

APPENDIX A – CASSC Correspondence Schedule, as at 16 February 2016

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
10 July 2015	Christine Salter	<p>Evaluation process for proposed savings 2016/17</p> <p>Scrutiny Budget Monitoring</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	Not Received
9 October 2015	Cllr De'Ath	<p>Call-In Re-declaration of Additional Licensing Scheme in Cathays</p>	<ul style="list-style-type: none"> • <i>Recommendation that the timing of future consultations aimed at the Cardiff student population be timed to occur between Mid-September – Early May.</i> • <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> • <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> • <i>Recommendation that thought be given to how the</i> 	19 January 2016	Response Received and attached in full at Appendix B

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
			<p><i>consultation and engagement process can be used to boost partnership working with key stakeholders.</i></p> <ul style="list-style-type: none"> • <i>Recommendation that the Council takes the lead in educating landlords on the various types of licensing and how the different schemes interact.</i> • <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> • <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 Housing (Wales) Act 2014, and we look forward to further exploring these with you and other witnesses.</i> 		
8 December 2015	Cllr Elsmore	Performance Issues	<ul style="list-style-type: none"> • <i>How are performance indicator intervention levels set for Adult Social Care indicators and Communities & Housing indicators?</i> • <i>How is the RAG status of each indicator determined?</i> • <i>Is the RAG status for HLS/014 correct, as Members would have expected it to be marked as Red given that Q2 performance is 94 days against a Q2 target of 80 days?</i> • <i>With regard to 2015/16 DFG budget, did this include additional monies to deal with the backlog from 2014/15?</i> • <i>With regard to 2015/16 DFG budget, how much of this year's budget is already spent or committed? Are we suspending cases this year due to budget shortfall and, if so, how many cases?</i> 	8 January 2016	Response received and attached in full at Appendix B

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			<ul style="list-style-type: none"> • <i>What performance information is being kept regarding homelessness, in the absence of Welsh Government guidance?</i> • <i>Why is the 2015/16 target for SCAL23 65% when outturn last year was 78.04%?</i> <p><i>Members have decided to undertake their second 'deep dive' on the care pathway and care management. This follows consideration of performance trends, Quarter One and Two performance results, discussions with relevant Directors and work taking place elsewhere to drive improvement. I have asked the Scrutiny Officer to begin scoping this work with a view to undertaking the deep dive in early 2016. I will ensure you are kept updated on this work.</i></p> <p><i>Finally, Members have decided to scrutinise the Quarter Three performance report at Full Committee in order to publically demonstrate the Committee holding to account those responsible for performance. It is anticipated that this will be scheduled for the March committee meeting; relevant Cabinet Members, Directors and Assistant Directors will be invited.</i></p>		
22 December 2015	Cllrs Elsmore and Lent	CSSIW Evaluation of Social Services 2014/15	<ul style="list-style-type: none"> • <i>Recommendation – to prepare an action plan to address the areas for improvement highlighted in the CSSIW report;</i> • <i>Provision of Information – the Director of Social Services to provide a written briefing on our readiness to implement the Social Services and Well Being Act (Wales) 2014 to our January 2016 committee meetings, with progress reports on each work stream to come each month to subsequent committee meetings;</i> 	27 January 2016	Response received and attached in full at Appendix B

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
			<ul style="list-style-type: none"> • <i>Request for information - to be informed about how the Directorate proposes to monitor performance in the critical area of Personal Education Plans for Looked After Children and to be informed how this will be reported;</i> • <i>Request for information – to provide Children and Young People Scrutiny Committee Members with sight of the review into recruitment of Personal Advisors;</i> • <i>Request for information – to provide Community and Adult Services Scrutiny Committee Members with further information on the timescales associated with the review of the contract for the Adult Services Direct Payments provider;</i> • <i>Request – to provide reassurance regarding the clarity of the various responsibilities and roles for early intervention and prevention services;</i> • <i>Provision of Information – to provide a written response to the point regarding the long term sustainability of the Council subsidising Vaga watches.</i> 		
22 January 2016	Bernard McDonald Area Manager CSSIW	CSSIW Evaluation of Social Services 2014/15	<ul style="list-style-type: none"> • <i>the purpose and function of the CSSIW report - Members understand that the report is a performance evaluation of Cardiff Social Services in 2014/15 and looks at the position behind some of the headline indicators, in order to understand the scale and complexity of some of the issues facing Cardiff Social Services ... At the moment, the CSSIW report does not demonstrate that Cardiff Council, in 2014-15, was performing badly in many of the areas of Social Services measured by the all-Wales statutory performance indicators.</i> • <i>the lack of comparator data - Members note the answers provided but cannot square this with the work of a national inspectorate seeking to ensure</i> 	14 January 2016	Attached in full at Appendix B

