommodation options available, eg residential care, foster carers, and how these are used;
- Plans and reviews;
- Educational outcomes and other factors which determine the child’s well-being such as physical and mental health;
- Contact arrangements; and
- The range of support services for children leaving care.

Much of this information should be routinely available currently via performance indicators and statutory and other reports on looked after children.

Marks should be given on an assessment of whether you feel that you can provide evidence that you are ready to comply with the duties under the Act.

This Tool is for you to use to help you assess your readiness to comply. It is not a performance measurement Tool and so the scoring is not prescriptive. The process by which you complete the Tool is also at your discretion. It may be that you choose to ask key individuals to complete certain sections due to their specific knowledge and experience, or it may be that you choose to organise a workshop with a selection of colleagues and work your way through your readiness to comply collectively. Certainly, it may be that you feel that a certain amount of collaboration is necessary in order to complete some of the assessment relating to cross-cutting themes, which comes at the end of the assessment of individual duties. As pointed out in the introduction to this document, this is not a Tool for one person to complete, but should involve people with access to the intelligence that provides a full picture of each part of the Tool (and of the Act), a focus on the future aspirations for social services and social care in Wales, and should extend beyond local authorities

In creating this tool we have endeavoured to list the individual duties from the Act and to re-present them here, with supporting paragraphs from the Act to help you understand the relevant duty. However, it should be noted that this document is designed to facilitate your assessment of your readiness to comply with duties under the Act; it is not a substitute for the Act as a whole. Therefore, we would also recommend that you refer back to the Act should you have any queries or questions regarding any of the duties as listed here. Furthermore, we should also point out that we have taken all of the duties as listed in the Act insofar as we see them and it may be that we become aware of other duties contained in the wording of the Act. Should this occur we will communicate them to you.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	75	General duty of local authority to secure sufficient accommodation for looked after children				80

(1) A local authority must take steps that secure, so far as reasonably practicable, that the local authority is able to provide the children mentioned in subsection (2) with accommodation that:

(a) is within the authority's area, and **(b)** meets the needs of those children.

Subsections referred to above

The children referred to in subsection (1) are those:

(a) that the local authority is looking after, (b) in respect of whom the authority is unable to make arrangements under section 81(2), and (c) whose circumstances are such that it would be consistent with their well-being for them to be provided with accommodation that is in the authority's area.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100

6	76	Accommodation for children without parents or who are lost or abandoned etc				87
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(1) A local authority must provide accommodation for any child within its area who appears to the authority to require accommodation as a result of:
(a) there being no person who has parental responsibility for the child, **(b)** the child being lost or having been abandoned, or **(c)** the person who has been caring for the child being prevented (whether or not permanently, and for whatever reason) from providing the child with suitable accommodation or care.
(3) A local authority must provide accommodation for any child within its area who has reached the age of 16 and whose well-being the authority considers is likely to be seriously prejudiced if it does not provide the child with accommodation.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	77	Accommodation for children in police protection or detention or on remand etc				78

(1) A local authority must make provision for the reception and accommodation of children who are removed or kept away from home under Part 5 of the Children Act 1989.
(2) A local authority must receive, and provide accommodation for, children:
(a) in police protection whom it is requested to receive under section 46(3)(f) of the Children Act 1989; **(b)** whom it is requested to receive under section 38(6) of the Police and Criminal Evidence Act 1984; **(c)** with respect to whom it is the designated authority and who are—
(i) remanded to accommodation provided by or on behalf of a local authority by virtue of paragraph 4 of Schedule 1 or paragraph 6 of Schedule 8 to the Powers of Criminal Courts (Sentencing) Act 2000 (breach etc of referral orders and reparation orders); **(ii)** remanded to accommodation provided by or on behalf of a local authority by paragraph 21 of Schedule 2 to the Criminal Justice and Immigration Act 2008 (breach etc of youth rehabilitation orders)

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	78		Principal duty of a local authority in relation to looked after children			

(1) A local authority looking after any child must—

(a) safeguard and promote the child’s well-being, and **(b)** make such use of services available for children cared for by their own parents as appears to the authority reasonable in the child’s case.

(2) The duty of a local authority under subsection **(1)(a)** to safeguard and promote the well-being of a child looked after by it includes, for example:

(a) a duty to promote the child’s educational achievement; **(b)** a duty - (i) to assess from time to time whether the child has care and support needs which meet the eligibility criteria set under section 32, and (ii) if the child has needs which meet the eligibility criteria, to at least meet those needs

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	79		Provision of accommodation for children in care			

When a child is in the care of a local authority, the authority must provide the child with accommodation.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	80	Maintenance of looked after children				93

A local authority must maintain a child it is looking after in other respects apart from the provision of accommodation

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	81	Ways in which looked after children are to be accommodated and maintained				80

(13) The local authority may determine—

(a) the terms of any arrangements it makes under subsection (2) in relation to children (including terms as to payment), and

(b) the terms on which it places children with a local authority foster parent under subsection (5) or with a prospective adopter under subsection (11) (including terms as to payment but subject to any order made under section 49 of the Children Act 2004).

Subsections referred to above.

(2) The local authority must make arrangements for C (a child) to live with a person who falls within subsection (3), but this is subject to subsections (4) and (11).

(3) A person (“P”) falls within this subsection if—(a) P is a parent of C, (b) P is not a parent of C but has parental responsibility for C, or (c) in a case where C is in the care of the local authority and there was a residence order in force with respect to C immediately before the care order was made, P was a person in whose favour the residence order was made.

(5) If the local authority is unable to make arrangements under subsection (2), it must place C in the placement that is, in its opinion, the most appropriate placement available (but this

is subject to subsection (11)).

(6) In subsection (5) “placement” means—(a) placement with an individual who is a relative, friend or other person connected with C and who is also a local authority foster parent, (b) placement with a local authority foster parent who does not fall within paragraph (a), (c) placement in a children’s home, or (d) subject to section 82, placement in accordance with other arrangements that comply with any regulations made for the purposes of this section.

(11) The local authority must place C with A, unless in its opinion it would be more appropriate—(a) to make arrangements for C to live with a person falling within subsection (3), or (b) to place C in a placement of a description mentioned in subsection (6).

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
			1-25	26-50	51-75	76-100
6	83	Care and support plans				88

(1) Where a child becomes looked after by a local authority, any care and support plan prepared under section 54 in relation to that child must be—

(a) reviewed, and **(b)** maintained under this section.

(2) Where a child who does not have a care and support plan under section 54 becomes looked after by a local authority, the local authority must prepare and maintain a care and support plan in relation to that child.

(3) A local authority must keep under review the plans that it maintains under this section.

(4) Where a local authority is satisfied that the circumstances of the child to whom a plan relates have changed in a way that affects the plan, the authority must—

(a) carry out such assessments as it considers appropriate, and **(b)** revise the plan.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
			1-25	26-50	51-75	76-100
6	95	Promotion and maintenance of contact between child and family				85

(1) Where a child is being looked after by a local authority, the authority must, unless it is not reasonably practicable or consistent with the child's well-being, promote contact between the child and—

(a) the child's parents, **(b)** any person who is not a parent of the child but who has parental responsibility for the child, and **(c)** any relative, friend or other person connected with the child.

(2) Where a child is being looked after by a local authority, the authority must take such steps as are reasonably practicable to secure that the following persons are kept informed of where the child is being accommodated—
(a) the child’s parents; **(b)** any person who is not a parent of the child but who has parental responsibility for the child.

(4) Where a local authority (“the receiving authority”) takes over the provision of accommodation for a child from another local authority (“the transferring authority”) under section 76—
(a) the receiving authority must (where reasonably practicable) inform— (i) the child’s parents, and (ii) any person who is not a parent of the child but who has parental responsibility for the child,

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Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	97	Duty of local authority to ensure visits to, and contact with, looked after children and other children				90

(3) The local authority must—
(a) ensure that a child to whom this section applies is visited by a representative of the authority (“a representative”); **(b)** arrange for appropriate advice and other support to be available to a child to whom this section applies

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	98	Independent visitors for looked after children			53	

(1) A local authority looking after a child must appoint an independent person to be the child’s visitor if—

(a) the child falls within a category specified in regulations, or **(b)** in any other case, it appears to the authority that it would be in the child's interests to do so.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	99	Appointment of independent reviewing officer				93

(1) If a local authority is looking after a child, it must appoint an individual as the independent reviewing officer for that child's case.

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Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	103	Befriending, advising and assisting looked after children			58	

A local authority looking after a child must advise, assist and befriend the child with a view to promoting their well-being when it has ceased to look after the child.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	105	Keeping in touch				90
<p>(1) The responsible local authority for a category 2 or category 3 young person must take reasonable steps to keep in touch with that person, whether the person is within its area or not.</p> <p>(2) If the responsible local authority for a category 2 or category 3 young person has lost touch with that person it must—</p> <p>(a) consider how to re-establish contact, and (b) take reasonable steps to do so.</p>						

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	106		Personal advisers			

(1) The responsible local authority for a person mentioned in subsection (2) must arrange for that person to have a personal adviser

Subsections referred to above

(2) The persons are—(a) a category 1 young person; (b) a category 2 young person; (c) a category 3 young person; (d) a category 4 young person.

(3) The duty under subsection (1)—(a) in the case of a category 3 young person, is subject to section 111; (b) in the case of a category 4 young person, is subject to section 113.

Section 111

Cessation of duties in relation to category 3 young people

(1) A responsible local authority's duties towards a category 3 young person cease when the young person reaches the age of 21, except in the circumstances set out in subsection (2).

(2) Where the category 3 young person's pathway plan sets out a programme of education or training which extends beyond the date on which he or she reaches the age of 21— (a) the duties under section 110(1)(b) and (c), (6) and (9) continue until the young person ceases to pursue that programme, and (b) the duties under sections 105, 106 and 107(3) and (10) continue concurrently with those duties and cease at the same time.

(3) For the purposes of subsection (2)(a), the responsible local authority must disregard any interruption in the young person's pursuance of a programme of education or training if it is satisfied that the young person will resume the programme as soon as is reasonably practicable.

Section 113

Cessation of duties in relation to category 4 young people

(1) A responsible local authority's duties towards a category 4 young person cease when the young person ceases to pursue a programme of education or training in accordance with his or her pathway plan.

(2) For the purposes of subsection (1), the responsible local authority may disregard any interruption in the young person's pursuance of a programme of education or training if it is satisfied that the young person will resume the programme as soon as is reasonably practicable.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	107	Pathway assessments and plans: general				78

The responsible local authority for a category 1 young person must carry out an assessment of the young person's needs with a view to determining what advice and other support it would be appropriate for it to provide to the young person under this Part—

(a) while it is still looking after the young person, and (b) after it ceases to look after the young person.

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Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	109	Support for category 2 young people				90

(1) The responsible local authority for a category 2 young person must safeguard and promote that person's well-being and, unless it is satisfied that the person's well-being does not require it, support the person by—

(a) maintaining the person, (b) providing the person with, or maintaining the person in, suitable accommodation, and (c) providing support of such other descriptions as may be specified in regulations.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
			1-25	26-50	51-75	76-100
6	110	Support for category 3 young people				90

(1) The responsible local authority for a category 3 young person must support that young person by—

(a) contributing, to the extent that the young person’s well-being requires it, to expenses incurred by the young person in living near the place where he or she is, or will be, employed or seeking employment; **(b)** contributing, to the extent that the young person’s well-being and educational or training needs require it, to expenses incurred by the young person in living near the place where he or she is, or will be, receiving education or training; **(c)** making a grant to the young person, to the extent that the young person’s well-being and educational or training needs require it, to enable him or her to meet expenses connected with his or her education or training; **(d)** doing anything else it considers appropriate, to the extent that the young person’s well-being requires it.

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Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
			1-25	26-50	51-75	76-100
6	112	Support for category 4 young people				80

(1) The responsible local authority for a category 4 young person must support that young person, to the extent that his or her educational or training needs require it, by—

(a) contributing to expenses incurred by the young person in living near the place where he or she is, or will be, receiving education or training; **(b)** making a grant to the young person to enable him or her to meet expenses connected with his or her education or training.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	114	Support for category 5 young people and former category 5 young people			55	

(1) The responsible local authority for a category 5 young person must consider whether the conditions in subsection (2) are satisfied in relation to the young person.

(3) If the conditions are satisfied the local authority must advise and befriend the young person and may give that person support in the manner described in subsection (4).

Subsections referred to above

(2) The conditions are that— (a) the young person needs support of a kind which it can give under this section, and (b) the local authority is satisfied that the person by whom the young person was being looked after does not have the necessary facilities for advising or befriending him or her.

(4) The support may be given— (a) in kind; (b) by contributing to expenses incurred by the young person in living near the place where he or she is, or will be, employed or seeking employment; (c) by contributing to expenses incurred by the young person in living near the place where he or she is, or will be, receiving education or training; (d) by making a grant to the young person to enable him or her to meet expenses connected with his or her education or training; (e) by providing accommodation, if support may not be given in respect of the accommodation under paragraphs (b) to (d); (f) in cash.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	115	Support for category 6 young people and former category 6 young people		50		
<p>(1) The responsible local authority for a category 6 young person must consider whether the conditions in subsection (2) are satisfied in relation to the young person.</p> <p>(3) If the conditions are satisfied—</p> <p>(a) the local authority must advise and befriend the young person, if that person is a category 6 young person by virtue of section 104(3)(a) or (b), and (b) in any other case, the local authority may advise and befriend the young person.</p> <p>Subsections referred to above</p> <p><i>(2) The conditions are that— (a) the young person needs support of a kind which the local authority can give under this section, and (b) where the young person is a category 6 young person by virtue of section 104(3)(b) to (e), the local authority is satisfied that the person by whom the young person was being looked after, accommodated or fostered (within the meaning of that subsection) does not have the necessary facilities for advising or befriending him or her.</i></p> <p><i>(3) In the definition of “category 6 young person”, “looked after, accommodated or fostered” means—(a) looked after by a local authority (without subsequently being looked after by a local authority in England), (b) accommodated by or on behalf of a voluntary organisation, (c) accommodated in a private children’s home, (d) accommodated for a consecutive period of at least three months— (i) by or on behalf of a Local Health Board or Special Health Authority, (ii) by or on behalf of a clinical commissioning group or the National Health Service Commissioning Board, (iii) by or on behalf of a local authority in the exercise of education functions, (iv) by or on behalf of a local authority in England in the exercise of education functions, (v) in any care home or independent hospital, or (vi) in any accommodation provided by or on behalf of an NHS Trust or by or on behalf of an NHS Foundation Trust, or (e) privately fostered (within the meaning of section 66 of the Children Act 1989).</i></p>						

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	118	Information			53	

(1) Where it appears to a local authority that a young person— **(a)** with whom it is under a duty to keep in touch under section 105, **(b)** whom it has been advising and befriending under section 114 or 115, or **(c)** to whom it has been giving other support under section 114 or 115, proposes to live, or is living, in the area of another local authority or a local authority in England, it must inform that other authority.

Subsections referred to above

(105) (1) The responsible local authority for a category 2 or category 3 young person must take reasonable steps to keep in touch with that person, whether the person is within its area or not.

(5) The responsible local authority for a category 6 young person falling within that category by virtue of section 104(3)(a) must take reasonable steps to contact the young person at such times as it thinks appropriate with a view to discharging its functions under section 115.

(114) Refers to support for category 5 young people and former category 5 young people and notes that A local authority may also give support in the manner described in paragraphs (c) and (d) of subsection (4) to a young person who— (a) is under the age of 25, and (b) would be a category 5 young person if he or she were under the age of 21.

(115) Refers to support for category 6 young people and former category 6 young people and notes that A local authority may also give support in the manner described in subsection (5)(b)(ii) and (iii) to a young person who—(a) is under the age of 25, and (b) if he or she were under the age of 21, would be a category 6 young person by virtue of section 104(3)(a)

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	120	Assessment of children accommodated by health authorities and education authorities				78

(2) The accommodating authority must notify the appropriate officer of the responsible authority—

(a) that it is accommodating the child, and (b) when it ceases to accommodate the child.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
6	125	Death of children being looked after by local authorities				100

If a child who is being looked after by a local authority dies, the authority—

(a) must notify the Welsh Ministers, (b) must, so far as is reasonably practicable, notify the child's parents and every person who is not a parent of the child but who has parental responsibility for the child,

COMPOSITE ASSESSMENT FOR PART 6

Part of the Act	No. duties in this Part	Distribution/frequency				Mean			
		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence	1 - 25	26 – 50	51 – 75	76 – 100
Part 6	24	Number of times you have made assessments against the following levels – you should fill in a number in each of cells below				This should be calculated by totalling your scores for Part 6 and dividing by 24 and entering in the relevant cell below			
		0	1	4	19				80

The answers in this Table should be carried forward to the Overall Summary in Section 1.

What sources of evidence have you drawn upon to make the assessments above?

Sources of evidence
Service Plans Foster carer Recruitment Strategy and use of best practice model Residential Tender LAC List Commissioning Strategy for Children’s Services Young Person’s Action Plan Work with private landlords Management Information/Performance Indicators Care plans Pathway Plans Individual Placement Arrangements Contract with Action for Children for contact service

Advocacy service and data
Fifteen plus Team financial policy and procedure
City of Cardiff's Workplace trainee scheme for Looked After Children
City of Cardiff's Best Practice Training Programme for Looked After Children
Looked After Child Plan
Summary of Risk form
Placement Information Record
Pathway Assessment
Pathway Plan
Supervised Contact Service Specification
Statutory Visit Guidance
Advocacy contract
Personal Adviser Service Specification
Percentage of looked after children placed in Cardiff
Percentage of looked after children within 20 miles of home address
Volunteer Befriending Service Information
Percentage of care leavers with whom the authority is "in touch" at age 19
Reviewed Advocacy Contract
Report to Cardiff Council to establish new Corporate Parenting Advisory Committee

ASSESSMENT OF CROSS-CUTTING THEMES FOR PART 6

Reflecting on the composite assessment at the end of Part 6, consider these against the following cross-cutting themes.

How you would assess each of these in relation to readiness to comply with your duties under this Part of the Act?

Cross cutting theme	Your assessment of your readiness to comply			
	Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
	1-25	26-50	51-75	76-100
Quality and constancy of leadership				90
Maturity and development of partnerships			66	
Relevance and quality of systems, procedures and processes			65	
Quality, availability and development of workforce			75	
Range and availability of physical and financial resources			65	
Existence of plans and strategies which have a results and outcomes focus			73	
Performance to date and potential to continuously innovate and improve			73	
Robustness and relevance of governance arrangements including engagement of citizens and service users			75	

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The answers in this Table should be carried forward to the Overall Summary in Section 1.

Having made the assessments above, what do you think are the top three assets and enablers that will help you to comply with your duties under this Part of the Act, and what are the three key deficits and barriers which you will need to overcome?

Assets and Enablers	Deficits and Barriers
<p>1.Strategies in place which are working to increase placements and return children to the locality</p> <p>2.Cultural will and commitment to support looked after children and young people leaving care</p> <p>3.A proven ability to innovate and work with partners outside the council</p>	<p>1.Financial resources to meet the needs of a wider population under the Act</p> <p>2.Challenges in securing the right placement for young people with high needs on remand to the local authority care or bailed to local authority care</p> <p>3. Need to increase range of placements, especially to meet “When I’m Ready” requirements</p>

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SELF ASSESSMENT TOOL · PART 7 - SAFEGUARDING

PARAGRAPH BY PARAGRAPH ASSESSMENT

Part 7 of the Act (sections 126-142) deals with ‘safeguarding’ both for adults and children – although safeguarding obligations are a theme that runs through the entire Act with appropriate accompanying references. The safeguarding duty applies to people ‘at risk’. For an adult this is someone experiencing (or is at risk of) abuse or neglect, and has needs for care and support and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it. A child is at risk if experiencing (or is at risk of) abuse, neglect or other kinds of harm, and has needs for care and support (whether or not the authority is meeting any of those needs).

Abuse is defined as physical, sexual, psychological, emotional or financial and which may occur in any setting. Neglect is defined as a failure to meet a person’s basic physical, emotional, social or psychological needs, which is likely to result in an impairment of the person’s well-being.

The Act creates a National Independent Safeguarding Board and provides for local Safeguarding Boards for adults and for children, whose objectives are essentially to ‘protect and to prevent’. In large measure the Act puts on a statutory footing much of the current safeguarding guidance (i.e. ‘In Safe Hands’) – including the imposition of a duty on public bodies to report abuse of adults and children and to make enquiries where there is reasonable cause to suspect that a person is at risk.

In statutory terms, the most significant new provision concerns ‘adult protection and support orders’ which provides for an ‘authorised officer’ of a local authority to obtain a court order that entitles them to speak in private with a person suspected of being at risk in order to ascertain whether she / he is making decisions freely and whether he / she is at risk.

In assessing their readiness to meet the requirements of Part 7, local authorities and their partners will need to take account of the current arrangements in place to safeguard vulnerable people. The emphasis should be on assessing how well equipped these arrangements are to meet the statutory duty rather than a detailed analysis of safeguarding data such as child protection referrals and successful prosecutions of adult abusers.

Of course, performance information about outcomes is bound to feature in an assessment of organisational effectiveness. However, the primary focus should be on how well the inter-agency co-operation essential to safeguarding is working, and whether local and regional safeguarding boards are in place at the right level to comply with the safeguarding guidance and to develop.

Authorities will be well used to reporting on safeguarding activity and this information will be useful in assessing readiness. It will also be necessary to review cross-cutting themes like workforce and resources in determining how well placed authorities and partners are, as well as accounting for support from services such as legal and human resources.

Marks should be given on an assessment of whether you feel that you can provide evidence that you are ready to comply with the duties under the Act.

This Tool is for you to use to help you assess your readiness to comply. It is not a performance measurement Tool and so the scoring is not

prescriptive. The process by which you complete the Tool is also at your discretion. It may be that you choose to ask key individuals to complete certain sections due to their specific knowledge and experience, or it may be that you choose to organise a workshop with a selection of colleagues and work your way through your readiness to comply collectively. Certainly, it may be that you feel that a certain amount of collaboration is necessary in order to complete some of the assessment relating to cross-cutting themes, which comes at the end of the assessment of individual duties. As pointed out in the introduction to this document, this is not a Tool for one person to complete, but should involve people with access to the intelligence that provides a full picture of each part of the Tool (and of the Act), a focus on the future aspirations for social services and social care in Wales, and should extend beyond local authorities

In creating this tool we have endeavoured to list the individual duties from the Act and to re-present them here, with supporting paragraphs from the Act to help you understand the relevant duty. However, it should be noted that this document is designed to facilitate your assessment of your readiness to comply with duties under the Act; it is not a substitute for the Act as a whole. Therefore, we would also recommend that you refer back to the Act should you have any queries or questions regarding any of the duties as listed here. Furthermore, we should also point out that we have taken all of the duties as listed in the Act insofar as we see them and it may be that we become aware of other duties contained in the wording of the Act. Should this occur we will communicate them to you.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
7	126	Adults at risk			68	
<p>(2) If a local authority has reasonable cause to suspect that a person within its area (whether or not ordinarily resident there) is an adult at risk, it must— (a) make (or cause to be made) whatever enquiries it thinks necessary to enable it to decide whether any action should be taken (whether under this Act or otherwise) and, if so, what and by whom, and (b) decide whether any such action should be taken.</p>						

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
7	128	Duty to report adults at risk			67	
<p>(1) If a relevant partner of a local authority has reasonable cause to suspect that a person is an adult at risk and appears to be within the authority's area, it must inform the local authority of that fact.</p> <p>(3) If a local authority has reasonable cause to suspect that a person within its area at any time is an adult at risk and is living or proposing to live in the area of another local authority (or a local authority in England), it must inform that other authority.</p>						

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
7	130	Duty to report children at risk				90

(1) If a relevant partner of a local authority has reasonable cause to suspect that a child is a child at risk and appears to be within the authority's area, it must inform the local authority of that fact.

