

## APPENDIX A – CASSC Correspondence Schedule, as at 1 March 2017

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
19 January 2017	Cllr Elsmore	<b>Direct Payments for Vulnerable People</b>	<p><b><i>Proposed Model</i></b>  <i>Members' feedback is that there appears to be some confusion flowing from how some staff are explaining the Pick List to some current service users. Members have heard from current service users who wish to use their Direct Payments to meet the cost of outings who have been advised by staff that they are not able to do so as this is not on the Pick List. Members recommend that clarity on this matter is provided to staff as a matter of urgency.</i></p> <p><i>Members recommend that there is close monitoring of the impact of the Direct Payments scheme on the capacity of the domiciliary care market. Members further recommend that Cabinet task officers to prepare plans to deal with any negative affect that this monitoring reveals.</i></p> <p><b><i>Proposed Procurement Approach</i></b>  <i>At Committee yesterday, Members heard that the advice from the Direct Payments Project Group was to follow an Open procedure, due to the timescales. Members recommend that Cabinet Members seek confirmation on this</i></p>	<b>21 February 2017</b>	<p>'... Officers cannot recall Members raising at Scrutiny concerns about a service user being unable to use a direct payment to meet the cost of an outing. In future, if members have individual concerns, please can they raise them directly with officers, so they can be followed up promptly...'</p> <p>'The Directorate will closely monitor any potential impact of the implementation of the future direct payment service'</p> <p>'Recommendation 2 of the Cabinet Report to delegate authority to the Director of Social Services not only covers the Open</p>

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			<p><i>from officers at the Cabinet Meeting as, if it is already clear that an Open procedure is the best way forward, Cabinet could agree this at the meeting, thus removing the need for a separate Officer Decision.</i></p> <p><i>The Cabinet Report states that the contract will be awarded to one or two organisations. At Committee yesterday, Members clarified that it would be no more than two organisations and heard that, if the contract were awarded to two organisations, the contract would be split 50/50 between the organisations. The Cabinet Report does not state this and therefore Members recommend that Cabinet Members seek clarification of the structure of the contract if it is awarded to more than one organisation.</i></p> <p><i>Members sought assurance that officers had developed contingency and transition plans with regard to the cessation of one contract and award of a new contract; these contingency and transition plans are referred to but are not detailed in the Cabinet Report. Members recommend that Cabinet satisfy itself with the contingency and transition plans in place to deal</i></p>		<p>Procurement Route but also the authority to determine all aspects of the procurement process up to and including the award of contracts, and all ancillary matters pertaining to the procurement.'</p> <p>Response reaffirms information provided at Committee.</p> <p>Response reaffirms information provided at Committee.</p>

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			<p><i>with the possibility of there being a gap between this contract and a new contract.</i></p> <p><i>The Financial Implications section of the Cabinet Report states that a dedicated direct payments team is to be established and must be funded from existing resources. Members heard that the new team would be resourced via efficiency savings and via a pressure bid, which has been submitted to cover the costs of a manager for this team. The Cabinet Report does not state this. In light of this, Members recommend that Cabinet seek clarification from officers at Cabinet about how the dedicated direct payments team will be resourced. Members are concerned that, if the pressure bid is not successful, there will be a gap in the funding for this team.</i></p>		<p>Response reaffirms information provided at Committee.</p>
<p>24 January 2017</p>	<p>Cllr Elsmore</p>	<p><b>Adult Safeguarding</b></p>	<p><b><i>Safeguarding Adults Regional Board Cardiff and The Vale of Glamorgan</i></b></p> <p><i>Members recommend that members of the Regional Board work together to put in place joint training to ensure that all staff who are involved in investigations are able to gather and record evidence to PACE standards, whether or not a criminal investigation results.</i></p>		<p><b><i>Response Awaited</i></b></p>

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			<p><i>As part of boosting awareness, and in order to ensure the Council and partners meet their responsibilities under the Act, Members would like to receive assurance that all staff will be made aware of their duty under the Act to report adults at risk and that they will be informed of how to do this.</i></p> <p><i>Members recommend that the Business Plan is amended to include a table that lists the functions and, for each of these, states how these functions will be delivered.</i></p> <p><i>Members recommend that the Regional Board agree to recommend to the National Board that the National Board work to ensure that all Elected Members receive DBS checks.</i></p> <p><i>Members recommend that the Regional Board recommend to the National Board that the National Board take the lead in developing and agreeing national data definitions. These would certainly assist in the development of meaningful and useful performance indicators for adult safeguarding that reflect partnership work.</i></p> <p><i>Members note the intention to establish a business unit to support the Board and sub-groups. Members would like to know if this unit is to lead on the development of the proposed suite of performance management indicators,</i></p>		

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			<p><i>discussed at the meeting. Members would be interested to see these indicators once they are developed.</i></p> <p><b>Cardiff Council</b></p> <p><i>Members recommend that there is training on adult safeguarding for all Members elected in May 2017 and that it forms part of the mandatory induction training so that all Members have to attend.</i></p> <p><i>Following discussion at Committee, Members wish to receive clarification about whether safeguarding concerns can be raised about council service provision, (for example if a care worker either does not turn up to provide care or is abusive to the service user), and whether the Council will deal with it as a safeguarding issue rather than as a complaint. Members believe the examples given should be dealt with as a safeguarding issue but wish to receive a response on this.</i></p> <p><i>Members wish to be informed what the timescales for the review of POVA processes are. Members also seek assurance about what is happening in the meantime, given that the old threshold focused on significant harm and the new requirements focus on risk to an individual.</i></p>		