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			<p><i>that Social Services perform at a nationally agreed level. If a local authority Social Services area is under-performing against national standards, Members thought this would be highlighted in the annual performance evaluation undertaken by the CSSIW. As Members stated at the meeting, Members believe there to be a role for performance benchmarking; this would enable comparator information to be appropriately contextualised and also enable areas of efficiency to be identified.</i></p>		
8 January 2016	Cllr Elsmore and Cllr Patel	Gypsy & Traveller Accommodation Assessment and Site Selection Criteria	<ul style="list-style-type: none"> • <i>Recommendation – to include additional wording to explain the reasoning behind concluding there are 17 overcrowded pitches</i> • <i>Recommendation – to include additional wording to explain the reasoning behind including both 16 new households over the next five years and 23 new households over the next five years in the total for unmet need</i> • <i>Recommendation – to check use of the wording ‘contaminated land’ in the site assessment criteria and whether the Planning Inspector would require this to be changed to ‘land contamination’.</i> • <i>Request for information – clarification on the occupation levels allowed on the local authority site pitches and the difference between overcrowding and over-occupancy</i> • <i>Request for information - indication of the weighting that will be applied to the various site assessment criteria when determining site suitability</i> • <i>Request for information - an explanation of how the views of statutory providers will be included in the assessment of sites.</i> 	14 January 2016	Attached in full at Appendix B

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
			<ul style="list-style-type: none"> • <i>Request for information – details of the consultation process that will be followed with ward councillors and local communities regarding proposed sites</i> • <i>Request for information – details of the issues identified by the Rover Way coastal erosion report and the actions being taken to address these.</i> • 		
8 January 2016	Cllr Elsmore	HRA Business Plan 2016/17 Voids Deep Dive	<ul style="list-style-type: none"> • <i>Recommendation – to undertake comparator work with other local authorities regarding Housing Revenue Account debt and repayment ratios</i> • <i>Recommendation – that the shortfalls in the Buildings Maintenance Framework Agreement be addressed in the new agreement being developed</i> • <i>Recommendations from the deep dive into council housing void management – whether these are accepted and, for those that are accepted, details of how and when they will be implemented.</i> 		Attached in full at Appendix B
25 January 2016	Cllr Elsmore	Clarification – Stakeholders Comments	<ul style="list-style-type: none"> • <i>Is it correct that existing service users of Oldwell Court will continue to receive their current level of service, using a spot contract rather than a block contract? If this is not correct, what is the correct position?</i> • <i>Is it correct that the Council currently pays for 19 spaces per day at Oldwell Court, which are currently used by 65 service users over the course of a week?</i> • <i>What Day Opportunities Services will service users with slight dementia be entitled to? Will these be provided by the Day Opportunities team, in the generic day centres or the specialist dementia centre?</i> 		Attached in full at Appendix B

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			<ul style="list-style-type: none"> • <i>What Day Opportunities Services will service users with moderate dementia be entitled to? Will these be provided in the generic day centres or the specialist dementia centre?</i> • <i>If services to people with dementia are going to be provided in generic day centres, what plans are in place to ensure staff have the correct skill set to provide appropriate care and support to these service users? How will their needs be balanced with the needs of the other day centre service users?</i> • <i>How will the Council ensure that the staff at the specialist dementia centre have the correct skill set to manage the individual care and support needs of service users?</i> • <i>How will the Council ensure that the specialist dementia centre develops to be on a par with the service provided currently at Oldwell Court, for example in terms of developing activities in response to individual service user's life history?</i> • <i>What will the service provided at the specialist dementia centre be like?</i> • <i>Is it correct that 65 adults with learning disabilities are currently using the service at Pedal Power funded by Social Services (£23,000 per annum)? If not, what is the correct number?</i> • <i>Is the provision of cycling at Pedal Power part of the care plan for the adults with learning disabilities who use the scheme? If it is, how will this need be met in future if the service ceases due to a cessation of social services funding?</i> • <i>Are there other social care service user groups that utilise Pedal Power?</i> 		
			<ul style="list-style-type: none"> • 		

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16 February 2016	Cllr Bale	Corporate Plan 2016-18	<ul style="list-style-type: none"> • <i>Make it clearer and more visible to those reading the Corporate Plan what it is that the Council is committed to achieving, in terms of our contributions to agreed overarching strategies such as What Matters....</i> • <i>Recommend that the final Corporate Plan 2016-18 includes tackling Human Trafficking.</i> • <i>Recommend that the What Matters commitments are matched with the commitments in the draft Corporate Plan and any gaps remedied in the final Corporate Plan 2016-18;</i> • <i>Ensure that the ambitions of the administration are fully reflected in the Corporate Plan by using the opening statements to capture this as well as the commitments and the measures.</i> • <i>Improve the 'Measuring Progress' sections, as follows:</i> <ul style="list-style-type: none"> ○ <i>Ensure there are measures stated for each of the commitments given, for example, in 2.1, there is no measure for the commitment 'work to make Cardiff a recognised Dementia Friendly City' or for the commitment 'implement a fully re-commissioned domestic violence service'.</i> ○ <i>Ensure a baseline is available where possible so that readers understand the ambition and the proposed progress, for example, in 2.3, with regard to '% of care leavers' and the 'rate of Delayed Transfer of Care'</i> ○ <i>Ensure that all the measures included in Appendix A are shown in the relevant sections in the main body of the report, for example 2.1 has 5 measures shown in the main body of the report and 7 shown in Appendix A, the same is true for section</i> 	25 February 2013	Attached in full at Appendix B