(2) If the child that the relevant partner has reasonable cause to suspect is a child at risk appears to be within the area of a local authority other than one of which it is a relevant partner, it must inform that other local authority.

(3) If a local authority has reasonable cause to suspect that a child within its area at any time is a child at risk and is living or proposing to live within the area of another local authority (or a local authority in England), it must inform that other authority.

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Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
7	134	Safeguarding Children Boards and Safeguarding Adults Boards				89

(2) Each of the following is a Safeguarding Board partner in relation to a Safeguarding Board area— (a) the local authority for an area, any part of which falls within the Safeguarding Board area; (b) the chief officer of police for a police area, any part of which falls within the Safeguarding Board area; (c) a Local Health Board for an area, any part of which falls within the Safeguarding Board area; (d) an NHS trust providing services in the Safeguarding Board area; (e) the Secretary of State to the extent that the Secretary of State is discharging functions under sections 2 and 3 of the Offender Management Act 2007 in relation to Wales; (f) any provider of probation services that is required by arrangements under section 3(2) of the Offender Management Act 2007 to act as a Safeguarding Board partner in relation to the Safeguarding Board area.

(4) The lead partner in relation to children must establish a Safeguarding Children Board for its Safeguarding Board area.

(5) The lead partner in relation to adults must establish a Safeguarding Adults Board for its Safeguarding Board area.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
7	136	Safeguarding Boards: annual plans and reports			70	

(1) Before the beginning of each financial year a Safeguarding Board must publish a plan (its “annual plan”) setting out its proposals for achieving its objectives in that year.

(2) No later than 31 July of each year, a Safeguarding Board must publish a report on— **(a)** how it has exercised its functions in the preceding financial year, and **(b)** the extent to which it implemented the proposals in its annual plan for the preceding financial year.

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Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
7	137	Supply of information requested by Safeguarding Boards			71	

(1) A Safeguarding Board may, for the purpose of enabling or assisting the Board to perform its functions, ask a qualifying person or body to supply specified information to which subsection (2) or (3) applies

(4) The qualifying person or body to whom or to which a request is made under subsection (1) must comply with the request unless the person or body considers that doing so would— **(a)** be incompatible with the duties of the person or body, or **(b)** otherwise have an adverse effect on the exercise of the functions of the person or body .

Subsections referred to above

(2) This subsection applies to information relating to—**(a)** the qualifying person or body to whom or to which the request is made, **(b)** a function or activity of that

qualifying person or body, or (c) a person in respect of whom a function is exercisable, or an activity is engaged in, by that qualifying person or body.

(3) This subsection applies to information which—**(a)** has been supplied to the qualifying person or body in compliance with another request under this section, or **(b)** is derived from information so supplied.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
7	139	Safeguarding Boards: supplementary				80

(1) A Safeguarding Board must cooperate with the National Board, and must supply the National Board with any information it requests.

(4) Each Safeguarding Board partner must take all reasonable steps to ensure that the Safeguarding Board on which it is represented operates effectively.

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COMPOSITE ASSESSMENT FOR PART 7

Part of the Act	No. duties in this Part	Distribution/frequency				Mean			
		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence	1 - 25	26 - 50	51 - 75	76 - 100
Part 7	7	0	0	4	3				76

The answers in this Table should be carried forward to the Overall Summary in Section 1.

What sources of evidence have you drawn upon to make the assessments above?

Sources of evidence

Risk management system in place across a range of services in the directorate.
Contract management processes
Numbers reported by partners (e.g. Health, providers)
CSSIW reporting (e-mails/phone calls)
All Wales Child protection procedure and evidence of adherence to this in CSSIW inspection reports
Safeguarding Boards terms of reference
Historic Safeguarding Boards – annual plans and reports
Workplan for Children’s Safeguarding Board
Availability/experience and knowledge to provide information required by National Board.
Safeguarding Board in place with Terms of Reference /Minutes of Meetings
Safeguarding Plan
List of membership of Safeguarding Board
Operational reports/activity data (registrations/referrals.
Performance measures
Local Safeguarding Children Board – annual plan
Local Safeguarding Children Board – annual report
City of Cardiff’s Business Plan relating to the establishment of a single safeguarding unit for adults and children
Corporate induction – all new staff that attend a corporate induction are given an overview of safeguarding and what their role/responsibility are/is in relation to this
Staff have access to e-learning on safeguarding children, protection of vulnerable adults and safeguarding child victims from trafficking amongst a series of other Social care e-learning options
HR and Social Services have established a safer recruitment policy that applies to the recruitment/appointment to all Social Services based posts.
Established Regional Boards for Safeguarding Children and Safeguarding Adults with development of performance review and work planning for both boards well underway

ASSESSMENT OF CROSS-CUTTING THEMES FOR PART 7

Reflecting on the composite assessment at the end of Part 7, consider these against the following cross-cutting themes.

How you would assess each of these in relation to readiness to comply with your duties under this Part of the Act?

Cross cutting theme	Your assessment of your readiness to comply			
	Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
	1-25	26-50	51-75	76-100
Quality and constancy of leadership			73	
Maturity and development of partnerships			73	
Relevance and quality of systems, procedures and processes			60	
Quality, availability and development of workforce			73	
Range and availability of physical and financial resources			72	
Existence of plans and strategies which have a results and outcomes focus				77
Performance to date and potential to continuously innovate and improve			62	
Robustness and relevance of governance arrangements including engagement of citizens and service users				79

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The answers in this Table should be carried forward to the Overall Summary in Section 1.

Having made the assessments above, what do you think are the top three assets and enablers that will help you to comply with your duties under this Part of the Act, and what are the three key deficits and barriers which you will need to overcome?

Assets and Enablers	Deficits and Barriers
<p>1.Experienced and stable workforce</p> <p>2.Solid history of Children and Adult Boards in individual Authorities</p> <p>3.Effective partnership working and commitment from partners (police, probation, providers, health)</p>	<p>1.Availability of suitability qualified persons to implement the new arrangements and possible increase in referrals, especially for adults at risk</p> <p>2. New processes will require time to bed in.</p> <p>3.Funding/Resources if a lot of requests made by National Board</p> <p>4. Local Government Reorganisation (regional approach)</p>

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SELF ASSESSMENT TOOL · PART 8 – SOCIAL SERVICES FUNCTIONS

PARAGRAPH BY PARAGRAPH ASSESSMENT

Part 8 of the Act (sections 143-161) is concerned with Social Services functions. It provides the Welsh Ministers with extensive powers to direct local authorities and to intervene. The duty on local authorities contained in Part 8 relates to the appointment of an officer to be known as the director of social services. This confirms a long-standing commitment by Welsh Government to retain such posts in Wales.

Whilst the competencies needed to fulfil the duties of a director are subject to codes and regulations, they are unlikely to differ greatly from those currently in place.

In assessing the readiness to comply with Part 8, local authorities will need to examine their senior management structures to ensure they meet the requirements contained in the regulations. This has been a more complex issue for some in the past than others because of the intricacies of particular structures, but there is little evidence to suggest that authorities will find compliance over-challenging. Authorities wishing to share a director will need to give particular consideration to how they apply this requirement.

Marks should be given on an assessment of whether you feel that you can provide evidence that you are ready to comply with the duties under the Act.

This Tool is for you to use to help you assess your readiness to comply. It is not a performance measurement Tool and so the scoring is not prescriptive. The process by which you complete the Tool is also at your discretion. It may be that you choose to ask key individuals to complete certain sections due to their specific knowledge and experience, or it may be that you choose to organise a workshop with a selection of colleagues and work your way through your readiness to comply collectively. Certainly, it may be that you feel that a certain amount of collaboration is necessary in order to complete some of the assessment relating to cross-cutting themes, which comes at the end of the assessment of individual duties. As pointed out in the introduction to this document, this is not a Tool for one person to complete, but should involve people with access to the intelligence that provides a full picture of each part of the Tool (and of the Act), a focus on the future aspirations for social services and social care in Wales, and should extend beyond local authorities

In creating this tool we have endeavoured to list the individual duties from the Act and to re-present them here, with supporting paragraphs from the Act to help you understand the relevant duty. However, it should be noted that this document is designed to facilitate your assessment of your readiness to comply with duties under the Act; it is not a substitute for the Act as a whole. Therefore, we would also recommend that you refer back to the Act should you have any queries or questions regarding any of the duties as listed here. Furthermore, we should also point out that we have taken all of the duties as listed in the Act insofar as we see them and it may be that we become aware of other duties contained in the wording of the Act. Should this occur we will communicate them to you.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
8	144	Directors of social services				90
<p>(1) A local authority must appoint an officer, to be known as the director of social services, for the purposes of its social services functions.</p> <p>(4) Two or more local authorities may, if they consider that the same person can efficiently discharge, for both or all of them, the functions of a director of social services, appoint one person as director of social services for both or all of those authorities.</p> <p>(5) A local authority which has appointed, or jointly appointed, a person under this section must secure the provision of adequate staff for the purposes of its social services functions in order to assist the director.</p>						

COMPOSITE ASSESSMENT FOR PART 8

Part of the Act	No. duties in this Part	Distribution/frequency				Mean			
		Given that there is only one duty in Part 8, mark which level you have assessed against below.				Given that there is only one duty in Part 8, place the single score in the appropriate box below.			
		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence	1 - 25	26 - 50	51 - 75	76 - 100
Part 8	1	0	0	0	1				90

The answers in this Table should be carried forward to the Overall Summary in Section 1.

What sources of evidence have you drawn upon to make the assessments above?

Sources of evidence
<p>Job Description and Person Specification for Director of Social Services post</p> <p>Council Appointment to Statutory Officer posts in Cardiff and the Vale of Glamorgan Councils</p> <p>City of Cardiff Cabinet Report January 2015 to include unified Social Services directorate</p> <p>Strong compliance in relation to current statutory guidance including Director of Social Services at a 2nd tier post and a member of the Corporate Management Team</p> <p>ACRF - Directors Reports</p> <p>Increased safeguarding role for Directors</p> <p>Re- established Corporate Safeguarding Board in Cardiff</p>

ASSESSMENT OF CROSS-CUTTING THEMES FOR PART 8

Reflecting on the composite assessment at the end of Part 8, consider these against the following cross-cutting themes.

How you would assess each of these in relation to readiness to comply with your duties under this Part of the Act?

Cross cutting theme	Your assessment of your readiness to comply			
	Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
	1-25	26-50	51-75	76-100
Quality and constancy of leadership				70
Maturity and development of partnerships				70
Relevance and quality of systems, procedures and processes				70
Quality, availability and development of workforce				70
Range and availability of physical and financial resources				70
Existence of plans and strategies which have a results and outcomes focus				70
Performance to date and potential to continuously innovate and improve				70
Robustness and relevance of governance arrangements including engagement of citizens and service users				70

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The answers in this Table should be carried forward to the Overall Summary in Section 1.

Having made the assessments above, what do you think are the top three assets and enablers that will help you to comply with your duties under this Part of the Act, and what are the three key deficits and barriers which you will need to overcome?

Assets and Enablers	Deficits and Barriers
1. See Cross Cutting enablers section 3	1. See Cross Cutting barriers section 3

SELF ASSESSMENT TOOL · PART 9 - CO-OPERATION AND PARTNERSHIP

PARAGRAPH BY PARAGRAPH ASSESSMENT

Part 9 of the Act (sections 162 to 170) is concerned with co-operation and partnerships and includes a duty on local authorities to promote co-operation between them and their partners to improve the well-being and protection of, and care and support for, adults, children and carers. Partners must co-operate with local authorities in the exercise of their functions unless there are defined reasons for not doing so.

Part 9 also places a duty on local authorities to exercise its social services functions with a view to ensuring the integration of care and support provision with health services. Again, the reasons for this are concerned with improving well-being, contributing to the prevention or delay of the development of needs for care and support and improving the quality of care and support for children, adults and carers.

Regulations may specify the partnerships needed and Ministers may also direct two or more local authorities in Wales to enter into specified arrangements with each other in relation to the provision of adoption services. Examples of those arrangements are cited in part 9 and include the establishment and maintenance of a pooled fund.

In assessing their readiness to meet the requirements of Part 9 local authorities and their partners will need to examine how well their existing partnerships have developed, particularly around issues like sharing visions and pooling resources. On the specific issue of integration with health, local authorities can return to the feedback they received on the stock-take exercise which they took part in earlier this year during the “Strengthening the Connections” project. This enabled them to assess where they stood in respect of the 16 points contained in the Kings Fund document, *‘Making Integrated Care Happen at Scale and Pace.’*

In respect of adoption, preparation for regional and national arrangements to replace the existing local ones have been underway for some time and it will be necessary to assess progress to date.

Marks should be given on an assessment of whether you feel that you can provide evidence that you are ready to comply with the duties under the Act.

This Tool is for you to use to help you assess your readiness to comply. It is not a performance measurement Tool and so the scoring is not prescriptive. The process by which you complete the Tool is also at your discretion. It may be that you choose to ask key individuals to complete certain sections due to their specific knowledge and experience, or it may be that you choose to organise a workshop with a selection of colleagues and work your way through your readiness to comply collectively. Certainly, it may be that you feel that a certain amount of collaboration is necessary in order to complete some of the assessment relating to cross-cutting themes, which comes at the end of the assessment of individual duties. As pointed out in the introduction to this document, this is not a Tool for one person to complete, but should involve people with access to the intelligence that provides a full picture of each part of the Tool (and of the Act), a focus on the future aspirations for social services and social care in Wales, and should extend beyond local authorities

In creating this tool we have endeavoured to list the individual duties from the Act and to re-present them here, with supporting paragraphs from the Act to help you understand the relevant duty. However, it should be noted that this document is designed to facilitate your assessment of your readiness to comply with duties under the Act; it is not a substitute for the Act as a whole. Therefore, we would also recommend that you refer back to the Act should you have any queries or questions regarding any of the duties as listed here. Furthermore, we should also point out that we have taken all of the duties as listed in the Act insofar as we see them and it may be that we become aware of other duties contained in the wording of the Act. Should this occur we will communicate them to you.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
9	162	Arrangements to promote co-operation: adults with needs for care and support and carers			62	

(1) A local authority must make arrangements to promote co-operation between— **(a)** the local authority, **(b)** each of the authority’s relevant partners in the exercise of— **(i)** their functions relating to adults with needs for care and support or to adults who are carers, and **(ii)** their other functions the exercise of which is relevant to the functions referred to in sub-paragraph (i), and (c) such other persons or bodies as the authority considers appropriate, being persons or bodies of any nature who or which exercise functions or are engaged in activities in relation to— **(i)** adults within the authority’s area with needs for care and support, or **(ii)** adults within the authority’s area who are carers.

(2) A local authority must also make arrangements to promote co-operation between the officers of the authority who exercise its functions.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
9	163	Arrangements to promote co-operation: children			64	

(1) Section 25 of the Children Act 2004 (co-operation to improve well-being: Wales) is amended as follows.

After subsection (1) insert— (1A) Each local authority in Wales must also make arrangements to promote co-operation between officers of the authority who exercise its functions.”

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
			1-25	26-50	51-75	76-100
9	164	Duty to co-operate and provide information in the exercise of social services functions			61	

(1) If a local authority requests the co-operation of a person mentioned in subsection (4) in the exercise of any of its social services functions, the person must comply with the request unless the person considers that doing so would— (a) be incompatible with the person’s own duties, or (b) otherwise have an adverse effect on the exercise of the person’s functions.

(2) If a local authority requests that a person mentioned in subsection (4) provides it with information it requires for the purpose of the exercise of any of its social services functions, the person must comply with the request unless the person considers that doing so would— (a) be incompatible with the person’s own duties, or (b) otherwise have an adverse effect on the exercise of the person’s functions.

Subsections referred to above

(4) The persons are— (a) a relevant partner of the local authority making the request; (b) a local authority, a Local Health Board or an NHS trust which is not a relevant partner of the local authority making the request; (c) a youth offending team for an area any part of which falls within the area of the local authority making the request.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
			1-25	26-50	51-75	76-100
9	165	Promoting integration of care and support with health services etc			65	

(1) A local authority must exercise its social services functions with a view to ensuring the integration of care and support provision with health provision and health-related provision where it considers that this would— (a) promote the well-being of— (i) children within the authority’s area, (ii) adults within the authority’s area with

needs for care and support, or **(iii)** carers within the authority's area with needs for support, **(b)** contribute to the prevention or delay of the development by children or adults within its area of needs for care and support or the development by carers within its area of needs for support, or **(c)** improve the quality of care and support for children and adults, and of support for carers, provided in its area (including the outcomes that are achieved from such provision).

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
9	166	Partnership arrangements			68	

(1) Regulations may require specified partnership arrangements to be made by— **(a)** two or more local authorities, or **(b)** one or more local authorities and one or more Local Health Boards.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
9	167	Resources for partnership arrangements			57	

(1) A local authority and a Local Health Board may pay towards the expenditure incurred for the purpose of, or in connection with, partnership arrangements made under regulations under section 166— **(a)** by making payments directly, or **(b)** by contributing to a pooled fund.

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Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
9	168		Partnership boards			73

(1) Regulations may require a partnership board in respect of partnership arrangements made under regulations under section 166 to be established by— (a) one or more local authorities, (b) one or more Local Health Boards, or (c) one or more local authorities and one or more Local Health Boards.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
9	170		Adoption service: joint arrangements			

Insert after section 3 of the Adoption and Children Act 2002— “3A Wales – joint arrangements”

(1) The Welsh Ministers may direct two or more local authorities in Wales to enter into specified arrangements with each other in relation to the provision of specified services maintained under section 3(1).

COMPOSITE ASSESSMENT FOR PART 9

Part of the Act	No. duties in this Part	Distribution/frequency				Mean			
		Number of times you have made assessments against the following levels – you should fill in a number in each of cells below				This should be calculated by totalling your scores for Part 9 and dividing by 8 and entering in the relevant cell below			
		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence	1 - 25	26 – 50	51 – 75	76 – 100
Part 9	8	0	0	7	1			68	

The answers in this Table should be carried forward to the Overall Summary in Section 1.

What sources of evidence have you drawn upon to make the assessments above?

Sources of evidence
<p>Joint Local Service Board minutes</p> <p>IHSC programme and structure – governance board ToR and minutes.</p> <p>Carers Groups</p> <p>Transition protocol (from children to adult services) and virtual transition teams with links to Housing & Education</p> <p>Regional Safeguarding Boards</p> <p>Commissioning work with partners (e.g. NSPCC, Action for Children) Independent and Third Sector</p> <p>Multi-Agency placement and Complex needs panel (Education and Social Services)</p> <p>RCF/ICF projects</p> <p>Integrated Family Support Services (Flying Start, Family First and IFSS)</p> <p>Regional Adoption Service</p> <p>Adoption Service model</p> <p>Adoption Service specification</p> <p>Integrated H&SC Partnership Board arrangements</p>

Integrated Health and Social Care Older People's Statement of Intent
Work on Feasibility of merging Cardiff & Vale of Glamorgan SCWDPs and the Strengthening the Connections Work
Joint LSCB arrangements
Proposals for Change Manager Post to progress integrated working opportunities across Cardiff , Vale of Glamorgan and LHB re
Disabled children, CAMHS and Multi-Agency Safeguarding Hub
Cardiff & Vale of Glamorgan Integrated Family Support Services Board – Terms of Reference
Cardiff & Vale Carers Strategy Group Terms of Reference and draft strategy
Cardiff & Vale Carer's Measure Steering group – Terms of Reference
Development of a regional adoption service and hosting arrangements for the central elements of the national adoption service.
Joint Commissioning Strategy
Partnership Boards including Planning Groups.
Integrated operational teams but need further development
Business forms – integrated Care managers with IHSC Board, Safeguarding procedures
Joint operational managers for Learning Disabilities and Mental Health
SPIDER projects, reablement, RCF, ICF and Gateway Projects

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ASSESSMENT OF CROSS-CUTTING THEMES FOR PART 9

Reflecting on the composite assessment at the end of Part 9, consider these against the following cross-cutting themes.

How you would assess each of these in relation to readiness to comply with your duties under this Part of the Act?

Cross cutting theme	Your assessment of your readiness to comply			
	Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
Quality and constancy of leadership			68	
Maturity and development of partnerships			66	
Relevance and quality of systems, procedures and processes			63	
Quality, availability and development of workforce			70	
Range and availability of physical and financial resources		46		
Existence of plans and strategies which have a results and outcomes focus			65	
Performance to date and potential to continuously innovate and improve			62	
Robustness and relevance of governance arrangements including engagement of citizens and service users			64	

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The answers in this Table should be carried forward to the Overall Summary in Section 1.

Having made the assessments above, what do you think are the top three assets and enablers that will help you to comply with your duties under this Part of the Act, and what are the three key deficits and barriers which you will need to overcome?

Assets and Enablers	Deficits and Barriers
<p>1. Political engagement at senior level on Boards</p> <p>2. Established LSB – History of achieving outcomes through partnership working</p> <p>3. Culture of engaging with, listening to and working with others.</p> <p>4. Existing strong partnership arrangements of sufficient duration to have developed a positive level of trust and cooperation – such as through the Cardiff Partnership, Cardiff and Vale Joint Local Service Board and a range of strategic and working groups</p> <p>5. Commitment to co-production principles – basing service delivery and priorities around the needs of citizens and communities and positively and actively engaging with them</p> <p>6. A commitment to developing increasingly integrated ways of working – such as the work on Health and Social Care facilitated by WIHSC</p> <p>7. Strong collaborative working in Youth Offending Services</p>	<p>1. Short Term funding for projects and partnership arrangements amid expectations of increased engagement.</p> <p>2. High demands for consultation with citizens and limited resources required to deliver.</p> <p>3. Increased demands at this time of reduced resources and capacity, including need to engage on LGR.</p> <p>4. Availability of community resources to support Well-being across the Act.</p> <p>5. Procedures and processes are in place but systems – IT, data-sharing - do not always support this</p> <p>6. The development of a culture that supports innovation rather than, often unwittingly through priorities in reporting and over-regulation, creating a climate of over caution and risk aversion</p> <p>7. Whilst progress has certainly been made, the development of a culture of true and equitable partnership and inclusion.</p>

SELF ASSESSMENT TOOL · PART 10 - COMPLAINTS, REPRESENTATIONS AND ADVOCACY SERVICES

PARAGRAPH BY PARAGRAPH ASSESSMENT

Part 10 of the Act (sections 171-183) provides for further reform of social services complaints procedures (adults and children – as well as for privately funded care), and for advocacy services for people with care and support needs (whether or not those needs are being met by a local authority).

Local authorities will already be aware of the new complaints process introduced in August 2014 which removed the right to an independent panel hearing in favour of a referral to the Ombudsman. Part 10 of the Act confirms that regulations will cover the complaints procedure and it is necessary to examine these for the detail. However, this part of the Act should be very familiar to local authorities who should already be clear about the need to make the necessary adjustments in their procedures.

