

## APPENDIX A – CASSC Correspondence Schedule, as at 1 October 2015

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
10 July 2015	Christine Salter	<b>Evaluation process for proposed savings 2016/17</b>  <b>Scrutiny Budget Monitoring</b>	<p><i>'Members have understandable concerns that the process for evaluating proposed budget savings is not fit for purpose.'</i></p> <p><i>'Members therefore seek assurance from you that the process for evaluating savings proposals for 2016/17 onwards will be improved, in order that there is less 'optimism bias' and more credibility that savings are achievable.'</i></p> <p><i>'Members would like to receive monthly budget monitoring reports, which we will consider prior to committee and only schedule for committee attention where this is really required.'</i></p>	Not received	<b>Not Received</b>
29 July 2015	Cllrs Elsmore and Lent	<b>Director of Social Services Annual Report</b>	<ul style="list-style-type: none"> <li>• <i>Recommend that the report be amended to include a statement about how the areas for development will lead to improved performance and how many performance indicators it is expected will be improved in 2015-16 as a result of the work undertaken.</i></li> <li>• <i>Recommend that the Future Challenges for Adults Services be amended to include the need to improve performance in the care planning pathway, given that there has been underperformance in this area for 2014/15, and note Tony Young's commitment to do this.</i></li> <li>• <i>Recommend that the role scrutiny committees</i></li> </ul>		<b>Holding Response received</b>  <b>Director of Social Services Annual Report approved at Council 24 September 2015</b>

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			<p><i>are playing in supporting improvement in social services is acknowledged and detailed in the report.</i></p> <ul style="list-style-type: none"> <li>• <i>Recommend that the Adult Services areas for development are amended to articulate the specific improvements that are proposed for each area they relate to.</i></li> <li>• <i>Use of percentages – recommend that also include actual numbers in brackets, so that readers can understand the scale of performance change</i></li> <li>• <i>Graphs/ Tables – recommend amend to include target lines, so that readers can easily see whether performance is on track or adrift from performance targets.</i></li> <li>• <i>Page 7 – recommend that correct the use of English in the first and fourth bullet points.</i></li> <li>• <i>P31 –recommend that the wording of the second paragraph be improved to make it clearer what support is provided to the 7,626 people cited in this paragraph.</i></li> <li>• <i>P38 – recommend that expand the area for development ‘Improve collaborative working with partners’.</i></li> <li>• <i>P40 - recommend that the wording be amended regarding ‘Ensure no further growth in the number of children entering the looked after system’</i></li> <li>• <i>Request details of how progress in delivering the areas for development will be regularly monitored.</i></li> <li>• <i>Request a breakdown to show the services</i></li> </ul>		

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			<p><i>received by the 7,626 people cited as receiving support (second paragraph, page 31)</i></p> <ul style="list-style-type: none"> <li>• <i>Request details of the changes to policy and/or practice that have happened as a consequence of using complaints as a learning opportunity.</i></li> </ul>		
17 September 2015	Cllrs Elsmore and De'Ath	<b>Older People Item, including pre-decision of Local Ageing Well Plan</b>	<ul style="list-style-type: none"> <li>• <i>Recommendation - that a commitment be given at Cabinet to review the Delivery Plan in the next two months to ensure the Plan clearly addresses the following:</i> <ul style="list-style-type: none"> <li>- <i>The need to better reflect the range of work underway across the Council and partners, for example work re transport and planning, in order to better demonstrate how we are meeting the requirements of being an Age-Friendly city</i></li> <li>- <i>The need to tackle health inequalities in Cardiff</i></li> <li>- <i>The need to increase ethnic minority inclusion in service up-take</i></li> <li>- <i>The requirements of the Social Services and Well Being Act 2014</i></li> <li>- <i>The need to include clear and measurable outcomes, with appropriate targets that require services to 'step up' to the challenge of improving the lives of Older People in Cardiff</i></li> <li>- <i>The need to include details of those responsible for delivering the above, including the service areas responsible and partner organisations responsible.</i></li> </ul> </li> </ul>		<b>Response awaited</b>

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			<ul style="list-style-type: none"> <li><i>Recommendation - that Councillor Elsmore and Councillor Patel task housing and planning officers to meet, as a matter of urgency, to scope the policy tools that are available to enhance the provision of older person's housing in the private sector in Cardiff.</i></li> <li><i>Request for information – the revised Local Ageing Well Plan be shared with this Committee, in December 2015</i></li> <li><i>Request for information – the Andrew Cousins report on Adult Social Care and the terms of reference for this work, for 7 October 2015 committee meeting.</i></li> </ul>		
18 September 2015	Cllr Elsmore	<b>Future Provision of Substance Misuse Counselling Services - Pre Decision</b>	<p><i>'Members therefore recommend that additional information is provided in the report to Cabinet as follows:</i></p> <ul style="list-style-type: none"> <li><i>Financial Implications – provide numerical details of the amount of savings generated by adopting the proposed approach, for 2015/16.</i></li> <li><i>Equality Impact Assessment – provide an updated version that reflects the proposed approach.</i></li> <li><i>Trades Union comments – include the comments received at the planned meeting scheduled to take place Friday 18 September 2015.</i></li> <li><i>Additional information to provide assurance on the statements made in the report regarding the new approach being welcomed by</i></li> </ul>	24 September 2015	<ul style="list-style-type: none"> <li><b>Letter attached to Cabinet Report available on Council Website.</b></li> <li><b>Letter states 'confirm report to Cabinet amended to reflect the Committee's comments and an updated EIA and draft reporting framework have been included with the report as requested.'</b></li> </ul>

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			<p><i>partners, including Health and the other Substance Misuse Area Planning Board members; for example to clarify whether the final sentence at point 13 of the report to Cabinet is a Council officer statement or a statement from a partner organisation.</i></p> <ul style="list-style-type: none"> <li>• <i>RBA outcomes framework – additional details on the measures to be used as part of this approach. At our Committee Meeting, officers stated that the framework measures would cover demand trends and capacity of the volunteer counselling service; it would be helpful to include this in the report to Cabinet. In addition, officers stated that the report cards generated by the framework would be considered by Health and the other Substance Misuse Area Planning Board members; again, it would be helpful for this to be included in the report to Cabinet.'</i></li> </ul>		
21 September 2015	Cllr Elsmore	Performance Monitoring	<ul style="list-style-type: none"> <li>• <i>Recommend that information on PPDR's and Savings be available for Adult Social Care and Children's Services separately, from Quarter 2, rather than being shown together as Social Services; this is to enable transparency in understanding performance in these different sections and enable year on year comparison.</i></li> <li>• <i>Recommend that the Communities Directorate include performance indicators for Council Housing Repairs from Quarter 2 onwards; this would enable Members to scrutinise performance in an area of key importance for council tenants.</i></li> </ul>		<b>Response Awaited</b>

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			<ul style="list-style-type: none"> <li><i>Request a written explanation of the target setting process for SCA/018(b) - The percentage of carers of adults who had an assessment or review of their needs in their own right during the year - given that the target set for 2015/16 is 58% whereas the outturn for 2014/15 was 26.3%.</i></li> </ul>		