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		<p data-bbox="562 496 763 563">Consultation Process</p> <p data-bbox="562 831 723 898">Budgetary Proposals</p>	<p data-bbox="983 272 1447 331"><i>2.2 whilst section 2.3 has 7 in the main body and 8 in Appendix A.</i></p> <ul style="list-style-type: none"> <li data-bbox="938 336 1464 483">○ <i>Ensure that measures are appropriate to the commitments given, for example, for section 2.2, include measures that will capture the delivery of new affordable housing across all sources</i> <li data-bbox="842 491 1476 608">• <i>Make it clear that different methodologies statistically lead to different confidence levels and that low confidence levels should affect how results are used.</i> <li data-bbox="842 616 1460 703">• <i>Make clear (to those who are going to use the consultation results to inform their decisions) the weaknesses in the methodology used.</i> <li data-bbox="842 711 1451 799">• <i>Reflect on the fact that many of the questions in Changes for Cardiff are leading questions and amend consultation accordingly.</i> <li data-bbox="842 839 1464 986">• <i>On the evidence heard during the meeting, Members are concerned that there is a variable standard of application of the Red/ Amber/Green ratings and planning status by Directors and Heads of Service.</i> <li data-bbox="842 1026 1469 1142">• Capital Programme, Line 12 - <i>Members note your comments that the Neighbourhood Renewal scheme could be refreshed and updated; we would welcome this.</i> <li data-bbox="842 1150 1469 1386">• Savings Line 76 – <i>Members welcome and note the absolute commitment for the Council to continue to meet the costs of the existing level of taxi marshal service, (with the same number of staff covering the current number of hours on the current agreed days and events) if alternative sources of funding cannot be found....Members were relieved to hear that Line 19 in the table of</i> 		

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			<p><i>Employee Indications of Budget is a mistake and that 4 Full Time Equivalent posts relating to Taxi Marshals will not be deleted. Members recommend that this line be taken out of the proposals brought to Full Council for decision on 25th February 2016, given that it is too late to remove it from Cabinet Papers due to be considered later this week.</i></p> <ul style="list-style-type: none"> • <i>Members note that there are still savings from 2014/15 and 2015/16 that Adult Social Services are required to deliver; Members request a list of these and the amounts required to be delivered in order that the Committee can carry out effective budget monitoring in 2016/17.</i> • <i>Line 61 – Members seek assurance that capacity within reablement is sufficient to meet demand and that it is prudent to take this saving rather than re-invest the saving into the service.</i> • <i>Line 139 – With regard to the £1 million saving contained in this line, Members heard that it is comprised of a rolling list of approximately 30 specific commissioned services, which cannot be put into the public domain due to commercial sensitivity. Members wish to receive the rolling list and ask that this be shared with them in confidence as bound by the Constitution and Members Code of Conduct.</i> • <i>Line 151 – Members recognise the work undertaken by the first point of contact but are concerned that £250,000 may be too high a figure to achieve going forward. Members therefore seek assurance that this saving is achievable.</i> 		

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			<p>Day Opportunities Members note that the savings in relation to this, Line 141, relates to employee cost savings resulting from the closure of Gabalfa Day Centre. Members also note that the proposed savings coming from no longer using Oldwell Court were to have been re-invested in providing the Day Opportunities Team. Following the Notice of Motion to Council in January 2016, the savings from Oldwell Court will be phased, perhaps over a significant period of time. Members seek clarification of the impact of this on the Day Opportunities Team, which were to have provided support to people with lower levels of dementia.</p> <p>Members also note that further work is proposed with Health, which may include accommodation options for people with dementia. Members are interested to learn more on this and asked to be kept informed.</p> <p>Supporting People Members note that further work is underway with regard to floating support for Older People with a view to new arrangements being in place by April 2017; Members wish to be kept informed of this work.</p> <ul style="list-style-type: none"> • Savings Line 133 –Members recommend that the narrative in the savings line be updated to make it clear that broken cameras are replaced with 3 new cameras. • Savings Line 133 - Members recommend that thought be given to an alternative strategy to secure Council funding for Operation Mistletoe in case alternative funding is not available. <p>As the Committee responsible for scrutinising community safety and crime and disorder partnership</p>		

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			<p><i>work, Members wish to draw attention to the Council's responsibility to mainstream and embed community safety within all Council services as a legal obligation under Section 17 of the Crime and Disorder Act 1998. Members therefore recommend that senior officers be made aware of the above, in order that proposals being developed by officers properly reflect the requirement on the Council to promote Community Safety.</i></p>		