In assessing their readiness to meet the requirements of Part 10 concerning complaints, local authorities' complaints officers will be in a good position to offer advice as they have been involved in formulating the new arrangements for some time. As the rights of the complainant are not fundamentally different from now, it will be a case of assessing the implications of removing the right to an independent panel that is likely to require most attention.

The duty requiring local authorities to arrange for advocacy services for people with care and support needs is subject to regulations and is new. Advocacy services have been used to support service users for some time and the issues needing attention in terms of assessing readiness will include the range of available service provision, resource implications and possibly contract and commissioning implications.

Marks should be given on an assessment of whether you feel that you can provide evidence that you are ready to comply with the duties under the Act.

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refer back to the Act should you have any queries or questions regarding any of the duties as listed here. Furthermore, we should also point out that we have taken all of the duties as listed in the Act insofar as we see them and it may be that we become aware of other duties contained in the wording of the Act. Should this occur we will communicate them to you.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
			1-25	26-50	51-75	76-100
10	171	Complaints about social services				87
(1) Regulations may make provision about the consideration of complaints relating to— (a) the discharge by a local authority of its social services functions						
Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
			1-25	26-50	51-75	76-100
10	174	Representations relating to certain children etc				93
<p>(1) A local authority must establish a procedure for considering— (a) representations (including complaints) made to the authority by a person to whom subsection (3) applies about its discharge of a qualifying function in relation to a child who is being looked after by it, or who is not being looked after by it but may have needs for care and support; (b) representations (including complaints) made to the authority by a person to whom subsection (4) applies about its discharge of functions under section 14F of the Children Act 1989 (special guardianship support services) which have been specified in regulations; (c) representations (including complaints) made to the authority by a person to whom subsection (5) applies about discharge of functions under the Adoption and Children Act 2002 which have been specified in regulations.</p> <p>(6) A local authority must ensure (subject to subsection (8)) that the procedure which it establishes for the purposes of this section secures that at least one person who is not a member or officer of the local authority takes part in— (a) the consideration of any representation to which this section applies, and (b) any discussions which are held by the authority about the action to be taken, as a result of that consideration, in relation to the person to whom the representation relates.</p> <p>(9) A local authority must give publicity to the procedure which it establishes for the purposes of this section.</p> <p>Subsections referred to above</p> <p>(3) This subsection (relating to representations about the discharge of qualifying functions) applies to—(a) the child who is being looked after by the local authority, or</p>						

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who is not being looked after by it but may have needs for care and support; **(b)** a parent of the child; **(c)** a person who is not a parent of the child but who has parental responsibility for the child; **(d)** a local authority foster parent with whom the child is placed under section 81(5); **(e)** a prospective adopter with whom the child is placed under section 81(11); **(f)** any other person whom the local authority considers has a sufficient interest in the child’s welfare to warrant his or her representations being considered by the authority .

(4) This subsection (relating to representations about the discharge of specified functions under section 14F of the Children Act 1989) applies to—**(a)** a child in relation to whom a special guardianship order is in force; **(b)** a special guardian or a parent of the child; **(c)** a person who has applied for an assessment under section 14F(3) or (4) of the Children Act 1989; **(d)** any other person whom the local authority considers has a sufficient interest in the welfare of the child to warrant his or her representations being considered by the authority .

(5) This subsection (relating to representations about the discharge of specified functions under the Adoption and Children Act 2002) applies to—**(a)** a person mentioned in section 3(1) of the Adoption and Children Act 2002 (persons for whose needs provision is made by the Adoption Service) and any other person to whom arrangements for the provision of adoption services (within the meaning of that Act) extend; **(b)** any other person whom the authority considers has sufficient interest in a child who is or may be adopted to warrant his or her representations being considered by it.

(6) A local authority must ensure (subject to subsection (8)) that the procedure which it establishes for the purposes of this section secures that at least one person who is not a member or officer of the local authority takes part in— **(a)** the consideration of any representation to which this section applies, and **(b)** any discussions which are held by the authority about the action to be taken, as a result of that consideration, in relation to the person to whom the representation relates.

(8) The regulations may provide (among other things) that subsection (6) does not apply in relation to a consideration or discussion which takes place for the purpose of resolving informally the matters raised in a representation.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
10	175	Representations relating to certain children etc: further provision				93

(1) A local authority, in considering representations to which section 174 applies, must comply with requirements imposed by or under subsections (6) to (8) of that section.

(4) Where a representation has been considered under a procedure established for the purposes of section 174, the local authority must— **(a)** have regard to the findings of the persons who considered the representation, and **(b)** take such steps as are reasonably practicable to notify (in writing) the persons mentioned in subsection (5) of the authority’s decision and its reasons for taking that decision and of any action which it has taken or proposes to take.

Subsections referred to above

(5) The persons are— **(a)** the person who made the representation, **(b)** the person to whom the representation relates (if different), and **(c)** any other person who appears to the authority likely to be affected.

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
			1-25	26-50	51-75	76-100
10	176	Representations relating to former looked after children etc				93
<p>(1) A local authority must establish a procedure for considering representations (including complaints) made to it by persons to whom subsection (2) applies about the discharge of its functions under Parts 3 to 7 in relation to those persons.</p> <p>(4) A local authority must— (a) give publicity to the procedure which it establishes for the purposes of this section; (b) comply with any requirements imposed under subsection (3)(a) in considering representations to which this section applies.</p> <p>Subsections referred to above</p> <p>(2) This subsection applies to— (a) category 2 young persons; (b) category 3 young persons; (c) category 4 young persons; (d) category 5 young persons; (e) category 6 young persons; (f) persons under the age of 25 who, if they were under the age of 21, would be— (i) category 5 young persons, or (ii) category 6 young persons falling within that category by virtue of section 104(3)(a).</p> <p>(3) Regulations may impose— (a) requirements in relation to the procedure that must be established;</p>						

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
			1-25	26-50	51-75	76-100
10	178	Assistance for persons making representations				78
<p>(1) A local authority must make arrangements for the provision of assistance to— (a) children who make or intend to make representations which fall within section 174, and (b) persons who make or intend to make representations which fall within section 176.</p> <p>(7) A local authority must give publicity to its arrangements for the provision of assistance under this section.</p>						

Section of the Act		Description of duty	Your assessment of your readiness to comply			
Part	Paragraph		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence
			1-25	26-50	51-75	76-100
10	181	Provision of advocacy services				62

(1) Regulations may require a local authority to arrange for advocacy services to be made available to people with needs for care and support (whether or not those needs are being met by a local authority); this is subject to section 182.

Subsections referred to above

(182) *Provision of advocacy services: restrictions*

(1) Regulations under section 181 may not require advocacy services to be made available to a person—**(a)** for the purpose of making a complaint in respect of which a local authority is required to make arrangements for the provision of assistance to the person by virtue of regulations under section 173; **(b)** for the purpose of making representations in respect of which a local authority is required to make arrangements for the provision of assistance to the person under section 178; **(c)** for purposes in respect of which the Welsh Ministers are required to make arrangements to enable an independent mental health advocate to be available under section 130E of the Mental Health Act 1983; **(d)** for purposes in respect of which a local authority is required to make arrangements for the provision of independent advocacy services under section 332BB of the Education Act 1996 or paragraph 6D of Schedule 17 to the Equality Act 2010; **(e)** for purposes in respect of which the Welsh Ministers are required to make arrangements to enable an independent mental capacity advocate to be available under section 35 of the Mental Capacity Act 2005; **(f)** for the purpose of making a complaint in respect of which the Welsh Ministers are required to arrange for the provision of independent advocacy services under section 187 of the National Health Service (Wales) Act 2006.

(2) Where—**(a)** advocacy services are being provided for a person under section 15, 17, 35, 36, 37 or 38, and **(b)** regulations under section 181 would (apart from this subsection) impose a requirement upon a local authority to make advocacy services available to that person in respect of the same matters, that requirement does not apply.

COMPOSITE ASSESSMENT FOR PART 10

Part of the Act	No. duties in this Part	Distribution/frequency				Mean			
		Number of times you have made assessments against the following levels – you should fill in a number in each of cells below				This should be calculated by totalling your scores for Part 10 and dividing by 6 and entering in the relevant cell below			
		Poor evidence	Insufficient evidence	Sufficient evidence	Good evidence	1 - 25	26 – 50	51 – 75	76 – 100
Part 10	6	0	0	1	5				87

The answers in this Table should be carried forward to the Overall Summary in Section 1.

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 What sources of evidence have you drawn upon to make the assessments above?

Sources of evidence
Existing complaints procedure and processes in place – compliant with existing requirements including appeals and advocacy. Performance Indicators - demonstrate we are responding within timescales Complaints procedure Complaints annual report Complaints factsheet Advocacy contract Advocacy quarterly & annual reports Complaints procedure/forms Performance measures/quarterly reports to Management Team Corporate Council Complaints Strategy All Wales Complaints Officers Meeting minutes Contracts/Services specifications for commissioning advocacy services Report to Cardiff Council to establish new Corporate Parenting Advisory Committee

ASSESSMENT OF CROSS-CUTTING THEMES FOR PART 10

Reflecting on the composite assessment at the end of Part 10, consider these against the following cross-cutting themes.

How you would assess each of these in relation to readiness to comply with your duties under this Part of the Act?

Cross cutting theme	Your assessment of your readiness to comply			
	Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
Quality and constancy of leadership			72	
Maturity and development of partnerships			72	
Relevance and quality of systems, procedures and processes			75	
Quality, availability and development of workforce			54	
Range and availability of physical and financial resources		47		
Existence of plans and strategies which have a results and outcomes focus			56	
Performance to date and potential to continuously innovate and improve			67	
Robustness and relevance of governance arrangements including engagement of citizens and service users			58	

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The answers in this Table should be carried forward to the Overall Summary in Section 1.

Having made the assessments above, what do you think are the top three assets and enablers that will help you to comply with your duties under this Part of the Act, and what are the three key deficits and barriers which you will need to overcome?

Assets and Enablers	Deficits and Barriers
<p>1. Established procedure in place – we are compliant and performing well.</p> <p>2.Culture of listening to and addressing complaints</p>	<p>1.Capacity to respond to wider range of potential complaints</p> <p>2.No regulations or guidance yet produced to clarify detailed requirements</p>

SELF ASSESSMENT TOOL

SECTION 3 · ASSESSMENT OF CROSS-CUTTING THEMES

SELF ASSESSMENT TOOL · ASSESSMENT OF CROSS-CUTTING THEMES

You will need to have completed all of Section 2 for each Part of the Act before completing this section, because here you will need to reflect on the composite assessments at the end of each Part, and consider these against the following cross-cutting themes for the Act in its entirety.

What do you currently think are the top three assets and enablers that will help you to implement the cross-cutting themes implicit within the Act, and which three key deficits and barriers which you will need to overcome?

Cross cutting theme	Assets and Enablers	Deficits and Barriers
<p style="text-align: center;">Quality and constancy of leadership</p>	<ol style="list-style-type: none"> 1. Good political engagement through the Integrated Health and Social Care Governance Board – Chaired by the Leader of the Vale of Glamorgan Council and attended by the Leader and Cabinet Members of both Councils and the Chair and Vice Chair of the University Health Board, together with Third sector representation. 2. Mechanisms in place for the Chief Executives of the 5 Constituent organisations (2x Local authorities, University Health Board and 2 x Voluntary Sector umbrella organisations) to meet regularly and agree key priorities via distributed leadership across the organisations. (Strategic Leadership Team) 3. Good track record of working together and a willingness to explore difficult issues 	<ol style="list-style-type: none"> 1. Uncertainty in relation to Local Government Reorganisation. 2. Impact of budget savings requirements and challenges in the foreseeable future which require attention at a time when dedicated leadership skills are required to deliver on the new requirements of the Act and integration. 3. Clarification on Welsh Government’s requirement for key outcomes required for Health and Social Care so that a single vision is promoted by all sectors across the Region.

Cross cutting theme	Assets and Enablers	Deficits and Barriers
Maturity and development of partnerships	<ol style="list-style-type: none"> 1. Integrated Health and Social Care Partnership Board focusing on Health and Social Care agendas across the Region. 2. Existing long standing experienced Local Partnership Boards with newly established Joint Local Service Board with wider partner membership across the Region. 3. Planning structures engage well with key stakeholders (including staff, third sector and external care provider). 	<ol style="list-style-type: none"> 1. Uncertainty about the outcome of Local Government reorganisation and the potential development of new partnerships over a wider area. 2. Lack of capacity and sufficient resources to fully support partnership Boards 3. Need for stronger links between stated aspirations and pooled budgets
Relevance and quality of systems, procedures and processes	<ol style="list-style-type: none"> 1. Established quality systems in place in each organisation within the Region. 2. Good work done to establish a shared understanding of care pathways 3. A range of shared processes in place in areas such as safeguarding, reablement, emergency duty team. 	<ol style="list-style-type: none"> 1. Inconsistency of ICT across the Region/Organisations - 3 different database systems (PARIS, CAREFIRST and SWIFT) recording patient/service user data. 2. New processes will need to be developed to meet the new legislative requirements. 3. The new system pathway is fundamentally different to current processes in terms of decision-making and staff expectations.

Cross cutting theme	Assets and Enablers	Deficits and Barriers
Quality, availability and development of workforce	<ol style="list-style-type: none"> 1. Experienced, dedicated workforce in all sectors 2. Ongoing work with the private sector and third sector to deliver care and support for service users. 3. Successful approached to organisational and workforce development in social care and health. 	<ol style="list-style-type: none"> 1. Current culture and existing practice within some teams in terms of meeting needs may constrain a new way of working (i.e. outcome-focused, integrated approach) and will require much attention to integrated training and workforce development. 2. Reduction in workforce arising out of savings proposals and loss of experienced staff as a result of the significant budget challenges 3. Some crucial recruitment and retention hotspots, reflecting (but slightly better than) the national picture.
Range and availability of physical and financial resources	<ol style="list-style-type: none"> 1. Community Resource Teams established on a locality basis co-locating staff from Health and Social Care, sharing accommodation. 2. Effective use made of current resources and achievement of best value. 3. Reshaping services programmes starting to deliver change. 	<ol style="list-style-type: none"> 1. Savings challenges within the public sector for the foreseeable future. 2. Relatively poor funding on the basis of current national allocation formulae and limited progress in prioritising expenditure on community health 3. Cessation of Intermediate Care Fund and reduction in Regional Collaboration Fund will impact on future sustainability of change already delivered.

Cross cutting theme	Assets and Enablers	Deficits and Barriers
<p>Existence of plans and strategies which have a results and outcomes focus</p>	<ol style="list-style-type: none"> 1. Regional Collaboration and Intermediate Care Funds have provided resources to trial outcome focused models of working. 2. Training has been commissioned to support staff within social care to work in an outcome-focused way 3. Some good commissioning strategies within social services that help to match needs and resources. 	<ol style="list-style-type: none"> 1. Cross-organisational culture change will be required to fully embrace an outcome focused approach. 2. The social care market locally is not very responsive or focused on innovation, despite good relationships with commercial providers 3. Service plans need to focus on meeting demand and need in new ways.
<p>Performance to date and potential to continuously innovate and improve</p>	<ol style="list-style-type: none"> 1. Innovative and new models of working being tested out using the Regional Collaboration and Intermediate Care Funds. 2. Positive annual evaluation of local authorities by CSSIW. 3. Good achievement against current performance indicators and clear baselines for practice and service delivery. 	<ol style="list-style-type: none"> 1. Potential to continuously improve performance will be affected whilst managing change and with decreasing resources 2. Management information systems not yet geared up to the changed processes required under the Act. 3. Need to change some structures to provide integrated management and team working.

Cross cutting theme	Assets and Enablers	Deficits and Barriers
<p>Robustness and relevance of governance arrangements incl. engagement of citizens / service users</p>	<ol style="list-style-type: none"> 1. Recent citizen engagement exercises held by both Local Authorities on proposed budget savings for 2015/16. Wider citizen engagement has been delivered in developing and rolling out new commissioning models of service, in particular with people utilising community, neighbourhood and 3rd sector services 2. Health and Social Care are a clear corporate priority within all partner organisations. 3. Robust Scrutiny arrangements introducing critical friend challenges within both local authorities. 	<ol style="list-style-type: none"> 1. Different organisational approaches to engagement with citizens can lead to citizen overload and confusion and generally citizens will have engaged because of concern about savings proposals. 2. Need to align wellbeing/formal support and care aspects of each organisation's work. 3. Not enough arrangements for single line management.

SELF ASSESSMENT TOOL

SECTION 4 · ASSESSMENT AGAINST 'STRATEGIC INTENTIONS'

SELF ASSESSMENT TOOL · ASSESSMENT AGAINST ‘STRATEGIC INTENTIONS’

Alongside the specific duties included in the Act, you will also be expected to meet the aspirations of the Act and, therefore, further the implementation of Sustainable Social Services. This will involve achieving some challenging objectives in a period of significant increased demand and reduced resources. As previously, you will need to have completed sections 1 to 3 before this final section, as those assessments will enable you to reflect on the questions below.

The table below enables you to assess yourself against 10 ‘strategic intentions’ that, although not specifically named in the Act, are implicit in any consideration of how to implement the legislation.

‘Strategic intentions’	Your assessment of your readiness to implement			
	Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
Ensuring access to good information, advice and assistance for people to find universal services available in the community			55	
Mobilising a wide spectrum of proportionate community support which citizens with some care needs can access to help maximise their independence and achieve their desired well-being outcomes without having to rely on complicated assessments or care packages			51	
Adopting a ‘whole’ local area approach, based on meaningful engagement, to understanding and meeting the needs of the local population			55	
Providing help and support to the most vulnerable individuals with significant or enduring problems to assess their needs and organise and secure the care and support services they require			62	

‘Strategic intentions’	Your assessment of your readiness to implement			
	Poor evidence 1-25	Insufficient evidence 26-50	Sufficient evidence 51-75	Good evidence 76-100
Achieving integration of local government services and between local authorities and their partners, particularly the NHS, to achieve better outcomes for service users			65	
Placing the well-being and prevention agenda at the heart of strategic planning, commissioning and delivery of services			65	
Creating an effective interplay between well-being, prevention, assessment, eligibility and information			50	
Increasing preventative services and intervening early enough within the community, in a way which is not dominated by over-elaborate assessment processes, in order to minimise the escalation of critical need and keep people independent for longer			60	
Producing a whole system change in local areas and the creation of new models of care and service delivery			65	
Creating systems and approaches that put the citizen's view first, are based on genuine co-production and give people more control over their lives and their care and support to achieve better outcomes for their well-being			55	

Self Assessment Tool prepared by:
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Attachment 3
Social Services and Well-being (Wales) Act 2014
Draft Action Plan for Implementation

Strategic Intention/Key Decision	Timescale	Suggested lead/ Decision body
1 Access to information, advice and assistance (IAA) - <i>Ensuring access to good information, advice and assistance for people to find universal services available in the community</i>		
1.1 Decision about how the provision of a Single Point of Access for community Health (NHS) and Social Care services to provide access to information, advice and assistance will be established for the Cardiff and Vale Region.	June 2015	IHSSC Governance Board
1.2 Completion of a baseline assessment of all community Health (NHS) and Social Care Information Advice & Assistance Services across Cardiff and the Vale region.	July 2015	Sustainable Social Services Project Team
1.3 Confirmation of which Health (NHS) and Social Care services will be included in the regional Single Point of Access	September 2015	IHSC Strategic Implementation Group
1.4 Agreement on how to align the provision of IAA for children and families including the Family Information Service and Families First within each local authority area.	May 2015	Social Services Directors Cardiff and the Vale of Glamorgan
1.5 A regional definition of “universal services” which includes information about their relevance to the well-being and prevention agendas.	December 2015	Sustainable Social Services Project Team

Strategic Intention/Key Decision	Timescale	Suggested lead/ Decision body
1.6 Ensure that new models of service delivery for providing access to information, advice and assistance are aligned to the Organisational Development agendas in the City of Cardiff and the Vale of Glamorgan Councils.	March 2016	Social Services Directors in the City of Cardiff and the Vale of Glamorgan Councils
2 Proportionate assessment to maximise independence and well-being - <i>Mobilising a wide spectrum of proportionate community support which citizens with some care needs can access to help maximise their independence and achieve their desired well-being outcomes without having to rely on complicated assessments or care packages</i>		
2.1 Continue to work in partnership with the Third Sector on projects that facilitate proportionate assessment for citizens to maximise their independence and well-being.	December 2015	IHSC Governance Board
2.2 Agree an approach to prioritise the use of similar tools, policies, protocols and ICT for citizens who are supported on a single health (NHS) and social care pathway	September 2015	IHSC Governance Board
2.3 Agree a regional approach to leading and coordinating social care workforce development in line with a Learning and Development Strategy that will deliver proportionate assessment (see section 11)	March 2016	Social Services Directors Cardiff and the Vale of Glamorgan
2.4 Contribute to the Welsh Government Task and Finish Group looking at the current systems framework and influence how this will develop into a new model for assessment and eligibility.	September 2015	Directors
2.5 Continue the work to ensure that the UHB complete roll out of integrated	March 2016	UHB Directors

Strategic Intention/Key Decision	Timescale	Suggested lead/ Decision body
assessment processes		
3 Meaningful engagement with the local population - <i>Adopting a 'whole' local area approach, based on meaningful engagement, to understanding and meeting the needs of the local population</i>		
3.1	Build on existing citizen forum arrangements across Cardiff and the Vale to establish a Citizens Panel which promotes the well-being agenda and supports all organisations to deliver on the requirements of the Act.	May 2015
3.2	Complete the external review of Adult Community Health and Social Care services. Consider the results of the analysis of spend/demand for Adult Community Health and Social Care, agreeing priority areas for whole system change.	September 2016
3.3	Confirm the lead body carrying out the local population needs analysis and the contribution of each organisation.	April 2015
4 Providing care and support for the most vulnerable people - <i>Providing help and support to the most vulnerable individuals with significant or enduring problems to assess their needs and organise and secure the care and support services they require</i>		
4.1	Continue to develop the programme for the Regional Adults and Children's Safeguarding Boards.	June 2015
4.2	Develop the guidance for staff working with vulnerable adults to support the	September 2015
Directors		

Strategic Intention/Key Decision	Timescale	Suggested lead/ Decision body
implementation of new adult protection powers, ensuring that those in greatest need receive 'protection' and those requiring lower level support are appropriately signposted to other services.		
4.3 Agree a regional approach to leading and coordinating providing social care workforce development in line with a Learning and Development Strategy (see section 11)	March 2016	Social Services Directors Cardiff and the Vale of Glamorgan
5 <i>Integration to achieve better outcomes for people - Achieving integration of local government services and between local authorities and their partners, particularly the NHS, to achieve better outcomes for service users</i>		
5.1 Agree the regional approach to delivering integration across adult community health (NHS) and social care that sets out: <ul style="list-style-type: none"> • Options for new models of working that will deliver preventative services and safely reduce dependency and demand for high cost services • Options for establishing the management of shared services • Options for the arrangements of joint/pooled budgets • Options for service planning at GP cluster levels. 	December 2015	IHSC Governance Board
5.2 Decision on the future operating model for Adult Community Health and Social Care based on the outcome of the analysis completed by Whole Systems	May 2015	IHSC Governance Board

