

## APPENDIX A – CASSC Correspondence Schedule, as at 29 October 2015

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
10 July 2015	Christine Salter	<p><b>Evaluation process for proposed savings 2016/17</b></p> <p><b>Scrutiny Budget Monitoring</b></p>	<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>	3 September 2015	<p><b>Response received – attached in full at Appendix B</b></p> <p><b>Director of Social Services Annual Report approved at Council 24 September 2015</b></p>

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
			<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>		

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
			<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>

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
			<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>		
21 September 2015	Cllr Elsmore	<b>Performance Monitoring</b>	<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> <li>• <i>Request a written explanation of the target setting process for SCA/018(b) - The percentage of carers of adults who had an</i></li> </ul>		<p><b>Response Received – attached in full at Appendix B</b></p> <ul style="list-style-type: none"> <li>• <b>Agreed to provide information on PPDR's and Savings separately for Adult Social Care and Children's Services, from Quarter 2</b></li> <li>• <b>Agreed to provide Housing Repairs indicators, from Quarter 3</b></li> <li>• <b>Explanation provided</b></li> </ul>

<b>Date Sent</b>	<b>Sent to</b>	<b>Topic</b>	<b>Comments and Recommendations Made</b>	<b>Date reply received</b>	<b>Response Received</b>
			<i>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>		<b>on target setting process for SCA/018(b)</b>
	Cllr Elsmore	<b>Street Homelessness</b>	<ul style="list-style-type: none"> <li>• <i>Request for a briefing on the impact of changes to housing benefit entitlement for under 25 year olds, to be provided once these are known</i></li> <li>• <i>Request for information on how officers will assess local connection and the criteria that will be used to determine local connection, to be supplied in your response</i></li> <li>• <i>Request for details of the characteristics of 60 known rough sleepers in August 2015 in Cardiff, to be supplied in your response.</i></li> <li>• <i>Members are due to consider housing and homelessness issues at Committee on 2 March 2016, including the use of the private rented sector and the impact of other measures in the Housing (Wales) Act 2014. At this meeting, Members would like to receive an update on the work to address street homelessness in Cardiff as detailed above, with regard to EEA nationals, care leavers, remodelling the Gateway and increasing resources.</i></li> </ul>		<b>Response Awaited</b>
9 October 2015	Cllr De'Ath	<b>Call-In Re-declaration of</b>	<ul style="list-style-type: none"> <li>• <i>Recommendation that the timing of future consultations aimed at the Cardiff student</i></li> </ul>		<b>Response Awaited</b>

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
		<b>Additional Licensing Scheme in Cathays</b>	<p><i>population be timed to occur between Mid-September – Early May.</i></p> <ul style="list-style-type: none"> <li>• <i>Recommendation that the results of consultation exercises be reviewed by officers and, where a particularly low level of responses is received, officers seek to undertake further work to boost participation levels.</i></li> <li>• <i>Recommendation that, where the results of consultation exercises indicate clear, majority opposition to a proposal by a particular segment of stakeholders, such as the Cardiff Landlords Forum, officers seek to undertake further engagement with the segment of stakeholders.</i></li> <li>• <i>Recommendation that thought be given to how the consultation and engagement process can be used to boost partnership working with key stakeholders.</i></li> <li>• <i>Recommendation that the Council takes the lead in educating landlords on the various types of licensing and how the different schemes interact.</i></li> <li>• <i>Recommendation that officers reflect on the lessons emerging from the last five years of the additional licensing scheme operating in Cathays and use these to improve performance over the next five years.</i></li> <li>• <i>Item scheduled for 2 March 2016 Committee meeting that covers private sector housing, including the Corporate Plan commitments with regard to additional licensing and Rent Smart Wales, as well as other aspects of the</i></li> </ul>		

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
			<i>Housing (Wales) Act 2014, and we look forward to further exploring these with you and other witnesses.</i>		
9 October 2015	Cllr Elsmore	<b>Adult Services Budget Monitoring</b>	<ul style="list-style-type: none"> <li>• <i>Welcomed the projected improvement in Adult Services overspend, acknowledged the work that sits behind this improvement and were pleased to see that the robust budget monitoring processes implemented are yielding results.</i></li> <li>• <i>Pleased that operational budgets are on target, with the only major overspend on nursing beds for older people receiving attention from the Adult Services senior management team. Stated that will be interested to see how this work helps in the management of this cost pressure going forward.</i></li> <li>• <i>Pleased to hear that board established to look at detailed plans for future savings, which will be required to be tangible and evidence based in order to have confidence in their achievability.</i></li> </ul>		<b>No Response Required</b>