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14 February 2017	Cllr Bale	<b>Draft Corporate Plan 2017-19 &amp; Budgetary Proposals 2017-18</b>	<p><b><i>Draft Corporate Plan 2017-19</i></b></p> <p><i>Members recommend some further refinements, as follows:</i></p> <ul style="list-style-type: none"> <li>- <i>Ensure that there is enough information in the commentary to make the context clear for the targets set e.g. it is not clear whether the target to assist 144 rough sleepers into accommodation will require existing performance to improve, decline or stay at its current level.</i></li> <li>- <i>Similarly, where percentages are used, it would sometimes be useful to provide a baseline or overall figure, to make the quantum clear to the reader.</i></li> </ul> <p><i>Members recommend that a suitable measure and target that shows progress in delivering the [domestic violence] commitment is included in the final Corporate Plan 2017-2019. This should be in addition to the Welsh Government measure and target currently included in the Appendix to the Corporate Plan.</i></p> <p><i>Members.. recommend that the Corporate</i></p>	<b>17 February 2017</b>	<p><i>'I agree that it is important to provide clear information in the main body of the Plan to contextualise the targets provided.. I have asked officers to explore opportunities to better link the information when it is published online.. I have also asked the Council's Performance team to identify, as a matter of urgency, any changes that can be made to add further information to the appendix..'</i></p> <p><i>'I see no difficulty in including more specific wording around the progress of the re-commissioning exercise commitment .. In addition, officers will also ensure that the measure of training compliance is included'</i></p>

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			<p><i>Performance report also include measures and targets that show performance re preventing homelessness and time spent in temporary accommodation.</i></p> <p><b>Consultation Processes</b></p> <p><i>Members recommend that the consultation report contextualises the responses received by stating the overall population figures and acknowledges that receiving approximately 6,000 responses, many self-selected, from a population of approximately 340,000, whilst an improvement on previous years, counts as qualitative feedback rather than statistically valid responses.</i></p> <p><b>Overarching budgetary position</b></p> <p><b>Capital Programme, Line 5</b> – <i>Members wish to restate the point made at the meeting that it is essential for there to be alternative plans made for these regeneration schemes, to ensure viability when commercial tenants are not forthcoming or sustainable. This is an area of concern for the Committee and we shall recommend to a future Committee that this area is prioritised for further scrutiny.</i></p>		<p><i>‘The inclusion of one or two indicators would not provide the clear picture of progress that was recommended by the Committee’</i></p> <p><i>‘Thank you for your thoughtful comments .. I acknowledge your recommendations ... I will therefore ask officers to review how Cardiff’s engagement process compares with other leading local authorities to ensure that this can be further improved next year.’</i></p> <p><i>‘I agree with Committee’s point about contingency planning...work is also ongoing between Planning, Estates and Economic Development to assist in supporting a more</i></p>

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			<p><i>Neighbourhood Partnerships <b>saving, Line 18</b> - Members do not think that there should be policy changes of this magnitude with such little information available or opportunity to undertake more detailed scrutiny than can be afforded during budget scrutiny. Members do not feel the information provided is sufficient to enable understanding of the proposals; at our meeting, Members had to seek an explanation of what is proposed and what this would look like, rather than this being self-evident from the information provided. As the meeting progressed, it became clear from our questions that these proposals also link to <b>budget savings line 91</b> 'locality based service delivery' listed under Social Services, Councillor Elsmore's portfolio. This is not clear in the budget report papers and is something that pre-decision scrutiny would have been able to explore. From the information available at our meeting, Members are not convinced that one annual roadshow will be sufficient to replace the valuable work undertaken by the existing neighbourhood partnerships. However, Members note the commitment not to lose the good practice and</i></p>		<p><i>sustainable future for smaller neighbourhood shopping locations'</i></p> <p><i>'Whilst I note Committee's concerns in relation to Line 18..I do not agree that the proposed next steps for the development of the Council's Neighbourhood Partnership arrangements reflect a change in policy. Indeed, the proposed budget saving in staff costs is more a reflection of the success of the Cardiff Public Services Board in aligning a much wider range of partnership funding opportunities to reduce reliance on Council funding alone. The proposed change to the staffing structure is not linked to the saving in Social Services specifically, but is part of the evolution of a more streamlined and locality focused way of working that</i></p>



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			<p><i>data analysis used by the existing neighbourhood partnerships. Members note the commitment to utilise community focused schools as part of the neighbourhood partnership approach; Members believe that this should be integrated from the planning stage onwards and not be bolted on at the end when silo working would not have been addressed.</i></p> <p><i>Members are pleased to see that 100% [of Adult Social Services] savings proposed have detailed planning status. With this in mind, Members query why so many savings remain Red/Amber rated for residual risk and savings achievability. Members note that there is a corporate approach taken to this but are concerned that either the approach is over-cautious, or that planning is not sufficient in these regards, even though it is rated as detailed, or that more information should be supplied to make it clear why the RAG rating is as it is. Members would appreciate your views on this.</i></p>		<p><i>is supported by partners... Further briefings and discussions involving Members on how the proposed new arrangements will support the strengthening of the role of elected members and opportunities for greater community and stakeholder engagement will be provided over coming months."</i></p> <p><i>'I note the Committee's concerns.. However, I wish to reassure you that our budgetary planning process has been robust and subject to due diligence...Given that these factors are not fully within the control of officers and that each and every decision contributing to the saving target entails a degree of risk, officers are minded to reflect that in the</i></p>

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			<p><b>Line 76</b> – Members note that this involves adjusting the skills mix of social work staff working in hospitals, recruiting more social work assistants to provide more hands-on help, which should have a positive impact on service users. Members believe that this should have been more clearly spelled out in the narrative for this line, to avoid the impression that this team is being reduced.</p>		<p><i>rating accordingly.'</i></p> <p><i>'The Committee's comment in the related narrative is noted and this will be adjusted in future to reflect the position fully and more clearly'</i></p>