Strategic Intention/Key Decision	Timescale	Suggested lead/ Decision body
5.3	June 2015	Social Services Director Cardiff
5.4	June 2015	IHSC Strategic Implementation Group
5.5	September 2015	IHSC Strategic Implementation Group
5.6	March 2016	Directors Vale of Glamorgan Council
6 Primacy of well-being and its connection with prevention, assessment, eligibility and information - <i>Placing the well-being and prevention agenda at the heart of strategic planning, commissioning and delivery of services. Creating an effective interplay between well-being, prevention, assessment, eligibility and information</i>		
6.1	April 2016	Joint Local Service Board
6.2	July 2015	Directors & Joint Local Service Board

Strategic Intention/Key Decision		Timescale	Suggested lead/ Decision body
6.3	Ensure implementation of the requirements for well-being align with those in the Future Generations Act, responding to the demands for a unified public services approach.	May 2015	Directors & Chief Executives
6.4	Agree a regional approach to leading and coordinating social care workforce development in line with a Learning and Development Strategy (see section 11)	May 2015	Social Services Directors Cardiff and the Vale of Glamorgan
7 Early intervention to maintain people's independence - <i>Increasing preventative services and intervening early enough within the community, in a way which is not dominated by over-elaborate assessment processes, in order to minimise the escalation of critical need and keep people independent for longer</i>			
7.1	Develop further the Statement of Intent in relation to services for older people and also for all citizens using best practice evidence regarding the design and delivery of early intervention services	December 2015	Social Services Directors Cardiff and the Vale
7.2	Build on the work already started through the Intermediate Care Fund and the single point of access to ensure that more services are included and citizens are signposted to the right support first time.	April 2016	Social Services Directors Cardiff and the Vale
7.3	Agree a regional approach to supporting the development of early intervention, including identifying the priority population groups.	December 2015	IHSC Strategic Implementation Group (SIG)

Strategic Intention/Key Decision	Timescale	Suggested lead/ Decision body
8 New models of delivering care and support - <i>Producing a whole system change in local areas and the creation of new models of care and service delivery</i>		
8.1 Agree new models of integrated working across Adult Community Health and Social care in line with recommendations in the report from external advisors.	May 2015	IHSC Governance Board
8.2 Continue to deliver Regional Collaboration Fund projects providing care and support for citizens through the project "Enhanced Reablement Services".	March 2016	Social Services Directors Cardiff and the Vale
8.3 Implement the agreed programme of work for integrating children and family services across the region, overseen by the LSCB Executive.	March 2016	Social Services Directors Cardiff and the Vale
8.4 Build on the Regional Day Opportunities Strategies supporting Older People and People with Learning Disabilities, exploring new models of service.	March 2016	Social Services Directors Cardiff and the Vale
8.5 Further explore opportunities for joint commissioning across the Region, with commissioning strategies focused on improving outcomes, best value, prevention and promoting the contribution of social enterprises/cooperatives/user led services and the third sector.	September 2016	Directors
9 Giving people more control over their lives - <i>Creating systems and approaches that put the citizen's view first, are based on genuine co-production and give people more control over their lives and their care and support to achieve better outcomes for their well-being</i>		
9.1 Develop an agreed strategy (or framework) for the region together with the third and independent sectors describing how it will engage with citizens/communities. <ul style="list-style-type: none"> Explore with citizens and third sector partners how to improve our culture of 	December 2015	IHSC Governance Board

Strategic Intention/Key Decision	Timescale	Suggested lead/ Decision body	
<p>engagement and greater co-production in services.</p> <ul style="list-style-type: none"> • Develop an effective methodology and tools to capture the feedback of citizens when they access/use services and to proactively engage with them during service redesign. • Agree how to encourage citizens, families and communities to accept greater responsibility for their well-being, wherever possible. 			
10 Governance Arrangements			
10.1	Establish a programme managed approach for regional implementation of the Act, to include terms of reference for a Programme Board.	April 2015	Social Services Director Vale of Glamorgan
10.2	Identify key posts and prioritise resources to assist with preparing the region for implementation of the Act, including Lead Director, Programme Manager, Programme Support Officer, Project Officers.	April 2015	Social Services Directors Cardiff and the Vale of Glamorgan
10.3	Review the terms of reference of the Governance Board to reflect the National Partnership Board arrangements	April 2015	IHSC Governance Board
10.4	Respond to the Welsh Government Social Services and Well-being (Wales) Act consultation on the code of practice in relation to measuring the performance of social services and tranche 2 consultation on the regulations and guidance.	September 2015	Social Services Directors Cardiff and the Vale of Glamorgan

Strategic Intention/Key Decision	Timescale	Suggested lead/ Decision body
11 Training and Development of Workforce		
11.1 Prepare a Regional and Outline Learning and Development Strategy, which reflects the workforce development priorities of the region and the Strategy being prepared by the Care Council for Wales.	July 2015	Regional Lead Director Social Services
11.2 Establish a Regional Social Care and Workforce Development Partnership.	September 2015	Regional Lead Lead Director Social Services
11.3 Recruit a dedicated development officer with responsibilities for ensuring all staff and partners are fully briefed and have a good understanding of the requirements of the Act.	May 2015	Regional Lead Director Social Services

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**CITY AND COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**

CHILDREN & YOUNG PEOPLE SCRUTINY COMMITTEE

14 JULY 2015

CORPORATE PARENTING ADVISOR COMMITTEE 2014-15 REPORT

Background

1. The Committee undertook an inquiry into the role and status of Corporate Parenting in Cardiff and reported its findings to Cabinet in May 2014. The main recommendation from this inquiry was for the Council to *“Establish an Advisory Committee of Council for the Cabinet, to ensure that Corporate Parenting has a high role and status in Cardiff Council and is representative of the responsibility of the Authority as a corporate body to provide the best possible services for looked after children”*.
2. The Council’s Constitution Committee, at its meeting on 11 June 2014, recommended to Council the establishment of an Advisory Committee for Corporate Parenting and to recommend to Council the appointments to be made to the Advisory Committee in accordance with the membership provisions.
3. Council subsequently approved the Terms of Reference of the Committee as:
 - a) To actively promote real and sustained improvements in the life chances of Looked After Children, Children in Need, Care Leavers and children and young people in the criminal justice system and to work within an annual programme to that end;
 - b) To develop, monitor and review a corporate parenting strategy, and ensure its effective implementation through work plans and corporate parenting training programmes;
 - c) To seek to ensure that the life chances of Looked After Children, Children in Need and care leavers are maximised in terms of health, educational attainment, and access to training and employment, to aid the transition to a secure and productive adulthood;

- d) To recommend ways in which more integrated services can be developed across all Council directorates, schools and other stakeholders to lead towards better outcomes for Looked After Children, Children in Need and care leavers;
 - e) To ensure that mechanisms are in place to enable Looked After Children, Children in Need and care leavers, to play an integral role in service planning and design, and that their views are regularly sought and acted upon;
 - f) To ensure performance monitoring systems are in place, and regularly review performance data to ensure sustained performance improvements in outcomes for Looked After Children, Children in Need and care leavers,
 - g) To receive all relevant Children's Services inspection and annual reports, including: Children's Homes Quality of Care Report; Case Practice Reviews, Fostering Annual Quality of Care Report; Adoption Fostering Annual Quality of Care Report; 4C's Commissioning; Out of Area Annual Report; Annual Report of Brighter Futures (with education); Children's Complaints reports; and Advocacy Annual Report;
 - h) To report to the Cabinet at least twice a year;
 - i) To make recommendations to the Cabinet where responsibility for that function rests with the Cabinet;
 - j) To report to the Children and Young People's Scrutiny Committee as necessary;
 - k) To recommend the appointment of co-opted members to the Committee for approval by Council;
 - l) To develop and undertake a programme of consultation, listening and engagement events with Looked After Children and care leavers, as well as visits to services providing support and advice to Looked After Children, Children in Need and care leavers;
 - m) To submit an Annual Report on the work of the Committee to full Council.
4. The Corporate Parenting Advisory Committee held its first meeting on 8 October 2014, Chaired by the Deputy Leader. The Committee was initially invited to study the Terms of Reference to ensure that they met with the requirements of the Committee. The Members also agreed a programme of meetings and agreed to develop a work programme and proposed agenda items for future meetings.

Purpose of the Report

5. The purpose of this report is to provide the Committee with an opportunity to review and comment on the Report of the Corporate Parenting Advisory Committee (CPAC) 2014-15, and Terms of Reference of the Committee (copy attached at **Appendix A**). The key elements of the report are:
 - a. Key issues considered by CPAC during 2014-15, including:
 - i. Care leavers
 - ii. Looked After Children Inspection report
 - iii. *Listening to Children* Scrutiny Committee Report
 - iv. Advocacy
 - v. Payments by Results – Enhanced Fostering Scheme
 - vi. Looked After Children trainee programme.
 - b. Core CPAC business – Enhanced transparency and accountability for Looked After Children:
 - i. Education of Looked After Children
 - ii. Regulation 22 reports
 - iii. Annual inspection reports
 - iv. Six monthly report on Independent Reviewing Service
 - v. Complaints and Compliments.
 - c. Future Priorities for 2015-16:
 - i. Corporate parenting Member Development Programme 2015-16
 - ii. Participation and engagement
 - iii. Strengthening complaints and advocacy
 - iv. Improving Looked After Children educational attainment.

Way Forward

6. At the meeting, Councillor Sue Lent, Deputy Leader and Cabinet Member for Early Years, Children & Families may wish to make a statement. Tony Young (Director of Social Services), and Angela Bourge (Operational Manager, Children's Services Resources) will be in attendance to introduce the Corporate

Parenting Advisor Committee's Annual Report and answer any questions Members may have.

7. Members are invited to review the information set out in the report, and provide any comments to the Cabinet Member or Director of Social Service.

Legal Implications

6. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

7. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. These financial implications will need to be considered before any changes are implemented. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATIONS

Members are recommended to

- I. approve the report contained at **Appendix A**;
- II. review the information and submit any comments, concerns or recommendations to the Cabinet Member or Director of Social Services.

MARIE ROSENTHAL

**Director Governance and Legal Services
Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol**

8 July 2015

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CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE 14TH JULY 2015

Report of the Corporate Parenting Advisory Committee 2014-15

PORTFOLIO: EARLY YEARS CHILDREN AND FAMILIES (COUNCILLOR LENT)

Reason for this Report

1. The purpose of this report is to enable the Committee to consider the work undertaken by the Corporate Parenting Advisory Committee during 2014-15.

Background

2. The Committee undertook an inquiry into the role and status of Corporate Parenting in Cardiff and reported its findings to Cabinet in May 2014. The main recommendation from this inquiry was for the Council to *“Establish an Advisory Committee (CPAC) of Council for the Cabinet, to ensure that Corporate Parenting has a high role and status in Cardiff Council.”*
3. Council subsequently approved the Terms of Reference of the Committee as set out in Appendix I. These terms of reference require the production of an Annual Report of the CPAC for consideration by Council.
4. There were three meetings of the newly established Committee within the 2014-15 year, one of which was in effect an inaugural meeting in October 2014 which dealt in part with outstanding business inherited from the predecessor arrangements. Given that the CPAC has in effect only been able to convene three substantive meetings on a part-year basis it was agreed at the last meeting of the CPAC that the first full Annual Report will be produced at the conclusion of the current financial year in April or May of 2016.
5. Nevertheless it is important to highlight the work of the committee during the 2014-15 period and provide an insight into its future aspirations.

Key Issues Considered by CPAC during 2014-15

6. It should be noted that some of the key developments considered include issues that were ‘inherited’ from the predecessor Corporate Parenting Panel and that the initial meetings of CPAC have provided an opportunity for members who were new to corporate parenting to familiarize themselves with a very broad and complex agenda.

Care Leavers

7. CPAC endorsed an important report initiated by the predecessor committee which was very much focused on improving outcomes for Care Leavers. That report, concerning Transitions for Looked After Children, paved the way for greater priority for Care Leavers including

- An increase in the Leaving Care grant being increased from £1200 to £2000.
- Ensuring that pathway plans for Care Leavers more effectively reflect individual circumstances and provide for flexible support
- Seeking improvements in partnership working

Looked After Inspection (LAC) Report

8. The committee was pleased to receive the Care and Social Services Inspectorate report of their May 2014 inspection of Safeguarding in relation to Looked After Children and committed itself to undertaking further work in relation to the areas for improvement that were identified by the report including

- Strengthening the consistency of assessments
- Strengthening the role of Personal Advisors for Care Leavers
- Strengthening strategic planning for Looked After Children.

Listening to Children Scrutiny Committee Report

9. CPAC considered the Scrutiny Committee's report of its engagement with younger Looked After Children. CPAC fully embraced the recommendations of the report and recognized that the further development of participation and engagement with LAC was core CPAC. The committee subsequently agreed to extend a standing invitation to the Advocacy provider – National Youth Advisory Service (NYAS) as a regular attendee and advisor to the committee. An event to enable LAC to challenge the Annual Report of the Director of Social Services was also planned.

Advocacy

10. Committee received a comprehensive presentation from NYAS setting out the role of the organization and the arrangements for ensuring that relevant children access advocacy when they need it.

Payment by Results – Enhanced Fostering Scheme

11. Committee was pleased to learn of the progress of the successor to the Social Impact Bond initiative and the appointment of an external provider to establish an Enhanced Fostering Scheme to enable children placed out of area to return to Cardiff.

Looked After Children Trainee Programme

12. Committee was briefed about the progress achieved in establishing a Council in-house trainee and work placement scheme for Care Leavers. This has progressed well with Directorates and the Trade Unions facilitating placements for LAC and supporting opportunities to secure longer term employment.

Core CPAC Business – Enhancing Transparency and Accountability for Looked After Children

13. In keeping with the terms of reference for the newly established CPAC, each of the meetings considered reports as standing items under the following headings, providing for greater transparency and accountability and supporting better cross directorate working in relation to LAC:-
14. **Education of LAC** – with the support of the Cabinet Member for education, the Assistant Director for Education and Achievement Leader, Outcomes and Partnerships, CPAC receives a regular update on the work being undertaken jointly to improve educational outcomes for LAC. This has included
 - The enhancement of Personal Education Plans and associated processes to support better LAC educational attainment.
 - The development of stronger links between the Children's Services LAC Service and Schools
 - The development of the Looked After Children Strategy
15. **Regulation 32 Reports** - Regulation 32 Reports are undertaken in relation to the Council's Children's Home. The reports are undertaken by an independent professional and involve scrutinizing records at the home, interviewing staff, checking incident reports, reviewing the visitors log, reviewing home conditions and menus and reviewing children's files. Committee considers these monthly reports, as a standing item. All of the reports have been very positive reflecting the exceptionally high standard of care the home provides.
16. **Annual Inspection Reports** - the committee will consider all inspection reports, some of which are conducted annually, e.g. in relation to the Children's Home or in relation to the fostering service.
17. **Six Monthly Report of the Independent Reviewing Service** – this report will be produced on a six monthly basis by the Operational Manager for Safeguarding and Review who has no line management responsibility for Looked After Children but who has a clear governance and quality assurance role in managing the statutory function that ensures statutory reviews of every Looked After Child's Care Plan. The first of these reports was scheduled for presentation to CPAC at the April 2015 meeting.
18. **Complaints & Compliments** - the Children's Complaints Officer attends to provide a quarterly summary report of all complaints made by children in receipt of social services or by parents or advocates on their behalf including complaints by M.P.s, A.M.s and Members. This provides insight into the number of complaints and any trends but more importantly also provides thematic intelligence about the nature of concerns that are being raised. Importantly it provides CPAC members with direct access to complaints intelligence and the Complaints Officer unmediated by other senior managers.

Future Priorities

19. The Committee will consider its future programme and priorities at its next meeting on Tuesday 14th July 2015. Among the issues the committee has already identified for further work are

- **Corporate Parenting Member Development Programme 2015-16**
– to be open to all members
- **Participation and engagement** with Looked After Children/Children in receipt of Social Services support
- **Strengthening Complaints and Advocacy**
- **Improving LAC Educational Attainment**

RECOMMENDATION

20. The Children and Young People's Scrutiny Committee is recommended to approve the report.

TONY YOUNG

Director of Social Services

7th July 2015

APPENDIX 1

Terms of Reference of the Committee:

- i. To actively promote real and sustained improvements in the life chances of Looked After Children, Children in Need, Care Leavers and children and young people in the criminal justice system and to work within an annual programme to that end;
- ii. To develop, monitor and review a corporate parenting strategy, and ensure its effective implementation through work plans and corporate parenting training programmes;
- iii. To seek to ensure that the life chances of Looked After Children, Children in Need and care leavers are maximised in terms of health, educational attainment, and access to training and employment, to aid the transition to a secure and productive adulthood;
- iv. To recommend ways in which more integrated services can be developed across all Council directorates, schools and other stakeholders to lead towards better outcomes for Looked After Children, Children in Need and care leavers;
- v. To ensure that mechanisms are in place to enable Looked After Children, Children in Need and care leavers, to play an integral role in service planning and design, and that their views are regularly sought and acted upon;
- vi. To ensure performance monitoring systems are in place, and regularly review performance data to ensure sustained performance improvements in outcomes for Looked After Children, Children in Need and care leavers,
- vii. To receive all relevant Children's Services inspection and annual reports, including: Children's Homes Quality of Care Report; Case Practice Reviews, Fostering Annual Quality of Care Report; Adoption Fostering Annual Quality of Care Report; 4C's Commissioning; Out of Area Annual Report; Annual Report of Brighter Futures (with education); Children's Complaints reports; and Advocacy Annual Report;
- viii. To report to the Cabinet at least twice a year;
- ix. To make recommendations to the Cabinet where responsibility for that function rests with the Cabinet;
- x. To report to the Children and Young People's Scrutiny Committee as necessary;
- xi. To recommend the appointment of co-opted members to the Committee for approval by Council;
- xii. To develop and undertake a programme of consultation, listening and engagement events with Looked After Children and care leavers, as well as visits to services providing support and advice to Looked After Children, Children in Need and care leavers;
- xiii. To submit an Annual Report on the work of the Committee to full Council

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**CITY AND COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**

CHILDREN & YOUNG PEOPLE SCRUTINY COMMITTEE

14 July 2015

YOUTH GUARANTEE – IMPLEMENTATION PROGRESS REPORT

Purpose of the Report

1. The purpose of this report is to provide the Committee with a progress report on the implementation of the Youth Guarantee (which is part of the Welsh Government's Strategy as set out in the Youth Engagement and Progression Framework) in line with Welsh Government briefings.

Background

2. The Committee during the development of its work programme requested a progress report on the development and implementation of the Youth Guarantee as part of the scrutiny of the 14 – 19 Learning Pathways.
3. The Committee has already been made aware that under the Council's Corporate Plan Priority 1 "Education and Skills for People of all Ages". The Education and Lifelong Learning Directorate has identified a key corporate commitment to "*Implement the Welsh Government Youth Guarantee to ensure appropriate progression for all learners by 2016*".
4. The Education and Lifelong Learning Delivery Plan 2015/16, which Committee scrutinised last month includes a list of Directorate / service commitments which include:
 - Every Learner to have a live Learning Pathway Plan in KS4;
 - Every school to demonstrate a high standard of impartial Careers Advice & Guidance and hold the Careers Wales Mark;

- Every young person in Year 11 to make a successful transition to Post 16 Education & Training;
 - Every young person achieves their best through the Youth Guarantee by completing their course and achieving positive outcomes in preparation for further progression.
5. The Delivery Plan further identifies key milestones for the completion, by the end of quarter one, as:
- All Post 16 providers to commit to YG and consistent planning cycle;
 - KS4 Careers Wales audit undertaken by all schools;
 - Careers Co-ordinators share self-evaluations and create best practice model for KS4 impartial careers advice & guidance (ICAG);
 - Curriculum managers construct Youth Guarantee offer for September 2016;
 - Incorporating Labour Market Intelligence from the South Wales Learning & Skills Observatory;
 - Common Area Prospectus (CAP) is produced;
 - Key school staff trained on use of CAP and cascade training in schools.
6. Director of Education and Lifelong Learning has provided a paper summarising the main elements of Welsh Government's Youth Engagement and Progression Framework and the Youth Guarantee proposals, copy attached at **Appendix A**. This includes:
- Cardiff's approach to the implementation of the Youth Guarantee;
 - Activities for implementing the Youth Guarantee; and
 - The next steps.
7. The papers also includes the Careers Wales five tier data as at April 2015, which shows that there were 1321 young people were in the first four tiers, with 6,382 young people engaged in Full or Part time employment, education or training.

8. An implementation timeline has been included at **Appendix B**. This sets out clear the various stages for the implementation of the Youth Guarantee programme, working towards Year 11 pupils being introduced to the scheme in September 2015 with the expectation that young people will sign on to their progression programmes in September 2016.

Scope of the Scrutiny

9. This report enables the Committee to review, assess and challenge the implementation of Welsh Government's scheme across Cardiff. Members may also wish to pass any comments, concerns or recommendations to the Cabinet Member and / or Director of Education and Lifelong Learning. Members are advised that at this meeting, Committee can scrutinise:
 - the progress being made in implementing the key milestones as identified in the Directorate Delivery Plan;
 - the impact that improved partnership working is having on the implementation of the scheme, and the effectiveness of joint planning;
 - any identified risks and the appropriateness of any proposed countermeasure;
 - that all of the stated objectives will have been completed by the year end; and
 - The effectiveness of the Education Development Board in overseeing its implementation.

Way Forward

10. Councillor Sarah Merry (Cabinet Member for Education and Skills), Nick Batchelar, Director of Education and Lifelong Learning and John Fabes, Achievement Leader 14-19, will present a briefing on the progress report, attached at **Appendix A and B** and will be available to answer any questions Members may have.

11. This report will enable Members to receive a copy of the implementation report, and provide any comments, concerns or recommendations to the Cabinet Member and Director of Education and Lifelong Learning.

Legal Implications

12. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

13. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet will set out any financial implications arising from those recommendations.

RECOMMENDATION

That Committee review the information attached at **Appendix A and B**, and provide their recommendations, comments or advice to the Cabinet Member and / or Director of Education.

MARIE ROSENTHAL

**Director Governance and Legal Services
Cyfarwyddwr Llywodraethu a
Gwasanaethau Cyfreithiol**

NICK BATCHELAR

**Director of Education and
Lifelong Learning**

8 July 2015

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**Report on the Youth Guarantee to
Children & Young People Scrutiny Committee
July 2015**

Purpose of the Report

1. To inform Scrutiny Committee about the approach being taken in Cardiff to implementing a Youth Guarantee in line with the Welsh Government Strategy laid out in the Youth Engagement and Progression Framework.

Background

2. In recent years Welsh Government has produced a number of reports and consultations under the banner of “Skills that work for Wales” that deal with increasing the skills base, especially in young people, and reducing the number of young people not in employment, education or training (NEET). The culmination of this work was the development by WG of the Youth Engagement and Progression Framework (YEPF). Cardiff already had an existing NEETs action plan in response to its Estyn inspection report and the recognition of the high levels of NEET that existed in the city. As part of the response to the YEPF the Cardiff NEETs Action Plan was re-written to deal with the implementation of the YEPF and to increase the levels of engagement of young people 16-24. Work on this framework approach has been underway for 2 years in Cardiff. It is worth noting that Cardiff has demonstrated one of the steepest declines in NEETs across Wales since 2010. The numbers of young people who are NEET in the city nevertheless remains too high.
3. The Welsh Government Youth Engagement and Progression Framework has six key elements:
 - Identifying young people most at risk of disengagement
 - Better brokerage and co-ordination of support
 - Stronger tracking and transitions of young people through the system
 - Ensuring provision meets the needs of young people
 - Strengthening employability skills and opportunities for employment
 - Greater accountability for better outcomes for young people

There are 2 new offers to young people through the Framework:

- The allocation of a lead worker as a single point of contact for the most at-risk young people
 - The development of a proactive and positive Youth Guarantee that will help to ensure that every young person has access to a suitable place in learning post-16
4. The Youth Guarantee is the offer, acceptance and commencement of:
 - A place on a full or part-time course in school, college, with an independent provider, or traineeship or apprenticeship place
 - Training to at least Level 2 during employment

5. The overall responsibility for the delivery and achievement of the Youth Guarantee lies with local authorities as part of their lead strategic role for implementation of the YEP Framework.
6. The Youth Guarantee is due to be implemented nationally from September 2015.
7. Cardiff Council has published its Corporate Plan for 2015-17 containing 4 Priorities. The Youth Guarantee is related to Priority 1 thus:

Priority 1:	Education and Skills for People of all ages
Improvement objective:	Every Cardiff school is a good school where learners achieve well
Commitment:	Implement the Welsh Government Youth Guarantee to ensure appropriate progression routes for all learners by 2016

8. Cardiff Council on the Partnership Board has the strategic lead and responsibility for implementing the Framework and the Guarantee within Cardiff.
9. The Education Development Board oversees the implementation of the Framework and Guarantee through:
 - The Employment, Education and Training Strategy Group - this group has a provider sub-group (Retention and Progression) that is focused on provision for Tier 2 learners (those unable to engage in EET).
 - The Post-16 Working Group – this is a sub group of the Education Development Board and is focused on provision for learners in Tier 5 in schools, colleges, training providers and employment; a more operational Curriculum Group designs the detail of the provision offer.

[For details of Careers Wales' 5 Tier Framework, please see Appendix 1]

Issues

The Cardiff approach to implementing the Youth Guarantee

10. In line with Welsh Government thinking Cardiff is stressing the collective responsibility that is required among all Post 16 providers if an effective Youth Guarantee offer is to be created for young people in the city.
11. Officers prepared a set of proposals that served as a starting point for discussion on how implementation could be taken forward (see para. 14 for the main elements). These proposals were presented to the Education Development Board and the Post 16 Task Group where they were broadly accepted.

12. The main elements in the proposed implementation strategy are:-

- The adoption of the Common Area Prospectus
- A review of the needs of learners in the current Year 10 together with the latest labour market intelligence to inform the planning of the offer
- A review of Careers Advice and Guidance in schools, particularly for Year 11, with the production of a best practice guide for schools
- The expansion of the “free choice” offer to all Year 11 not just those moving on into the 6th form
- A collective agreement among all providers to publish final option offers in January 2016 and then to open up an applications process during the Spring Term of 2016.
- To complete the bulk of the “offers” to Year 11 students by Easter 2016
- To review final choices and deal with any disentitlement under the Learning & Skills Measure in the summer term 2016
- To plan and deliver a summer transition support programme for the summer holidays 2016
- To track and record learners as they commence their Post 16 provision in September 2016

These points cover the requirements of the Youth Guarantee. However in Cardiff it is intended that the tracking of learners should continue beyond the commencement of their Post 16 provision. This will allow Cardiff to capture retention, completion, achievement and destination data as outputs / outcomes from the offers accepted and taken up by Year 11 students under the Youth Guarantee.

Activity on implementing the Youth Guarantee

- 13.** The proposed implementation strategy has been presented and discussed in the Education Development Board and the Post-16 Task Group. This latter group has representation of all the main groups of Post-16 providers in Cardiff and colleagues have fed back to their respective organisations.
- 14.** Careers Wales host the Common Area Prospectus (CAP) on their web site. Training for school and college administrators to facilitate the uploading of material into the CAP has been arranged and undertaken by Careers Wales. Training is also available in the summer term 2015 for school staff who will be providing support to young people in the use of the on-line CAP.
- 15.** The Curriculum Group will commence the review of Year 10 during the second half of the summer term 2015. The South Wales Learning & Skills Observatory has just released its first report on labour markets in the region and a “Supply Plan” is due to be released by September. These inputs, along with information from FE and Training Provider partners, will form the basis for the Youth Guarantee offer to Year 11 in the autumn of 2015.
- 16.** A workshop with Careers Wales, LA officers, and Careers Co-ordinators from schools and colleges has been run to investigate existing practice and best practice provision of Careers Advice & Guidance for Year 11. A report from this workshop is in preparation and will be circulated to all schools.

17. The expansion of the “free choice” offer in November 2015 to cover all learners will be dealt with by the Curriculum Group. This offer forms the basis for meeting the Post-16 requirements of the Learning & Skills Measure. Currently the regulations in the Measure require 6th forms and colleges to provide 30 Level 3 choices with at least 5 vocational courses in this offer drawn from 3 areas of learning including Science and Technology.
18. The FE and 6th form providers in Cardiff have agreed and adopted a common timetable/ option block policy for September 2015 which will increase the flexibility of choice that learners will have under the Youth Guarantee.

Next steps

19. To complete work on the remaining elements of the Youth Guarantee such as the Common Application System and a Post-16 tracking tool.
20. To respond to the “next steps” identified in the 9th June 2015 NEETS paper to Scrutiny namely:
 - *Challenge and support schools to fully exercise their responsibilities to ensure no leavers become NEET as part of the Challenge Advisors work.*
 - *Further strengthen the provision for groups identified as high risk. Improve provision ensuring pupils develop skills to enter and sustain placements.*
 - *Tighten the management of interventions that support young people through improved partnership accountability.*
 - *To strengthen arrangements to ensure young people access the most appropriate placements, sustain these places and are successful through implementation of the Youth Guarantee.*

Appendix 1 – Careers Wales 5 Tier data April 2015As displayed in the 9th June 2015 NEETs Report to Scrutiny.

Careers Wales NEETS Register - April 2015						
APRIL 2015		No contact with Careers Wales or the Local Authority	Require pre-engagement courses or are unavailable for work	Engaged with Careers Wales and ready to enter the labour market	At risk of disengagement from EET	Engaged in Full or Part Time EET
Cohort / Age		Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Left Year 11 in 2014		258	64	116	353	3153
16		76	24	44	121	1065
17		182	40	72	232	2088
Left Year 11 in 2013		193	98	100	139	3224
17		52	33	37	54	1084
18		141	65	63	85	2140
Grand Total		451	162	216	492	6382

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Implementation of Welsh Government's Youth Guarantee in Cardiff

Overall WG is anticipating that the Youth Guarantee will be introduced to Year 11 in September 2015 with the expectation that young people will sign on to their progression programmes under the Guarantee in September 2016.

Stages of Implementation

1.	Presentation of a strategy paper to EBD	2 nd March 2015
2.	Discussion with Post 16 Task Group	27 th March & 23 rd April 2015
3.	Discussions with Careers Wales over training for the Common Area Prospectus	May 2015
4.	Meeting with CW and school/college Careers Co-ords.	19 th May 2015
5.	Steve Lester from CW carrying out admin training in schools on the CAP	May to September
6.	Initial briefing paper to schools setting out expectations on Careers Advice & Guidance for Year 11 linked to the Guarantee	June 2015
7.	CAP complete and available for use in schools	By end of Sept. 2015
8.	Refreshed approach to CIAG in schools	Autumn term 2015
9.	Events linked to CIAG in schools	Autumn term 2015
10.	Free choice survey of all students in Year 11 (also covers the level 3 survey that provides details of the L3 offer under the Learning & Skills Measure – statutory requirement = 30 Level 3 of which 5 vocational and at least 1 vocational in Domain A – Science & Technology	November 2015
11.	Reports generated on survey to curriculum managers in schools and colleges	December 2015
12.	Final options published – The Youth Guarantee offer	mid – January 2016
13.	Young people apply (through the CAP) and are offered a place	January to March 2016
14.	Amendments to offer, disentanglement under the Measure, chasing up those young people without an offer	April to June 2016
15.	Summer holiday transition support programme through youth support services for the most vulnerable / least likely to make a successful transition	Summer holidays 2016
16.	Young people sign on for their progression courses / routes under the Youth Guarantee	September 2016
17.	Continued tracking of young people to their destinations in autumn 2018	Sept.2016 to Nov. 2018

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**CITY AND COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**

CHILDREN & YOUNG PEOPLE SCRUTINY COMMITTEE

14 July 2015

**EDUCATION & LIFELONG LEARNING DIRECTORATE PERFORMANCE
UPDATE**

Reason for the Report

1. The Committee agreed, as part of its work programme, to receive regular monitoring reports from the Education Directorate on the Estyn monitoring visit's six recommendations. The Estyn Inspection monitoring schedule, set out in their letter dated 5 May 2015 proposed further monitoring visits for recommendations 2 and 4 in autumn 2015, with a further visit in spring 2016 to cover recommendation 1 and overall progress against all recommendations.
2. This report provides the Committee with an opportunity to receive an update on the progress being made in addressing the Estyn monitoring recommendations which are due to be reviewed by Estyn in the Autumn, namely:
 - (i) Reduce exclusions and reduce the proportion of young people who are not in education, employment or training post 16;
 - (ii) Improve performance management processes to ensure a consistent approach in delivering objectives.
3. The Committee at its meeting on June 9 2015 received a detailed report on the current position in respect of young people's disengagement from education, employment or training, and the actions being taken to address the issues. As a result the Committee wrote to the Cabinet Member, welcoming the work that was being done to reduce the numbers of NEETs in the City. The Committee suggested that the Council's Traineeship Scheme be used to help NEETs gain work experience. The Committee also requested a progress

report on the Cardiff Partnership Board's work stream - Engagement and Progression ('Reduce the number of young people who are not in education, employment or training'), to be presented to Committee after the summer break.

4. As the Committee has already received a detailed report on the NEETs agenda. This progress report focusses on the exclusion portion of Estyn's recommendation 2. A copy of the June progress reports for recommendation 2 (exclusions) and 4 (Partnership working), attached at **Appendix A and B**.

Recommendation 2 (exclusions)

5. The Committee last reviewed the performance of school in respect of Behaviour and Exclusions as part of the Schools Annual report in January 2015. Members were informed that based on the information provided by the Cardiff Exclusion Report pack (24.7.14):
 - a. The total number of **permanent exclusions (PEX)** upheld across all key stages in Cardiff for 2013/14 is three. These took place in secondary mainstream provision.
 - b. There were no permanent exclusions from the primary phase or specialist provision.
 - c. The total number of **fixed term exclusions (FEX)** across all key stages in Cardiff 2013/14 is 2118 which is a reduction from 2360 in 12/13. There was a rise in fixed term exclusions in the primary phase which was offset by a fall in the secondary phase. There was also a rise in fixed term exclusions from specialist provision.
6. The June 2015, progress report for Recommendation 2a, "*Reducing Exclusions*" is attached at **Appendix A** and provides an overview of the progress since the Estyn inspection in February 2014. It also highlights the processes and procedures that have been put in place to address the recommendation.

7. The progress report also includes (detailed by school) the key concern around exclusions, together with the actions being undertaken to address the concerns identified. The report also includes at Appendix 1 the key performance indicator being used to measure the Directorate's progress in reducing overall exclusions.

Recommendation 4 (Improve the effectiveness of joint planning)

8. The Committee has not previously review the progress being made in addressing this recommendation.
9. The June 2015 progress report for Recommendation 4 (*"Improve the effectiveness of joint planning across the range of Partnership working"*) followed from the Estyn comment that at the time of the Monitoring Visit the partnerships had not demonstrated enough impact on raising standards. A copy of this attached at **Appendix B** .
10. The progress report provides an overview of the progress since the Estyn inspection in February 2014, as well as a summary of the key achievements around: effective working with schools, the local authority and the Central South Consortium; partnership with Higher and Further Education and Business; and the wider partnership agenda. The report also highlights the next steps to be taken in addressing this recommendation, which include:
 - a. Pilot clusters of primary schools working together to pool resources and maximise collective capacity;
 - b. Tighter integration of roles and understanding between the local authority and Consortium, so that all challenge advisers have access to the full picture of a school's needs; and
 - c. Develop an Early Help Strategy and action plan, to identify the key role that schools play in working with children and families.

Scope of the Scrutiny

11. These monitoring reports will enable Committee to review, assess and challenge the impact of the plans and processes put in place to reduce exclusions across Cardiff's schools and improve the effectiveness of joint planning. Members may also wish to pass any comments, concerns or recommendations to the Cabinet Member and / or Director of Education and Lifelong Learning. At this meeting Committee can scrutinise:
- a. the progress being made to undertake the tasks identified to address both recommendations;
 - b. the anticipated reduction in exclusions by the next monitoring visit;
 - c. the impact improved partnership working is having on raising standards;
 - d. any identified risks and the appropriateness of any proposed countermeasure;
 - e. the quality and analysis of the performance information presented to Committee;
 - f. That the rationale set out by Estyn for their future monitoring visits will be achieved within the given timescale, for recommendation 2a exclusions as follows:
 - i. Nearly all of the objectives, as per action plan, are to be achieved by December 2014.
 - ii. All of the stated objectives will have been completed by the Spring 2015.
 - iii. The local authority will have two years of verified data available on exclusions and NEETs.

For Recommendation 4 (*Improve the effectiveness of joint planning across the range of partnership working*):

- I. All stated objectives will be completed, as per the action plan, by September 2014;
- II. Self-evaluation, including thorough analysis of performance data should be evident in strategy;

- III. New Group structure will have had time to embed and demonstrate coherence, and
- IV. External review of effectiveness of Education Improvement Group plus other will have been completed.

Way Forward

12. This report will enable Members to receive a copy of the progress report on those objectives identified for recommendations 2 (exclusions) and recommendation 4, attached at **Appendix A and B**.

13. Councillor Sarah Merry (Cabinet Member for Education and Skills), Nick Batchelar (Director of Education and Lifelong Learning), will make a presentation on the progress being made to implement those actions to address Estyn recommendations 2 (exclusions) and recommendation 4, and answer any questions Members may have.

Legal Implications

- 11. The Scrutiny Committee is empowered to enquire, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary

duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

12. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

Recommendation

The Committee is recommended to:

- a. Consider the contents of the report, appendices and evidence presented at the meeting;
- b. Report any comments, observations or recommendations to the Cabinet.

MARIE ROSENTHAL

**Director Governance and Legal Services
Cyfarwyddwr Llywodraethu a
Gwasanaethau Cyfreithiol**

NICK BATCHELAR

**Director of Education and
Learning**

8 July 2015

Estyn Monitoring Visit June 2015

Progress Report

Recommendation

2a – Reducing Exclusions

Report Author

Phil Norton

Background

During the February 2014 monitoring visit, the inspectors judged that the recommendation had been 'partly addressed'. The visit letter noted:

'There has been a marked reduction in the rate of fixed-term exclusions in secondary schools. In spite of this, the rate of fixed-term exclusions remains too high and has been second-highest in Wales for the last three years, although the average number of days lost from school per fixed-term exclusion has reduced and is marginally better than the Wales average'.

The current Estyn Action Plan for recommendation 2a sets out the following objectives:

1. Maintain low permanent exclusion rates across all sectors.
2. Further reduce the number of fixed term exclusions in secondary schools.
3. Further reduce the number of fixed term exclusions in primary schools.

Overview of progress since February 2014

Secondary phase short fixed term exclusions (*see note 1a*) have reduced steadily since 2011/12 and longer fixed term exclusions (*1b*) similarly reduced and fell to a level in 13/14 which was below the Welsh average for the previous year.

The reductions were achieved despite extraordinarily high rates of exclusions in 3 schools (Eastern High, Michaelston Community College and Glyn Derw High) necessitating local authority intervention this year.

Primary phase short fixed term exclusions (*1c*) have reduced this year and longer term exclusions (*1d*) have maintained the year on year reduction since 12/13.

Average days lost (*2*) were below the Welsh average in 12/13 and have reduced further since.

The figure for primary fixed term exclusions is on course to be lower than the previous two years and is predicted to be close to the targets set for 14/15 for short fixed term exclusions. The average days lost has also fallen in this phase with the majority of primary schools issuing very short exclusions if any at all.

In the secondary phase short fixed term exclusions are predicted to fall this year, however, the rate for longer exclusions is predicted to rise. If the two extreme cases (MCC and Eastern) were disaggregated the outcomes would be much closer to the targets set.

Progress is being made in reducing short fixed term exclusions in the primary phase but in a small number of schools (Glan Yr Afon, Glyn Coed, Llanedeyrn, St Cuthbert's, St Patricks, Trelai, Springwood, Coed Y Gof and Windsor Clive) exclusions are too high. However, in the majority of cases these schools manage behaviour well and support services work closely with the schools and individual pupils.

In certain schools exclusions could be reduced and these schools are in need of joint support from the Challenge Advisors and local authority officers. This has taken place in Coed Y Gof and Ninian Park. The same will now put in place for Trelai and Windsor Clive. Where this has happened exclusions have reduced.

Progress in reducing short fixed term exclusions is good in the majority of secondary schools but in some (Cantonian, Willows, Glyn Derw, MCC, Eastern and St Illtyd's) exclusions remain too high. Increasing levels of exclusions (MCC, Glyn Derw and Cantonian) has contributed to the evidence base for LA intervention, review of provision, and in one case a change in leadership. This along with considerable support has had a positive effect on reducing exclusions (e.g. Eastern High (164 in the autumn term compared to 53 in spring and 10 in the first half of the summer term).

Most schools make good use of the delegated funds and strong partnerships have been established which have resulted in sustained reductions in exclusions. Marked decreases in exclusions or maintained low levels of exclusion are evident in Fitzalan, Cathays, Bishop of Llandaff, Mary Immaculate, Glantaf and Plasmawr. St Teilo's, Corpus Christi and Whitchurch provide very good value for the delegated funding to increase inclusion and reduce exclusion.

Team plans reflect the work of individual specialist teachers and provide a clear line of sight to the service plan via the strategy for reducing exclusions. This in turn links to the Education Development Plan. Team Leaders and service leads have measurable PPDR objectives which reflect the priorities and are a regular focus in line management meetings. Individual team members have more clearly defined PPDR objectives which are directly related to the performance of their linked schools and team plans. These are the focus of regular supervision sessions and team meetings. These allow for closer scrutiny of schools' inclusion practices and greater accountability in schools.

The strategy for reducing fixed term exclusions has been through consultation with the Education Management Team and Education Strategic Group and a representative group of primary head teachers. This was approved at the ESG in May and went out to schools in the June bulletin. This has strengthened the support and challenge to schools through the use of end of year reports, early year Team Around the School meetings and follow up reviews where necessary. The initial challenge and support visits have taken place and these have either led to reductions in exclusions (Fairwater, Herbert Thompson, St Cuthbert's, St David's CIW, Coed Y Gof) or, where this is not the case, recommendations which will be followed up in early September. (Trelai and Windsor Clive) (*see note 3*).

A 'Hard to Place/Managed Admissions Protocol' has been agreed and commenced in June 2015 which enabled the placement of 7 pupils and secondary head teachers having direct input into the decision making in relation to how the Pupil Referral Unit operates.

The local authority has built mature partnerships with schools and is holding them to account which is demonstrated by the reviews of Step 3 and 4 provision in secondary schools. These have identified best/sector leading practice and resulted in the transference of good practice between schools. The reviews have provided the opportunity for making improvement recommendations where value for money is not being provided and identifying where the best value for money is being achieved. The number of schools improving the quality of provision from their delegated funding has increased year on year.

Data is used to good effect to ensure regular challenge and support. Half termly data analysis has highlighted 11 secondary schools as having low or significantly reduced FTE rates, 3 schools (MCC,Glyn Derw and Cantonian) as being at risk of having increasing rates or above Welsh average FTE rates and a further 3 schools as having high FTE (Willows, St Illtyd's and Eastern). This has resulted in a greater level of challenge and evidenced impact on reducing exclusions.

Support and challenge visits have been undertaken in secondary schools where FTE are high (Michaelston/Glyn Derw, Eastern, Llanishen and St Illtyd's). The resulting recommendations for improvements have contributed to a reduction in FTE in Eastern, St Illtyd's and in particular Llanishen where exclusions reduced from 193 in 13/14 to 72 this year. Significant senior staffing changes at Eastern High following local authority intervention, supported by secondments from the behaviour support team, have had a significant impact on reducing exclusions.

A summary of performance against targets this year is shown at Appendix 1.

Next Steps

Disseminate best practice identified following the step 3 and 4 reviews to assist improvement plans where schools continue to have high exclusions.

Explore changes to this funding to ensure that those schools that are not providing value for money currently, are supported to improve their provision and therefore reduce exclusions.

Support MCC to completely revise step 4 provision and improve steps 1-3 to reduce the extraordinarily high level of exclusions.

Implementation of the Strategy for Reducing Fixed Term Exclusions will closely monitor exclusions and ensure support and challenge are both in place very early in the new school year.

Changes to the behaviour support team will increase capacity building in schools and improve access to support for pupils.

Extend the use of restorative practices and nurture provision through support for planning, funding and promotional events to build capacity to sustain reduced exclusions.

Evidence referred to

PPDR reports
 Team plans
 LA Exclusions report
 All Wales data sets
 Notes of Visit
 Review reports
 Strategy for reducing FTE
 ESG minutes
 EMT minutes
 Directory of partners

NOTES

1a. Fixed term exclusions (5 days or fewer) Secondary phase - 3 year downward trend forecast to be maintained this year (83 per 1000) Welsh average 56.5 per 1000 (12/13)

1b. Fixed term exclusions (6 days or more) Secondary phase shows a year on year reduction since 09/10 and last year (3.69) was below the Welsh average for 12/13 (4.0)

1c Fixed term exclusions (5 days or fewer) – Primary phase - significant fall predicted this year.19/1000 pupils to 9.6/1000.

1d Fixed term exclusions (6 days or more) – Primary phase reduced since 12/13 (0.59/1000) to 0.3/1000 in 13/14 which is forecast to be maintained this year.

2. Average days lost per exclusion Welsh average 12/13 was 2.5. Cardiff average has fallen from 2.4 to 1.9 and forecast to be maintained at that level.

3.

School	Concern	Action
Trelai	Continued high exclusions	LA and challenge advisor review of behaviour management systems asap
Windsor Clive	Continued high exclusions	LA and challenge advisor review of behaviour management systems asap
Coed Y Gof	Significant rise in exclusions, lack of clear action plan following recommendations from recent review.	LA and challenge advisor action following recent review - support needed to implement action plan.
Adamsdown	Rise in exclusions	Monitor exclusion rates with a view to carrying out a review if necessary.
Glan Yr Afon	High exclusions	LA and challenge advisor action-discussions needed to re-design support as systems appear to be sound.
Llanederyn	High exclusions	LA action- discussions needed to re-design support as systems appear to be sound.
St Cuthbert's	Continued high exclusion rates	Exclusions reduced following challenge and support visit-monitor.
St Patrick's	Continued high exclusion rates	Monitor exclusion rates with a view to carrying out a review
Radyr High School	High exclusion rates	LA and challenge advisor action-recent review of Step 3 and 4 provision -recommendations need implementing. Delegated funding does not represent value for money. Further review of steps 1 and 2 may be needed.
Challenge Cymru schools	Exclusions remain too high	Individual reviews have highlighted differing needs which need following up with the Challenge Cymru advisors.

Appendix 1

Progress towards Key Performance Indicators 2014/15				
Ref	Description	Baseline	Target	Current performance May 2015
		2013/14	2014/15	
2.1	Permanent exclusions per 1000 pupils (secondary)	0.18	0.06	*0.12
2.2	Average number of days lost from school per fixed term exclusion (combined)	1.79	1.6	*1.9
2.3	Number of fixed term exclusions in Secondary schools for 5 days or fewer (per 1000 pupils)	94	55	**83.02
2.4	Number of fixed term exclusions in Secondary schools for 6 days or more (per 1000 pupils)	3.69	3.3	**5.13
2.5	Number of fixed term exclusions in Primary schools for 5 days or fewer (per 1000 pupils)	12.5	8.5	**9.6
2.6	Number of fixed term exclusions in Primary schools for 6 days or more (per 1000 pupils)	0.3	0.25	**0.3
2.7	Number of pupils with more than 10 days fixed term exclusions (combined)	102	90	*74

*In year figure

**Forecast

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Estyn Monitoring Visit March 2015

Progress Report JUNE 2015

Recommendation 4

Improve the effectiveness of joint planning across the range of partnership working

Report Author

Nick Batchelar

Background

This recommendation is a modified statement of the initial recommendation to “Improve the effectiveness of partnership planning for outcomes in priority areas” dating from the January 2011 inspection. The February 2014 visit judged that it had been “partly addressed”. The visit also assessed progress against the recommendation to “Improve the effectiveness of joint planning across the range of partnership working” as “largely addressed”. That visit letter noted:

- Integrated priorities for children and young people in the What Matters Plan
- constructive partnerships of the Cardiff Partnership Board
- Education Development Board and Families and Young Peoples Board re-focused
- multi-agency working in relation to EET: better early identification and coordination of support
- effective working with schools to establish a 5 step framework for managing attendance and behaviour, but fixed term exclusions still too high
- the initiation of close partnerships with HE and business
- closer working between LA and Consortium.

However it was judged that these partnerships were not at that time demonstrating enough impact on raising standards.

Overview of progress since February 2014

a) Overview

The partnerships noted in the 2014 monitoring visit have since that time been consolidated and extended so that they contribute positively to improvement in learner outcomes. Roles, relationships and mutual expectations and accountabilities between schools, the LA and the Consortium have been clarified, leading to a sharper focus on key priorities, higher expectations and a more mature culture of challenge and support. The Council’s overall commitment to improving educational attainment has been strengthened within the framework of the What Matters Partnership Plan with a revised Corporate Plan and significantly enhanced corporate commitment to education. There has been significant strengthening of partnerships between the schools in the Authority, Higher and Further education, and business and enterprise.

Partnership planning across institutional and geographical boundaries has been extended through the LSCB Board. Links between schools and local Neighbourhood Partnerships have been strengthened to foster joint working in supporting vulnerable pupils. Strong partnership arrangements are in place to deliver the Prevent Strategy and the Channel programme throughout Cardiff.

These improved arrangements have impacted positively on improved attainment and a reduction in NEET. In particular the percentage of Year 11 leavers designated as NEET reduced from 4.9% in 2013 to 4.2% in 2014.

b) Achievements since February 2014 monitoring visit**Effective working with schools**

There is now a clearer recognition of the delegated responsibilities of schools and their governing bodies and as a consequence sharper holding to account in relation to the learner outcomes that they deliver. School leaders and governors are now more effectively engaged in taking shared responsibility for the improvement of attainment across all Cardiff schools.

School to school support is well established in Cardiff as it is across the Consortium area. Formal commissioned arrangements have been established between schools requiring improvement and strong schools, for example at Cardiff high and Eastern; Llanishen Fach and Fairwater. There is now a well-established network of School Improvement Groups (SIGs). 4 Cardiff schools are operating formally as 'hub' schools and 4 as 'specialist' schools offering professional development in teaching and leadership.

The 5 step approach to behaviour management, and delegation of funding to schools, has led to a reduction in exclusions. Areas of difficulty are addressed in a constructive way. For example a Hard to Place Panel has been established to ensure shared responsibility for the admission arrangements in difficult cases. The panel is chaired by a headteacher and all heads are involved in decision making. Good progress has been made in ensuring that learners at risk of NEET are assessed through consistent use of the Vulnerability Assessment Profile in all schools.

There is an improved culture and practice in joint working between the Authority and schools, with more open dialogue, and better engagement. For example the Schools Budget Forum has held two well attended training days, and has initiated action to review Service Level Agreements for traded services provided by the Council to schools. It is better placed to deal constructively with the challenging budget pressures ahead.

There are improving multi agency partnership in relation to the most challenging primary pupils and their families. Information briefings and networking have been put in place to ensure that primary heads are aware of and can access neighbourhood support structures. Some improvement in the structures and relationships between children's social care and school leaders- more to be done.

Local Authority and Consortium

The working relationship between the Authority and the Consortium is now more robust, with a clear focus on the priorities for improvement in Cardiff. Governance of the Consortium service delivery has been strengthened, and with Cardiff elected members and officers playing an active role. The support and challenge to schools categorised as red or amber is more effectively structured, with appropriate linkage between Consortium and senior Local Authority staff. Action is being taken to strengthen information sharing and communication to ensure that challenge advisers are fully connected in their work to the spectrum of LA services which support schools and their pupils.

Partnerships with Higher and Further Education and Business

The Education Development Board provides formal oversight of this engagement with much additional partnership activity outside the meetings. Cardiff Business Council has taken a strong lead in promoting the need for governors to be drawn from business and

enterprise in Cardiff. A sub-group of the council has been established to promote this objective and has secured additional governors in a number of Cardiff schools, including as part of formal intervention into governance where it has been weak. The number of governors from Cardiff Metropolitan University and Cardiff University has increased, with for example, promotion of the role of school governor in Cardiff in staff newsletters.

The partnership between the Authority and Cardiff and the Vale College has been particularly strong in relation to Eastern High. Senior members of the college are on the re-shaped governing body, and very close working with the College underpins the joint development of the new building for the school and College provision, due to open in September 2017.

The Council is using its strategic role in the city to establish a strong "Pupil Offer" for learners at the 6 Challenge Cymru schools in the city, following the national Pupil Offer conference in January 2015.

Wider Partnerships

The Prevent Strategy

Strong 'Prevent' partnerships continue in Cardiff, both in mainstream schools and in Higher and Further Education. Education staff are key players on the Cardiff CONTEST (Counter Terrorist) Board and Channel Panel, and play an active part in reducing vulnerability around extremism. Those partnerships also include Welsh Government, Home Office, Estyn, South Wales Police and the Wales Extremism and Counter Terrorist Unit (WECTU). The Home Office Prevent Co-ordinator works within Cardiff Local Authority and acknowledges the commitment shown by the education sector in Cardiff on the Prevent Agenda.

Education specialists deliver the Home Office WRAP (Workshop to Raise Awareness of Prevent) package and play an active part in the WRAP partnership network. Partners worked effectively together to follow up concerns about young people in relation to three particular Islamic Centres in the City. A co-ordinated, multi-agency approach, involving education staff, Social Services and Estyn, resulted in a proactive visit to all three premises and systems in place to deal with identified issues. Cardiff secondary schools have in place successfully operating the Getting on Together (GOT) Project, which is focused on extremism and delivered to pupils via R.E., the Welsh Baccalaureate and P.S.E. programmes.

Working with health and other partners

There is effective partnership working with health in a number of important areas. This is especially close on a day to day basis in special schools and in the Flying Start provision across the city. There is now a very effective five stage model of support for speech and language, delivered in partnership with the speech and language therapy service. Primary schools assess language development of all children entering Reception and use a range of strategies and interventions to address language delays. The impact on learners has been evidenced as a mean average of 20% improvement of receptive Language skills within the Reception year. Therapy referrals are processed more effectively with needs being met earlier and the gap narrowing between a delay and appropriate language skills. Within the UHB this work has recently won an award with the Health Care Professional Council. The Authority has also set up a joint approach to commission of provision for young people with additional needs with the Vale of Glamorgan and the Health Authority.

Families First

Education is a key partner within the Council's Families First programme and is the lead provider for the Child and Youth Engagement work stream which delivers activities for children and young people aged from 8 to up to 25 and their families, where they need additional support to participate effectively in education and training and take advantage of opportunities for employment.

Adult and community learning

The Cardiff and the Vale Adult and Community Learning Partnership has significantly improved provision, value for money and learner outcomes in adult learning. The Estyn monitoring report of January 2015 noted that very good progress had been made in strengthening the strategic leadership, management and coordination of adult community based learning through partnership working.

Next Steps

What more needs to be done?

- We recognise that the very significant budget pressures we face will require further re-shaping of the functions that the Local Authority is able to deliver, and will unavoidably mean tighter school budgets. The savings required cannot be delivered through efficiencies alone. We must put in place strategies which deliver improved outcomes at lower cost. In primary phase we are seeking to develop pilot clusters of primary schools working together to pool resources and maximise collective capacity. Service Level Agreements have been revised and a Traded Services Board will be established to act as the client side voice in relation to services provided on a traded basis by the Council to schools.
- The working relationships between the Authority and the Consortium Challenge advisers are much improved. We now seek to build tighter integration of roles and understanding so that all challenge advisers have access to the full picture of a school's needs to enable them to engage where appropriate with services across the Authority in a way that establishes a genuine 'team Cardiff' approach to working with schools.
- The Council has developed an Early help Strategy in collaboration with a wide range of partners. The action plan to implement this strategy identifies the key role that schools play in working with children and families. Steps have been taken to strengthen links between schools and other agencies. A Directory of agencies and contacts at a neighbourhood level has been circulated to all schools and a series of 'networking' events run in July 2015 to build better communication between school leaders and key staff in other agencies. The early help action plan will extend and deepen this joint working to ensure affective alignment, good information sharing efficient use of collective resources.

Evidence referred to

Minutes of EDB, ESG, LSCB Executive FYPB, School Budget Forum January 2015

Briefing note: Education Meeting Structure

Overview briefing note: What Matters Partnership in Cardiff Council

Cardiff Annexe to CSC Business Plan

Minutes of CSC Joint Committee, Directors Meetings

Directory of Neighbourhood Services for Schools

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**CITY AND COUNTY OF CARDIFF
DINAS A SIR CAERDYDD**

CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE:

14 July 2015

CORRESPONDENCE UPDATE – INFORMATION REPORT

Background

1. Following most Committee meetings, the Chair writes a letter to the relevant Cabinet Member or Officer, summing up the Committee's comments and recommendations regarding the issues considered during that meeting.

Issues

2. The key points raised in the Committee's letter are taken from the way forward discussion at the end of each meeting and captured in the minutes of the meetings. Responses are evidenced in future reports or copied to Members if specifically requested. A summary of all letters sent and responses received is attached at **Appendix A** together with an indication of whether the consideration of the issues resulted in any further action being required. Also attached at **Appendix B** is a copy of all correspondence sent and all responses received since the Committee's meeting in May 2015.

Legal Implications

3. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be

within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

Financial Implications

4. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATIONS

The Committee is recommended to note the content of the letters contained in the appendices.

MARIE ROSENTHAL

**Director Governance and Legal Services
Cyfarwyddwr Llywodraethu a Gwasanaethau Cyfreithiol**

7 July 2015

Children and Young People Scrutiny Committee Correspondence Report summary 2014 – 15 & 15 - 16

Committee date	Recipient	Subject and Information requested	Response Required	Response date	Response received	Future Action
11 November 2014	Cllr Magill	Estyn Recommendation progress report	Actions to address the deterioration of 2 performance indicators	22 May 2015 from Cllr Merry	Details of the processes put in place to address the increased number of exclusions in certain schools Consultation on a strategy for reducing fixed term exclusions has been completed	Committee to continue to Monitor progress in addressing the Estyn recommendations and reduce exclusions
10 March	Cllr Magill	Corporate performance, Estyn monitoring National Categorisation SOP refresh	More timely performance reports Concern about self evaluation Transition to high school concerns Involve third sector in community facilities discussions Details of nursery provision across the		Awaiting response	Copies of latest self evaluations Report back transitions arrangements Evidence of improvements in future categorisation reports

Committee date	Recipient	Subject and Information requested	Response Required	Response date	Response received	Future Action
10 April	Cllr Lent	Integrated family Support Team Quarter 3 report Recruitment and retention of social workers Cabinet responses Audit Committee correspondence	Concerns about funding and request for further information in future reports A robust exit strategy be developed for the managed team Concern about the timeliness of the recruitment of social workers Further update on CHAD action plan	12 May 2015	Share concern and representations have been made to the Welsh Government. Information provided in separate email Explanation of robust exit strategy which has been put in place. Further report presented to June Committee Cllr Hinchey to respond Chad action plan to be presented to September committee	Updated report next year Further report to committee Further update to Committee Continue to monitor
	Cllr Hinchey	Recruitment and retention of social workers	Concern about the timeliness of the recruitment of social workers	15 May 2015	Full response to committee's concerns, providing detailed analysis of vacancies, process timeline as well as a copy of the recruitment action plan.	Continue to Monitor vacancy rates

Committee date	Recipient	Subject and Information requested	Response Required	Response date	Response received	Future Action
12 May 2015	Cllr Lent	<p>Membership of Safeguarding Board,</p> <p>concerns around training.</p> <p>Improve scrutiny arrangements</p> <p>Quarter 4 Performance</p> <p>Draft Early Help Strategy</p>	<p>Board needs clear Membership</p> <p>Training programme must be in place by June 2015</p> <p>Progress on Mash</p> <p>Management actions to improve Timeliness of initial assessments</p> <p>Clarification of the level of sickness</p> <p>Details of Partner agencies to be included</p> <p>communication and awareness is</p>	10 June 2015	<p>Membership to be made clear</p> <p>Progress will be monitored to ensure completion by end of June</p> <p>Progress on Mash to be reported to June meeting</p> <p>This is being treated with the utmost priority. With marked improvements expected in quarter one</p> <p>Clarification of sickness level</p> <p>Details will be included</p> <p>Communication is a key role for all partners</p>	<p>Scrutiny of Annual report</p> <p>To be included in the Committee's work programme</p>

Committee date	Recipient	Subject and Information requested	Response Required	Response date	Response received	Future Action
12 May 2015	Cllr Magill	Estyn Visit Monitoring Letter Quarter four performance report	<p>Members sought assurance that the comments and advice from Estyn are reflected in the Action Plan</p> <p>Directorate should maximise its efforts to reduce the level of Neets and vulnerable pupils</p> <p>School are provided with advice and support to introduce the new curriculum</p> <p>Develop a long term strategy to improve attainment at Key Stage 2</p> <p>Investigate alternative ways to</p>	30 June 2015	<p>Assurance provided that the Action Plan reflects all the comments and advice provided by the Inspectors at the meeting.</p> <p>The action plan includes significant focus on these two areas and a further report will be present to the July Committee</p> <p>The Central South Consortiums (CSC) 'Qualified for Life' team is providing comprehensive support.</p> <p>This is inherent within the Directorates and Consortium's strategy.</p> <p>Consideration is being given to the consultation</p>	

Committee date	Recipient	Subject and Information requested	Response Required	Response date	Response received	Future Action
9 June 2015	Cllr Lent	Children's Services delivery Plan Multi Agency Safeguarding Hub	undertake SOP consultation. Reprioritise actions to enable actions to be completed as soon as possible Make every effort to sustain the current caseload averages Committee to be kept informed of plans to investigate any alternative service provisions. Provide further progress reports on the development of the MASH		process. Awaiting response	
9 June 2015	Cllr Merry	Education Delivery Plan	To amend the Plan to: Clearly identify a long term strategy for school improvement		Awaiting response	

		Needs	<p>Reprioritise the actions so that those that can be completed quickly are shown as such</p> <p>Review the categorisation of pupils to reflect their first language and not ethnicity</p> <p>Include in future to include an action on training of school governing bodies</p> <p>Provide to a future meeting a report on the Council's traineeship and how it can help Needs</p> <p>Provide a report to a future meeting on the progress being made by the Cardiff Partnership Board on its work stream Engagement and</p>			
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			Progression.			

Inquiry Letters

Outcome Letter date	Recipient	Subject of Investigation	Key Findings and Recommendations	Response date	Response received	Future Action
1 December 2014	Cllr Magill	Recruitment and Appointment of Local Authority School Governors	<p>Cardiff's Recruitment and Appointment Process</p> <p>School Governing Bodies must have the appropriate Skills</p> <p>Ward Councillors</p> <p>Role of Governors</p>	29 December 2014	Cabinet supported the recommendations and Council agreed to establish a Governor Appointment panel	Phase two of investigations to be undertaken late spring.

My Ref: Scrutiny/Correspondence/MJH

14 November 2014

Councillor Julia Magill
Cabinet Member - Education and Skills
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CF10 4UW



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Neuadd y Sir
Caerdydd,
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Dear Julia

Thank you for attending the Children and Young People Scrutiny Committee on 11th November 2014 to help introduce the **Progress report on Recommendation 2 and 6 of the Estyn Inspection letter**,. I would also like to thank Nick Batchelar, Carol Jones, Angela Kent, Simon Morris, Phil Norton, Neil Hardee and Marie Rosenthal for their contribution to the various elements of the report. Members were particularly pleased to be able to hear from and question officers who were directly involved in implementing the actions to address these recommendations. Following consideration of the monitoring reports presented at the meeting and answers to Members' questions, the Committee has asked me to write to you with the following comments, concerns and requests for information.

Recommendation 2 - Exclusions

The Committee welcomed the opportunity to be updated on the progress being made in addressing this part of recommendation 2 and in particular the good progress being made in reducing exclusions across Cardiff's Schools.

Members did however note with concern that two performance indicators had deteriorated and following further analysis members noted that this had resulted from only small number of schools. During the way forward section of the meeting, the Committee agreed to request details of the department's actions to address the deterioration of these two performance indicators in the schools.

Recommendation 2 - NEETS

The Committee welcomed the positive picture being portrayed, although members did note that precise data was not yet available. Members particularly appreciated the description of the work being undertaken with the 180 originally identified NEETs and that through intervention 121 now have a destination with 23 fully engaged.

Recommendation 6 - Scrutiny

Members appreciated the summary given by Marie Rosenthal and noted the progress that had been made in supporting Members in addressing the actions for this Committee. The Members also noted that following a review of the Partnership



Scrutiny Panel it was now agreed that Partnership issues would be considered directly by each Scrutiny Committee, and Members further agreed to receive all children & young people partnership reports.

I hope that these comments, and advice, detailed above will be of use and support in improving outcomes for Cardiff's pupils and I look forward to receiving the requested additional information and a positive response to this letter within the next month.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Richard Cook', with a long horizontal line underneath it.

COUNTY COUNCILLOR RICHARD COOK
Chair – Children and Young People Scrutiny Committee

CC: Nick Batchelar
CC Marie Rosenthal
CC Carol Jones
Cc Angela Kent
CC Simon Morris
CC Phil Norton
CC Neil Hardee

**CABINET SUPPORT OFFICE
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My Ref / Fy Ref: NB/HAE/JM/CC/CG

Your Ref / Eich Ref : Scrutiny/Correspondence/MJH

Date / Dyddiad: 22nd May 2015

Councillor Richard Cook
Chair – Children and Young People Scrutiny Committee
County Hall
Atlantic Wharf
Cardiff
CF10 4UW

Dear Councillor Cook

Thank you for your comments in relation to the Children and Young People Scrutiny Committee meeting on 11th November, 2014 in your letter of 14th November 2015 addressed to Cllr Julia Magill.

You requested details of the department's actions to address concerns in relation to two aspects of performance in exclusions from schools.

Progress in reducing the overall number of short fixed term exclusions in the primary phase has been slow due to the high rates in a small number of schools; they are Bryn Hafod, Glan Yr Afon, Coed Glas, Herbert Thompson, Llanedeyrn, St Cuthberts, St Patricks, Trelai, Springwood, Coed Y Gof and Windsor Clive.

Progress in reducing short fixed term exclusions has also been too slow in some secondary phase schools; Cantonian, Willows, Glyn Derw, Michaelston Community College, St Illtyd's.

The end of spring term data has highlighted schools that are still relatively high excluders and therefore require challenge/ support visits. These schools have either been contacted to set dates or these visits have already taken place. They are Bryn Hafod, Glan Yr Afon, Glyn Coed, Herbert Thompson, Llanedeyrn, St Cuthberts, St Patricks, Trelai, Springwood, Coed Y Gof and Windsor Clive.

The consultation period for the proposed strategy for reducing fixed term exclusions has been completed and once the all Wales data for 13-14 is released the strategy will be finalised.



Concerns were raised by the secondary head teachers' group around placement of pupils. The disproportionate admissions of hard to place pupils has been addressed by meeting with a representative group of heads and reaching agreement on a protocol for admissions in such cases.

A review of the step 3 and 4 provision and the role of the Team Around the School has been carried out at the Glyn Derw Michaelston Federation.

The in-year data shows reductions or maintenance of low exclusion levels in 13 High schools. Some schools have addressed the exclusion concerns having been challenged via the team around the school process and challenge/support visits.

All Wales data for 13/14 is due in May for national comparison.

The Behaviour Support Team has sound intelligence on the specific situations in each school and reports on a regular basis. If maintained at the current rate there would be a fall compared to last year.

Permanent exclusions and average days lost to exclusion continue to be low.

The LA Behaviour Support Team have a detailed understanding of the specific situation in each school, and reports that if current rates are maintained there will be an overall improvement on fixed term exclusions compared to last year.

I hope this provides you with the information you requested.

Yours sincerely
Yn gwyir



Cllr /Y Cyng Julia Magill
Cabinet Member for Education and Skills/
Yr Aelod Cabinet Dros Addysg a Sgiliau
Member for Llanishen and Thornhill /
Aelod Dros Llanisien a Thornhill

My Ref: Scrutiny/Correspondence/MJH

16 March 2015

Councillor Julia Magill
Cabinet Member - Education and Skills
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Atlantic Wharf
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CF10 4UW



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Dear Julia

Thank you for attending the Children and Young People Scrutiny Committee on 10th March 2015 to help introduce the **Education Performance update, School Performance Monitoring Report and the 21st Century School Programme – refresh**. I would also like to thank Nick Batchelar, Carol Jones, Angela Kent, and Janine Nightingale for their presentations and contribution to the various elements of the agenda. Following consideration of the monitoring reports presented at the meeting and answers to Members' questions, the Committee has asked me to write to you with the following comments, concerns, requests for information and recommendations.

Education Performance - update

The Committee welcomed the opportunity to be updated on the progress, as shown in the quarter three report, being made by the Directorate, however following an analysis and explanation of the various elements of the performance report, Members considered that it was important that performance should be reported to Committee, as soon as possible after the end of the quarter. Members therefore recommended that future corporate performance reports must be presented in a more timely manner, so that they can review and assess up to date information.

Estyn monitoring – recommendation 3,5 & 6

Recommendation 3 – Make sure that the arrangements for delivering school improvement services challenge and support all schools effectively, in order to improve standards for learners in all key stages.

The Committee was pleased to hear that the improvement processes had been strengthened with the Consortium and that officers felt that there was now better challenge and support from the Consortium's Challenge Advisors. Members were however concerned that the operation of the consortium was still "a developing situation" and although some areas were performing well the consortium was still not operating satisfactorily. Members requested clear assurance from you and the officers as to when the Consortium will be operating to an acceptable standard.

Members were also pleased to be informed that the school performance process was working well and schools were holding regular school improvement meetings.



The Committee noted the officers' confirmation that there was a high degree of confidence that some schools would be improving. The Committee will therefore be looking forward to seeing clear improvements, across all schools, when the next banding of Cardiff's Schools is published.

When Members reviewed the challenge process, officers stated that schools had to undertake a self assessment exercise, which identifies any changes in potential categorisation. As the Committee felt frustrated that improvements were not moving fast enough, Members requested copies of the latest school self assessments for the "red" schools so that they could see what potential progress was being made by each of the schools.

Recommendation 5 – Improve Performance management process to ensure consistent approach to delivering objective

The Committee welcomed the improvements made in the Corporate Performance Management Process and that there was now a consistent focus on the performance of schools. However Members considered it important that the Council should not lose sight of the progress being made by individual pupils.

In addition Members wish to highlight to Education officers that although Chairs of Governors were involved in school improvement meetings and plans, officers must ensure that all Governors are aware of the issues of concern and plans in place to improve the educational outcomes of pupils in their School.

Recommendation 6 – Improve the scrutiny of local authority education service and partnership working.

The Committee also reflected on actions relating to this recommendation as it was directed at this Committee together. Members considered the training they received was very good and should be repeated every two years as well as provided to all new committee Members. Members also stated that the analysis and presentation of education performance information had improved considerably over the years, however they were not always able to be presented with the full picture. As a result the Committee had agreed to undertake detailed investigations into selected schools, over the next few months, so that they can understand the challenges faced by schools.

School Performance Monitoring report

The Committee welcomed the explanation of the National Categorisation and in particular the analysis of the categorisation of Cardiff's Schools against those of the Consortium and All Wales. Members also noted the Schools Causing Concern process which had been sharpened since September 2014, and now included holding Head Teachers and Chairs of Governors to account for the progress of improvement. However Members still expressed concern that some schools were not showing signs of improvement. The Committee expect to see significant improvements over the next year.

Members expressed some concern, that following their analysis of the performance of schools, it was apparent that there is a disproportionately high number of Faith and Welsh schools in the "red" and "amber" categories. Members requested that officers investigate the reasons for the high number of Faith and Welsh schools causing concern, and report back to Committee, on the actions that are being put in place to address this imbalance.

Members also noted that some High Schools categorised as "red", had feeder Primary Schools that were categorised "green or yellow". Members felt that this highlighted problems around the transition from Primary to Secondary as well as a possible change in the educational culture in some high schools. Members requested that Education Directorate and the Consortium should investigate these situations and report back to Committee with actions they had identified to address this situation.

Finally Members noted that officers stated that they expected year on year improvements in school's categorisation and as such the Committee will be looking, in future reports, for the evidence of this improvement.

21st Century School Programme - Refresh

Members welcomed the opportunity to scrutinise the plans before they are presented to Cabinet, and identified a number of comments which could be taken into consideration by Cabinet when it considers this report on 19 March 2015. The Committee wished to reiterate to Cabinet that any refresh of the 21st Century School Plans must have as its primary aim "better outcomes for pupils".

Members noted that one of the aims of the refresh was to establish schools "to facilitate the development of community focussed schools for the benefit of the wider community across Cardiff". Members wish to emphasis to Cabinet that the development of any community facilities must be undertaken following discussions with neighbourhood partners, charities, youth service, and play providers, to ensure that the schools are truly community focussed.

Members expressed some concern that there seemed to be an over emphasis of Faith Schools projects being moved to the deferred list, as many were for the establishment of Nursery Units. Members noted that additional nursery places were being provided within other projects, however they considered that there would still be an in balance of places across the City, and this needed to be addressed as part of the refresh. The Committee requested details of the provision of nursery places across the City together with an explanation of the rational behind the prioritisation of projects and in particular the reasoning behind the deferral of the Nursery Unit projects.

Finally the Committee noted the refresh proposals included a New High School in the West of the City, which replaces Michaelston Collage and Glyn Derw High. Members wish to have assurance that you and officers have learnt from the issues identified at the New Eastern High and ensure that they are not replicated in the new school in the west.

I hope that these comments, advice and recommendations, detailed above will be of use and support in improving outcomes for Cardiff's pupils. The Committee looks forward to receiving the requested additional information listed above together with a positive response to this letter within the next month.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Cook', with a horizontal line underneath it.

COUNTY COUNCILLOR RICHARD COOK
Chair – Children and Young People Scrutiny Committee

CC: Nick Batchelar
CC: Carol Jones
CC: Angela Kent
CC: Janine Nightingale
CC: Cheryl Cornelius



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Date 10 April 2015

My Ref SS/CYP/MJH
Your Ref:

Councillor Sue Lent
Cabinet Member for Families, Children and Early Years and Deputy Leader
County Hall
Atlantic Wharf
CARDIFF
CF10 4UW

Dear Sue

Thank you for attending Children and Young People Scrutiny Committee on 7 April 2015 to help introduce and respond to the **Integrated Family Support Team Annual Report, Quarter 3 Children's Services Performance report, Recruitment and Retention of Social Workers update, three Cabinet Responses to Task and Finish enquires and Audit Committee correspondence**. I would also like to thank the officers who attended for their full and honest answers that were provided at the meeting. Following consideration of the reports and answers to Members' questions, the Committee has asked me to write to you with the following comments, concerns and recommendations.

Integrated Family Support Team – Annual Report

The Committee welcomed the opportunity to scrutinise the Team's third annual report, prior to its presentation to the Welsh Government. Members were pleased with the work of the team and the positive outcomes the various initiatives had achieved. However during the way forward section of the meeting Members did express some concern around some aspects of the report.

Members discussed in depth, with officers, the impact of the change in funding for the team. Originally funding was received directly and resources were allocated across Cardiff and the Vale on the basis of need. This resulted in 2/3 of resources being applied to Cardiff and 1/3 to the Vale. However Members were concerned to learn that funding was now included in the RSG settlement on a 50/50 basis. Members recommended that the Integrated Family Support Service Board ensure that resources are allocated on the basis of need.

Members also suggested that future annual reports should included information and data to help support the outcome measures and impact of the team's work, this could include:

- A termly assessment, from schools, of the changes in the children's education, during the course of the teams' intervention. This will compliment the happiness index; and
- Details of the cost benefit analysis of the teams work

Finally Members requested clarification of the outcome for the 89 children that had been worked with during last year as the presentation only gave details for 55 of the children.



Children's Services Quarter 3 Performance 2014/15

The Committee was pleased to be informed that there have been general improvements in the overall performance of the service. In particular Members welcomed the percentage increase in the timeliness of core assessments and initial child protection conferences despite an overall increase in the number of referrals, as well as the number of core assessments and initial child protection conferences. Members were also pleased to see that the Managed Team had reduced the overall number of cases from 2,953 to 2,504, thereby bringing the social worker case load down to 18.4 cases.

In respect of the Managed Team, Members questioned the exit strategy, as the team were still dealing with 220 cases. Members were aware that these cases would now have to be allocated across the social workers. The Committee also expressed its concern that even though the Managed Team was always a temporary measure, it appeared that a robust exit strategy had not been developed.

Members recommended that urgent action is taken to develop a robust exit strategy, prior to the ending of the Managed Team's contract, as it became apparent that the transition would be challenging and involved a number of risks. Children's Services needs to ensure that social worker's workload is not adversely affected and a backlog does not build up again.

Recruitment and Retention of Social Workers

The Committee was pleased to hear about the ongoing initiatives, which had been implemented to improve social worker recruitment and retention, including the re-branding of the service, reorganisation of the teams and the review of the processes.

Members focussed their questions on the timeliness of the recruitment process. Officers indicated that the process can take an average of four months to fill a vacant social worker post. The Committee considered this delay to be overly excessive, particularly from a safeguarding point of view, and could put children and young people at risk. Members stated that a maximum of 2 months should be the Council's target.

The Committee, during the way forward section of the agenda, recommended that the Council's Human Resources and Children's Services departments must urgently investigate the social worker recruitment process, identifying the areas of delay or blockage, and thereby develop an action plan to reduce the recruitment process for social workers to a target of two months.

Cabinet Responses

The Committee was pleased to receive the positive responses to the Committee's three reports and noted that all recommendations had been accepted. Members did highlight that in respect of the Child Health and Disability response report, the attached action plan was dated June 2014. Members requested that a more up to date action plan be provided to Members as soon as possible.

Audit Committee Correspondence

The Committee noted the Correspondence received from the Chairman of the Council's Audit Committee and endorsed my response to you. The Committee agreed that in accordance with the commitment made in the Joint Chairs letter to you, the Committee will include the issue in its future work programme.

Finally I would like to take this opportunity to ask you and the officers, if the Committee's scrutiny of your items on the agenda had resulted or will result in any impact, change or review of the service provision covered by the reports.

In conclusion, thank you again for participating in this scrutiny, and we look forward to your response to the questions raised, requests for information and recommendations detailed above, within the next month.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Richard Cook', with a horizontal line underneath it.

COUNTY COUNCILLOR RICHARD COOK
Chair – Children and Young People Scrutiny Committee

CC: Tony Young, Director of Children's Services
Angela Bourge, Operational Manager, Strategy, Commissioning and Resources
Sarah Woelk, Operational Manager, Child in Need Teams
Debbie Martin-Jones, Operational Manager, Looked After Children Teams
Cheryl Chapman, Service Manager for Integrated Family Support Service
Kim Brown, Service Manager, Policy and Performance

DEPUTY LEADER'S OFFICE

My Ref: CM30687

Your Ref:

Date: 12th May 2015

Councillor Richard Cook
Cardiff Council
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Dear Richard

Scrutiny CYP 7 April

Thank you for your letter of 10th April following my attendance with officers, at the C&YP Scrutiny Committee on 7th April.

Further to the observations and questions of the committee as set out in letter I would respond as follows:-

1. IFST Annual Report

I very much share your concerns, as does the service, regarding the change in the division of the funding formula which is inherently inequitable. Please be assured that the change has been introduced by the Welsh Government and not by the IFST Board. The Director has made representations and sought reassurance from Welsh Government officials as a result of which he has been advised that a straight 2, 3, 4 or 5 way split is being applied to all IFST across Wales irrespective of the size or needs of the respective authorities in each IFST area but that all authorities are required to fully contribute that sum back into a pooled budget to meet the needs of the regional footprint. In effect this changes little but begs the question of the reason for the distribution formula. WG has also advised that they are in the process of introducing new statutory guidance concerning regional governance, to support the implementation of the Social Services and Well Being Act and that IFST's among a range of other social services and integration strategies will be incorporated within that governance.

The committee's other comments concerning the shape and content of new year's Annual Report will be taken into consideration at the appropriate point in the cycle. Further information will also be provided regarding the outcome for all 89 of the children cited.

2. The Managed Team Exit Strategy

I am unable to accept or agree with the comments of the committee that "a robust exit strategy had not been developed". On the contrary a



detailed options appraisal, incorporating the managed exit of the service, was taken fully into consideration in early 2015 and it was as a result of that appraisal that it was agreed to extend the contract of the team for a further 3 months to enable a safe and managed exit. This does not and could never mean that the exit of the managed team would be without risk or that it would not have the effect of increasing caseloads. Very little of the work of Children's Services is low risk and indeed the bulk is relatively high risk and complex work. The managed team enabled the service to manage down backlogs, prepare cases for closure which could be supported in other ways and reduce the caseload average from over 25 to a little over 18. This places the service in a much stronger position to manage existing work and new cases more effectively and ensure timely closure of work that is concluded and it is the intention to maintain the lower level of caseloads that have been secured. It is imperative to emphasise however that this is not guaranteed, since not all of the variables, not least of which is demand, are in the control of the service.

Please be assured that the Directorate is acutely conscious of the need to closely monitor caseloads in what is always a fast changing and volatile service and that in the event of the position deteriorating outside of safe limits, senior managers fully understand the need to act and to mitigate such a risk. Members will also be aware that the Directorate is leading the development of a Multi Agency Safeguarding Hub, and I am pleased to be able to advise you that this is now gaining real momentum with partners and elsewhere. One of the significant advantages of this development will be its clear capacity to mitigate the kind of demand pressures that feed through into caseload numbers. You may wish to receive a presentation of the MASH developments at a committee meeting in the near future.

3. Recruitment

I understand that Councillor Hinchey will be responding directly to the committee concerning the effectiveness of the process, following a recent review by HR, in response to your queries and rather than confusing matters with a separate reply, I would refer you to that.

4. Child Health and Disability

I understand your concerns regarding the timeliness of the cabinet response to the original Scrutiny Committee and agree that an update is now appropriate. This will be scheduled for the July committee.

Yours sincerely

Sue J Lent

**Councillor Sue Lent
DEPUTY LEADER
CABINET MEMBER FOR EARLY YEARS, CHILDREN & FAMILIES**



Is Anyone Better off?

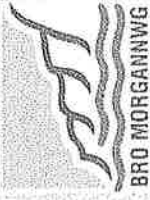


- 23% of children's names have been removed from the CPR (30 children)
 - 26% of families have been closed to Children's Services (18 families)
 - 4% of children have been placed with family during the intervention (5 children)
 - 2% of children have been registered on the CPR (2 children)
- (to date the IFST has worked with a total of 89 children)**
- Almost all families worked with have engaged in support services to ensure sustainability of goals set.
 - Support workers continue to work alongside families to ensure families receive robust support in phase 2 of the intervention.
 - The IFST also measures family happiness and cohesion using the WEMWBS. To date all families report an improvement in happiness and family wellbeing in line with goal attainment.
 - Cost Benefit Analysis – to date we are measuring substantial savings to the public purse as a result of the IFST intervention.



Llywodraeth Cymru
Welsh Government

VALE of GLAMORGAN



My Ref: T: Scrutiny/CYP/MJH

Date: 10 April 2015

Councillor Graham Hinchey
Cabinet Member for Corporate Services and Performance
City of Cardiff Council
County Hall
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CF10 4UW



Dear Graham

CHILDREN AND YOUNG PEOPLE SCRUTINY COMMITTEE - Recruitment and Retention of Social Workers – 7 April 2015.

I am writing to you on behalf of the Children & Young People Scrutiny Committee, following its consideration of an update report on the Recruitment and Retention of Social Workers at its meeting on 7 April 2015. The Committee considers that the safeguarding of Children & Young People is a vital part of its work and Members feel that the timeliness of the recruitment of social workers is a key factor in safeguarding and our Corporate Parenting responsibilities.

The Committee was informed during the meeting that there was a 25.3% social worker vacancy rate in Quarter 3 of 2014/15 and following detailed discussions with officers, Members were extremely concerned to be informed that the recruitment process takes up to four months. Members commented that a two month timescale should be the Council's maximum target.

The Committee, during the way forward section of the agenda, asked me to write to you to request that you and your Human Resources officers urgently undertake a detailed investigation, along with staff from Children's Services, into the Social Worker recruitment process. This investigation should identify any delays or barriers within the process, as well as develop an action plan to speed up the process to a target of two months.

I look forward to receiving a positive response to this letter, within the next 6 weeks.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Richard Cook', with a horizontal line underneath it.

COUNTY COUNCILLOR RICHARD COOK
Chair – Children and Young People Scrutiny Committee

Cc Philip Lenz, Corporate Chief Officer, Human Resources
Cheryl Cornelius, Cabinet Support Manager

**CABINET SUPPORT OFFICE
SWYDDFA CYMORTH Y CABINET**

My Ref / Fy Ref: CM30735
Your Ref / Eich Ref: T: Scrutiny/
CYP/MJH



Date / Dyddiad: 15 May 2015

Councillor Richard Cook
Cardiff Council
County Hall
Cardiff
CF10 4UW

Dear Councillor Cook

**Children & Young People Scrutiny Committee, Recruitment and Retention
of Social Workers, 07 April 2015**

I refer to your letter of 10 April 2015 on behalf of the Children and Young People Scrutiny Committee which met on 07 April 2015.

The committee was concerned that the social worker vacancy factor in Children's Services was 25.3% in Quarter 3 and that the recruitment process could take up to four months to complete. The Committee stated that the recommended timescale for recruitment should be two months.

In response to your letter, an analysis has been undertaken of recruitment to social worker posts in Children's Services from April 2014 to March 2015.

Firstly, I would like to assure you that the recruitment team in HR People Services and Operational Managers in Children's Services have been working closely to ensure that recruitment of social workers is a priority and that social worker vacancies are filled in a timely manner. All social worker posts are advertised externally and also appear now on the Guardian newspaper website. There is a continuous advertisement for social workers on the Council's job pages.

The current vacancy rate in Children's Services for case management social workers is 22% (April 2015). This equates to a total of 26 vacancies across the service.

The Directorate has not recruited to a significant number of vacancies in Intake and Assessment whilst a review of the appropriate skill set for that service was undertaken. This is now complete and the posts will shortly be advertised. Two grade 8 posts in I&A have been advertised recently and one appointment was made.

In reviewing a sample of cases from the 62 social worker appointments, the average period from the closing date to the start date of the candidate was, in fact, 10 weeks. It should be noted that the recruitment process, from the date the post closes to the confirmation of appointment letter being sent to the candidate,

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could be achieved in a two month period provided that the recruitment policy is followed and the people involved in that process (manager, HR people Services, candidate, occupational health, referees and the Disclosure and Barring Service) deliver what they need to in a timely manner. Obviously, candidates have to work notice periods which can range from 1 to 3 months and this cannot be factored in to the time it takes to conclude the recruitment process as the Council has no control over notice periods.

An further analysis has been undertaken of 11 live recruitment cases (Appendix 1). These are cases where candidates have been offered posts but have not yet started.

The analysis has identified that there have been delays in the process for various reasons, for example:

- Delays in returning paperwork to HR by managers in the service
- candidates not returning the paperwork necessary to complete the pre-employment checks
- references not being received in a timely manner
- Disclosure and Barring Service certificates not being received in a timely manner (mostly due to candidates not producing the correct paperwork)
- Medical clearance being delayed (mainly due to candidates not returning the pre-employment questionnaire to Occupational Health, one candidate took 100 days)

There are a number of actions that are being taken in HRPS to address perceived delays in the recruitment process, and these are shown at Appendix 2.

In February 2015, the HRPS Recruitment Team was thanked by the Operational Managers in the service for the support that has been provided and continues to be provided in the recruitment of social workers.

I hope that this response assures the Committee that HR People Services is working very closely with the Directorate to try and ensure that these critical posts are recruited to in a timely manner and that everything possible is done to expedite the recruitment process.

HRPS will continue to monitor the situation in respect of recruitment of this group of staff and we will continue to identify improvements to the recruitment process whilst maintaining the requirement to recruit to national standards to ensure the appropriate safeguarding of children in the City of Cardiff.

I trust this information is of assistance.

Yours sincerely,
Yn gwyir,



Councillor / Y Cyngorydd Graham Hincley
Cabinet Member for Corporate Services & Performance
Aelod Cabinet dros Wasanaethau Corfforaethol a Perfformiad

Analysis of Live Cases of Recruitment to Social Workers in Children's Services

Breakdown of Vacancies at 13 April 2015

Team	Number of Vacancies	Percentage
Children in Need	10	17.86
Looked After Children	3	10.00
Intake and Assessment (I&A)	13	43.33

Three years ago, a fortnightly appointment tracker was introduced which is sent to the Directorate to update managers on social worker vacancies that have been advertised and their status in terms of pre-employment checks.

In the 12 months from April 2014 to March 2015, we have processed the recruitment and appointment of 13 Principal Social Workers and 62 Social Workers across Children's Services case management teams.

The analysis of the data for 8 of the 11 candidates who are awaiting appointment indicate that the actual recruitment of the candidates, from the closing date of the advertisement to the conditional offer being sent to the candidate, ranges from 33 to 80 days (6.3 weeks to 16 weeks). The start dates for these candidates are still yet to be agreed due to outstanding DBS / reference checks.

Average HRPS Working Days to send applications to recruiting manager	Average Working Days Recruiting Manager takes to return shortlist	Average HRPS Working Days to send interview invites to candidates	Average Working Days Recruiting Manager takes to return notification of appointment form	Average HRPS Working Days to send conditional offer letter to successful candidate
1.8	7.9	0	6.7	2.7
Range of Days per Activity				
1 to 3	2 to 18	0	0 to 25	1 to 4

The Recruitment Team continually chases candidates to ensure that they provide information that is required and also chase reference, medical and DBS checks.

In reviewing 11 other cases of the 62 social worker appointments, the average period from the closing date to the start date of the candidate was, in fact, 10 weeks.

This includes 2 appointments where the DBS clearance was significantly delayed and resulted in 1 appointment taking 18 weeks and the other taking 16 weeks as a result. If we remove these 2 cases from the analysis, the recruitment was completed in just over 7 weeks.

It must be remembered that external candidates have to work notice and it is recommended that they do not tender their resignation from their current employer until all pre-employment checks have been completed.

Recruitment Action Plan

Issue Identified	Action	Responsible Officer	Deadline
Incorrect / incomplete paperwork being received from Recruiting Managers leading to delays in the process	<ul style="list-style-type: none"> • Arranged attendance at Children's Services Case Manager Team meetings to outline why it is important to submit clear, concise and accurate paperwork in the recruitment process • Briefing note prepared for presentation to managers 	Dawn Thomas / Pauline Sheehan	31 May 2015
Time taken to recruit to posts	Recruitment process has been reviewed from end to end and we are working to eliminate waste for the process and to reduce the time it takes to recruit	Dawn Thomas / Recruitment Team	Process reviewed; changes to be implemented by end of July 2015 as technological changes have to be developed and made
Delays in Obtaining References	Recruiting managers to obtain a verbal reference following the interview (eliminating double handling and delays)	Dawn Thomas / Recruiting Managers	June 2015
Delays in obtaining DBS checks	<ul style="list-style-type: none"> •The Council is considering moving to on line DBS checking – most on line applications are turned around by the DBS within 24 hours of them being received (75%+) •A full business case will 	Anita Batten / Pauline Sheehan	October 2015

	need to be developed		
Managers Not Having Visibility of Recruitment Status	Providing Manager self-service on DigiGov which means that managers can review the status of appointments in real time	Jason Carlson / Dawn Thomas	October 2015 as technological changes will need to take place
Different Contacts in Recruit Team managing the recruitment process	There will be one caseworker responsible for the end to end recruitment process so that recruiting managers will only have one point of contact for the entire recruitment process	Recruitment Team	August 2015
Two week delay in advertising positions	<p>Advertisements will be published to the website within 3 working days of approval for advert.</p> <p>This will give flexibility on closing dates which will mean that managers can flex recruitment to suit their diaries.</p> <p>There will still be a minimum of a two week window for candidates to apply</p>	Recruitment Team	June 2015



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Date 18 May 2015

My Ref SS/CYP/MJH

Councillor Sue Lent
Cabinet Member for Families, Children and Early Years and Deputy Leader
County Hall
Atlantic Wharf
CARDIFF
CF10 4UW

Dear Sue

Thank you for attending Children and Young People Scrutiny Committee on 12 May 2015 to help introduce and respond to the **Safeguarding of Children Report, Quarter 4 Performance Report, and the draft Early Help Strategy**. I would also like to thank the officers who attended for their full and honest answers that were provided at the meeting. Following consideration of the reports and answers to Members' questions, the Committee has asked me to write to you with the following comments, concerns and recommendations.

Safeguarding of Children

The Committee welcomed the opportunity to scrutinise the draft Cabinet report responding to the findings and recommendations of a Welsh Audit Office (WAO) report concerning the effectiveness of the City of Cardiff Council's corporate safeguarding governance arrangements as well as strengthening the arrangements for corporate governance in relation to safeguarding requirements. However during the way forward section of the meeting Members did express concern around some aspects of the report.

Members initially discussed the membership of the proposed Corporate Safeguarding Board. Members noted that in the Terms of Reference of the Board, it stated that for some attendees a "Nominated Officer" could attend. Of course the senior officer in any service area may not always be able to attend, but to include 'or nominated officer' in the terms of reference implied an undermining of the importance of the Board. Therefore the Committee recommend that the Board's Terms of Reference remove 'or nominated officer'.

Members also reflected on the proposed action plan and in the section "raising awareness" two training actions were identified as a high priority "RED", and would be completed by June 2015. The Committee considered these actions to be crucial and as such recommends that these actions are a priority and the Corporate Safeguarding Training and Development Programme for staff and Members must be completed by the end of June 2015. Members also suggested that the Directorate should make every effort to ensure that training organisations should include safeguarding in the relevant courses.

Finally I would like to inform you that the Committee agreed in its response to the WAO recommendations "Improve the work of the Council's scrutiny committees to ensure it is providing assurance on the effectiveness of the Council's corporate safeguarding arrangements" to include the scrutiny of the Board in its future work programme and undertake specific training in the scrutiny of safeguarding arrangements.

Children's Services Quarter 4 Performance 2014/15

The Committee was pleased to hear that there have been continued improvements in the overall performance of the service, and welcomed the progress being made in the development of the Multi-Agency Safeguarding Hub (MASH) together with the partnership work being undertaken to ensure the effective operation of the MASH. Members looked forward to the MASH being operational by April 2016.

Members did express concern that the timely completion of initial assessments had declined to 57% in this quarter. The Committee recommended that management action be prioritised to address this decline and looked forward to an improved picture during 2015/16.

Finally Members wish to remind you that during the discussions on the sickness data, you wished to provide further information on the level of sickness, as Members were unclear as to the exact level of sickness for Quarter 4.

Draft Early Help Strategy

The Committee welcomed the development of the Strategy and its implementation plan, as well as the opportunity to review the document prior to its consideration at Cabinet.

The Members noted that the Strategy stated that "wider partner agencies will be asked to pledge their support", for the strategy, however the Committee considered that this was not explicit enough and the Committee recommended that the Strategy should specify the key partners that must be involved to ensure the success of the strategy. Members' particular felt that the Play service and Youth Service must be involved.

Members also considered that the communication and awareness raising of the strategy was also fundamental to its success. The Committee therefore wished to seek assurance that every effort will be made to enable all professionals to be made fully aware of the Early Help Strategy and its aim to co-ordinate delivery of early intervention and prevention family support services between Flying Start, Families First, Children's Services (including IFSS) and the wider provision of support to families in Cardiff.

In conclusion, I would like to thank you again for participating in this scrutiny, and we look forward to your response to the questions raised, requests for information and recommendations detailed above, within the next month.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Cook', with a long horizontal line underneath it.

COUNTY COUNCILLOR RICHARD COOK
Chair – Children and Young People Scrutiny Committee

CC: Tony Young, Director of Children's Services
Angela Bourge, Operational Manager, Strategy, Commissioning and Resources
Alison Davies, Operational Manager for Safeguarding and Independent Review
Kim Brown, Service Manager, Policy and Performance
Melanie Jackson - Personal Assistant to Deputy Leader

**SWYDDFA'R DIRPRWY ARWEINYDD
DEPUTY LEADER'S OFFICE**

My Ref: CM31020

Your Ref:

Date: 10th June 2015

Cllr Richard Cook
County Hall
Atlantic Wharf
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Annwyl / Dear Richard

Thank you for your letter of 18th May following my attendance at the meeting of the C&YPSC on 12th May and for your welcome comments concerning officers.

In relation to the specific issues you have identified in your letter I would respond as follows:-

1. Safeguarding Children - I am happy to accept the recommendations made by members concerning the reference to a 'nominated officer' and the committee's expressed commitment to ongoing future scrutiny of the 'effectiveness of the Council's corporate safeguarding arrangements'.

I also share your concern that the awareness raising programme is expedited by the end of June as indicated in the Action Plan. The action plan will remain an item for review in my weekly discussions with the Director accordingly.

2. Quarterly 4 Performance - again I share your concern regarding performance in relation to the timeliness of initial assessments, an issue that I know the Director has been at pains to draw your attention to during the last 12 months. I am pleased to be able to reassure you that this is being treated with the utmost priority and that the Assistant Director is now focusing on ensuring that performance in the first quarter shows marked improvement and provides a basis for greater confidence that this can be sustained for the remainder of the year; a clear action plan is in place to support this goal.

In relation to the queries concerning the true position in respect of sickness absence it is clear that the reporting of 3 different figures confuses matters and makes it more difficult to scrutinise. I am able to clarify as follows:-

a) that page 81 of the Scrutiny papers reported that Children's Services year-to-date days lost per person stood at 13.87. On its own this doesn't enable members to compare progress or otherwise over time; in fact this figure represented a significant improvement against the annual target of 15.3 days lost

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b) that page 82 of the Scrutiny Papers cited sickness absence in the fourth quarter as being 7.2% against an annual target of 7% and therefore rated as red but

c) that page 90 indicated that overall sickness absence for whole of 2014/15 in fact stood at 6.5% against the 7% target for the year, in effect evidencing performance improvement in excess of target .

3. Early Help Strategy - I am happy to accept the committee's suggestions concerning the need to be explicit about key partners and can advise that all relevant directorates are engaged in the Vulnerable Children and Families Board partnership; this is the forum that will sign off and 'own' the new strategy. I would wish to clarify however that the Youth Service and Play are not separately represented on the partnership. In addition, I can confirm that as part of launching the new strategy every agency will share responsibility for ensuring that all relevant professionals are made fully aware of their role and their part in ensuring its success.

Yn gywir / Yours sincerely



Councillor / Cynghorydd Sue Lent
Deputy Leader / Swyddfa'r Dirprwy Arweinydd
Cabinet Member for Early Years, Children & Families
Aelod Cabinet Dros Y Blynyddoedd Cynnar, Plant a Theuluoedd

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My Ref: Scrutiny/Correspondence/MJH

18 May 2015

Councillor Julia Magill
Cabinet Member - Education and Skills
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Dear Julia

At the meeting on 12 May 2015 the Committee had a presentation by Clive Phillips, Assistant Director Estyn, on the Estyn Visit Monitoring Letter. I have detailed in this letter to you the issues that Members raised with Estyn and would welcome any comments you may have.

The inspector indicated that there was not a clear enough shared understanding of the long term strategy for school improvement. He explained that while the focus on challenging schools was becoming more apparent, more clarity will be required when Estyn return, in order to explain the support being provided to schools to help them to move forward in the future. Members sought an explanation of this judgement and asked what Estyn were expecting. Members were informed by the Inspector that there is evidence of intervention late in the day to help Year 11 pupils get through their exams but emphasised that there shouldn't be a dependency on this approach; there needs to be a long term strategy for improvement earlier in the year groups.

Members were further advised that Estyn will be placing much greater importance on the performance of vulnerable groups in future visits. Members were reminded that Cardiff is ranked bottom in Wales in relation to the number of pupils leaving school with no qualification and still has a high proportion of young people not in education, employment or training post 16. The Inspector recommended that Members should work with a broader range of performance indicators to seek assurance regarding outcomes for all learners in order to be in a stronger position to convince Estyn that Cardiff has robust longer term strategy for school improvement.

Members were informed by the Inspector that there were concerns that some Challenge Advisors were requiring additional support, particularly to ensure quality and consistency of reporting, and that this should be addressed as soon as possible. Members stated that support for Challenge Advisors could be seen as part of staff development. The Inspector emphasised that whilst quality assurance and additional support for Challenge Advisors is important, Estyn would not expect excessive time being committed to this when resources are limited. The focus needs to be on supporting schools to improve.

The Inspector further explained that Estyn had recently undertaken a survey of the four consortia and that the report would be published on 3 June 2015. In addition the Wales Audit Office had also undertaken a review. The Inspector recommended that the Council should take note of the findings of their survey.

A Member also confirmed a finding of the inspectors, that School Governors did not understand the new strategies for school improvement and that greater training and awareness raising need to be put in place. The Committee considered this to be crucial to enable the school governors to actively support and monitor their schools improvement plans.

It also became clear, from the comments made by both Estyn Inspectors, that during the Estyn monitoring visit in spring 2016 they will be particularly looking for the clear impact on outcomes of the various actions that the Council has implemented to address the recommendations listed in the Monitoring Visit in February 2014.

I would be pleased if you could confirm that all the above comments and advice are reflected in the Estyn action plan, and thereby ensure that the Inspectors will be provided with this information when they make their final monitoring visit.

Education Quarter 4 Corporate Performance report

I would also like to take this opportunity to thank you for attending the Children and Young People Scrutiny Committee on 12th May 2015 to help introduce the Education Quarter 4 Corporate Performance report. I would also like to thank Nick Batchelar, for his presentations and contribution to the agenda item. The Committee welcomed the opportunity to be updated on the progress being made by the Directorate, as shown in the quarter four report.

Following consideration of the performance report presented at the meeting and answers to Members' questions, the Committee has asked me to write to you with the following comments, concerns, requests for information and recommendations.

The Members welcomed the opportunity to review the Quarter 4 Corporate Performance report, which had been provided in a much timelier manner. The Committee noted the details contained in the report and that although it identified a number of challenges and emerging risks the Directorate had already identified actions to mitigate the issues.

The Committee during the way forward part of the agenda asked me to write to you to highlight a number of concerns that Members had with the performance of the following areas:

Members expressed concern at the relatively high level of young people in Year 11 who had been identified through the Vulnerability Assessment Profile as “Red”, and that some schools were not following the framework. Members also highlight the risks associated with the reconfiguration of the Youth Service and its impact on Young People not in education, employment or training (NEETS) Concerns around the level of NEETS and vulnerable pupils was also highlighted by Estyn in their recent letter and therefore the Committee considered the reduction in the number of NEETS to be a key challenge and recommended that the Directorate maximise its efforts to address this matter.

Members also expressed concern about the introduction of the new curriculum in September 2015, particularly its impact on Secondary Schools. Members wished to seek assurance from you that schools would be provided with the necessary advice and support to ensure that the introduction of the new curriculum does not have an adverse effect on pupils performance.

Members discussed the performance information around School Standards and in particular they expressed their concern in respect of key stage two results. Members noted short term measures being implemented to maximise progress towards the targets, but the Committee considered that a more long term strategy should be put in place to enable continuous improvements. The Committee also suggested that to ensure the effectiveness of the long term strategy all Governors must have a clear understanding of the strategy as well as the Head Teacher and staff.

Finally the Committee considered the School Organisation Planning item on the report and discussed the consultation process for new schools. Members understood that there was a statutory process to be followed but it was very protracted. Members recommended that you and Officers investigate alternative ways to undertake the consultation; particularly through the “Power to Innovate” to enable the development of new schools to be undertaken in a more timely manner.

I hope that these comments, advice and recommendations, detailed above will be of use and support in improving outcomes for Cardiff’s pupils. The Committee looks forward to receiving the requested additional information listed above together with a positive response to this letter within the next month.

To recap, this letter requests several actions, requests for information and recommendations, as follows and requires a response:

- Members seek assurance that the comments and advice detailed above are reflected in the Council's Estyn Action Plan;
- Recommends that the Directorate maximises its efforts to reduce the level of NEETS and vulnerable pupils;
- Seeks assurance that schools will be provided with the necessary advice and support to aid in the introduction of the new curriculum;
- Develop a long term strategy to improve attainment at Key stage 2;
- Investigate alternative ways to undertake SOP consultation, through the "Power to Innovate" to aid in the more timely development of new schools.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Cook', with a horizontal line underneath it.

COUNTY COUNCILLOR RICHARD COOK
Chair – Children and Young People Scrutiny Committee

CC: Nick Batchelar – Director of Education and Lifelong learning
CC: Carol Jones – Assistant Director of Education and Lifelong learning
CC: Suzanne Scarlett – Performance Manager
CC: Cheryl Cornelius – Cabinet Support Manger

**SWYDDFA CYMORTH Y CABINET
CABINET SUPPORT OFFICE**

Fy Nghyf / My Ref : CM31041

Eich Cyf / Your Ref : SCRUTINY/CORRESPONDENCE/MJH

Dyddiad / Date: 30th June 2015



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Councillor Richard Cook
Scrutiny Chairperson

Annwyl / Dear Richard

Scrutiny Letter - Estyn Visit Monitoring Letter

Thank you for your letter of the 18th May 2015 addressed to Cllr Julia Magill following the meeting of the Children & Young People Scrutiny Committee on 12th May 2015.

In response to your request for further information, please see individual details outlined below:

Council's Estyn Action Plan

You requested assurance that the Council's Estyn Action plan reflected the comments and advice provided by the Estyn Inspectors following the March 2015 monitoring visit. The current Estyn Action Plan comprises 7 sections which cover all of the outstanding recommendations for improvement, specifically:

- Recommendation 1 includes actions to 'close the gap in attainment for under-achieving groups'. These actions will continue to focus upon vulnerable groups, in particular eFSM pupils and Looked After Children.
- Recommendations 1 and 5 include actions to strengthen performance management arrangements, in particular to enhance the quality of pupil tracking to ensure that achievement, progress, attendance and exclusion rates are available for vulnerable groups. Recommendation 5 also directs improvements in the range and quality of performance information available to the Council to monitor educational performance.
- Recommendation 2b is entirely focused upon action to reduce the proportion of young people who are not in education, employment or training post 16. This action plan is being strengthened and updated to respond to the increasing demands of co-ordinating support for this vulnerable group.
- Recommendation 3 includes a range of actions to ensure that the arrangements for delivering improvement services via the Central South Consortium are effective. An explicit focus for the Consortium is to develop Challenge Advisers in response to Estyn's comments that some reporting needs to be improved, in particular clarifying recommendations about school leadership, school improvement priorities and next steps.

PLEASE REPLY TO / ATEBWCH I : Cabinet Support Office / Swyddfa Cymorth Y Cabinet,
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- Recommendation 1 includes action to review and revise the school governors training programme. This is being extended to ensure a focus upon governor engagement and training in school to school improvement strategies.

Reducing the level of NEETs and improving the performance of vulnerable pupils

You recommended that the Directorate maximises its efforts to reduce the level of NEETS and improve the performance of vulnerable pupils. As indicated above, the Council's Estyn action plans include a significant focus upon these two significant areas of work. A further update upon the progress in delivering improvements in relation to the NEETS action plan will be reported to CYP Scrutiny Committee at its July meeting, in preparation for the Estyn monitoring visit this October.

Introduction of the new curriculum in September 2015

The Central South Consortium's 'Qualified for Life' team is providing a comprehensive mix of opportunities for schools to prepare for changes to Mathematics, English, Welsh and Science qualifications this September. Engagement in the support provided is being carefully tracked and monitored across all schools.

Improving attainment at Key Stage 2

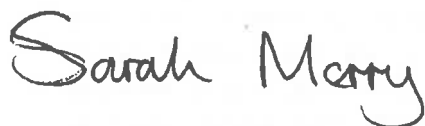
The longer term strategy to improve attainment at Key Stage 2 is inherent within the Directorate and Consortium's strategy to develop the capacity of schools to lead and support their own improvement, to support school leadership development and to improve the quality of teaching and learning in the classroom. The Central South Wales Challenge is providing a framework for these developments, including for example the ongoing work of School Improvement Groups (SIGs), teaching and learning hubs, pathfinder school pairings and emerging peer enquiry models.

School Organisation Programme

With regard to your comments on the statutory timescales for consultation processes, consideration is being given to the newly introduced 'Power to Innovate' and it will be determined in due course if there is any potential in its use within current or future SOP proposals.

I trust the above is of assistance.

Yn gwyir
Yours sincerely



Y Cynghorydd / Councillor Sarah Merry
Aelod Cabinet Dros Addysg / Cabinet Member for Education



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Date 12 June 2015

My Ref SS/CYP/MJH
Your Ref:

Councillor Sue Lent
Deputy Leader and Cabinet Member for Families, Children and Early Years
County Hall
Atlantic Wharf
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CF10 4UW

Dear Sue

Thank you for attending Children and Young People Scrutiny Committee on 9 June 2015 to help introduce the **Children's Services Delivery Plan 2015/17** and **Briefing on the Multi-Agency Safeguarding Hub and Managed Team**. I would also like to thank Tony Young and Irfan Alam for their full and honest answers that were provided at the meeting. During the consideration of the reports and answers to Members' questions, the Committee identified a number of comments concerns and recommendations which they asked me to write to you.

CHILDREN'S SERVICES DELIVERY PLAN 2015 - 17

The Committee welcomed the opportunity to be briefed on the Department's Delivery Plan for the next two years. Members did however question why the plans actions were always split over four quarters. Members noted that some major changes in service provision did take up to a year to develop, consult and implement. However the Members still considered that the actions should be prioritised so that those that could be implemented quickly were identified as such.

Members discussed the future sustainability of the caseload averages they understood that demand can be unpredictable; however the Committee recommended that the Department makes every effort to sustain the current caseload average.

Members discussed at some length the impact of the forthcoming budget settlements and the resourcing decisions to be made. The Committee requested that it is kept informed, as early as possible, as to the identification and development of any alternative service provision for Children's Services.

MULTI-AGENCY SAFEGUARDING HUB (MASH) and MANAGED TEAM

MASH

The Committee appreciated the update and details of the progress being made in developing the MASH, Members noted that a project manager would be appointed soon. As a result the Members requested a further report prior to the Mash becoming operational.

Managed Team

Members wished to thank the officers for the detailed briefing on the operation of the Managed Team. Members were pleased to hear that only 45 cases out of the original 313 cases were being handed back to the mainstream teams. Officers reassured the Committee that the transfer of these cases would not have a major impact on the Social Workers caseloads, but this did not leave much flexibility for future changes in demand. Members agreed that they would continue to monitor average case loads to assess the impact of any changes in demand.

I hope that these comments, advice and recommendations, detailed above will be of use and support in improving outcomes for Children in need. The Committee looks forward to receiving the requested additional information listed above together with a positive response to this letter within the next month.

To recap, this letter requests several actions, requests for information and recommendations, as follows and requires a response:

- Reprioritise the actions, in future delivery plans, so that those that can be completed quickly are shown as such;
- To make every effort to sustain the current caseload average;
- To involve the Committee in the identification and development of any alternative service provision for children's service as early as possible.
- Provide a further progress report on the MASH prior to it becoming operational.

Yours sincerely



COUNTY COUNCILLOR RICHARD COOK
Chairperson – Children and Young People Scrutiny Committee

CC: Tony Young, Director of Children's Services
Irfan Alam, Interim Assistant Director of Children's Service
Kim Brown, Service Manager, Policy and Performance
Melanie Jackson - Personal Assistant to Deputy Leader

My Ref: Scrutiny/Correspondence/MJH

11 June 2015

Councillor Sarah Merry
Cabinet Member - Education and Skills
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Dear Sarah

Thank you for attending your first meeting of the Children and Young People Scrutiny Committee on 9th June 2015 to help introduce the **Education Delivery Plan 2015-17 and Consortium Business plan 2015-16**, as well as the **Progress Report on Needs**. I would also like to thank Nick Batchelar, and his officers for their presentations and contribution to the two agenda items. During the consideration of the reports and answers to Members' questions, the Committee identified a number of comments concerns and recommendations detailed below.

Education Delivery Plan 2015-17 and Consortium Business plan 2015-16

The Committee welcomed the opportunity to be presented with the Departments Delivery Plan 2015-17 and its linkage with the Consortiums Business Plan 2015-16, Members were reassured by the officers that both plans provided the necessary actions to deliver the improvements in outcomes for Cardiff's pupils that the Council and Estyn requires. The Committee also welcomed the robust challenge and dialogue that Education and the Consortium are having, to ensure that the appropriate level of support is provided by the Consortium to Cardiff's Schools.

Members did however highlight that many of the actions in the delivery plan were programmed to be delivered over 4 quarters. Members felt that it would be more effective if actions were prioritised so that the most important and achievable actions were implemented in a much shorter timescale, and that future delivery plans should reflect this approach.

In reviewing the details in the Plan the Members highlighted their concern about the categorisation of pupils. Members felt that ethnicity was not the issue for educational attainment but pupil's first language. Members therefore suggested that the pupil's first language should be used for pupil categorisation. Members noted the Officers agreement and requested that this be looked at for future data analysis.

Members inquired about the implementation of the School Organisation Plan, suggesting that a standardised approach to building new schools could be developed. Members were please to be informed that a standardised approach was to be used in future, enabling schools to built quicker and cheaper.

Members expressed concern that the Education Delivery Plan did not clearly detail the development of a long term strategy for school improvement. The need for this strategy had been highlighted by the Estyn inspector at the Committee's May meeting and was needed to enable Education to be ultimately assessed as excellent. Members noted the Director's comments that schools were taking on more responsibility for the improvement agenda, but Members felt that the delivery plan needed to clearly evidence the development of a long term strategy to ensure that education moved to a judgment of excellent by Estyn. Members recommended that this must be included in the delivery plan as soon as possible.

The Committee commented on the level of training for Governors, and suggested that bespoke training to individual, or groups of schools, would be more useful in addressing real issues in particular schools. Head teachers should also be reminded to share all relevant performance documentation with their governing body to ensure that Governors are fully aware of all necessary information. The Committee therefore suggested that future Education Delivery plans should say something about training of school governing bodies.

Neets

Members welcomed the work that was being done to reduce the numbers of Neets in the City. The Committee suggested that the Council's Traineeship Scheme for looked after children and care leavers could also be used to help Neets gain work experience. Members would like a future report on Neets to investigate how this can be done.

The Committee noted that schools were expected to address the level of Neets from their schools, in partnership with the Council and Consortium. Members therefore requested a progress report on the Cardiff Partnership Board's work stream - Engagement and Progression - 'Reduce the number of young people who are not in education, employment or training', be presented to Committee after the summer break.

I hope that these comments, advice and recommendations, detailed above will be of use and support in improving outcomes for Cardiff's pupils. The Committee looks forward to receiving the requested additional information listed above together with a positive response to this letter within the next month.

To recap, this letter requests several actions, requests for information and recommendations, as follows and requires a response:

- To amend the Delivery plan to :
 - Clearly identify the development of a long term strategy for school improvement, both as an aspiration for 2015-17 as well as specific actions;
 - Reprioritise the actions so that those that can be completed quickly are show as such;
- To investigate the possibility of reviewing the categorisation of pupils to reflect their first language and not ethnicity;
- In future to include an action on training of school governing bodies;

- Provide reports to a future meeting on the Committee on:
 - the development of the Council's traineeship to help Neets and
 - a progress report on the Cardiff Partnership work stream – Engagement and Progression;

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Cook', with a long horizontal line underneath it.

COUNTY COUNCILLOR RICHARD COOK
Chair – Children and Young People Scrutiny Committee

CC: Nick Batchelar – Director of Education and Lifelong learning
CC: Carol Jones – Assistant Director of Education and Lifelong learning
CC: Suzanne Scarlett – Performance Manager
CC: Cheryl Cornelius – Cabinet Support Manger

