

APPENDIX A – CASSC Correspondence Schedule, as at 1 June 2016

Date Sent	Sent to	Topic	Comments and Recommendations Made	Date reply received	Response Received
9 March 2016	Cllr Derbyshire	Rent Smart Wales	<p><i>‘Overall, Members are pleased with the progress made to date and reassured by the answers provided at the meeting’</i></p> <p><i>In order to assist Members understanding, Members would like to receive the following information:</i></p> <ul style="list-style-type: none"> - <i>The milestones and metrics that are in place to measure progress in implementing Rent Smart Wales;</i> - <i>The actual proportion of money that comes in from fees and goes out to each Local Authority to cover enforcement costs.</i> 	27 April 2016	<p>Response Received</p> <ul style="list-style-type: none"> • Information provided on milestones and metrics in place to measure progress in implementing Rent Smart Wales: monthly Core Data; 2 Corporate Plan KPIs; and 2 Delivery Plan KPIs. • Invites views of Members if other measures required • 21.15% of total 5 year costs assigned to cover local authorities housing enforcement (£5,459,552 out of £25,690,073)
9 March 2016	Cllr De’Ath	Domestic Violence Recommissioning	<ul style="list-style-type: none"> • <i>Recommendation - that a systematic gap analysis is carried out, building on the work in the SafeLives report, to inform re-commissioning.</i> • <i>Recommendation - that the Crown Prosecution Service be invited to join the Cardiff and Vale sub regional strategic group.</i> 	31 May 2016	<p>Response Received</p> <ul style="list-style-type: none"> • A systematic gap analysis will be carried out • Crown Prosecution Service will be invited

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			<ul style="list-style-type: none"> • <i>Recommendation - that officers look to see the lessons learnt from the recent Domestic Violence courts pilot.</i> • <i>Request for information - a brief review of the relevant timescales pertaining to the re-commissioning process.</i> • <i>Evident that more work is needed to ensure service users have a voice in the re-commissioning process. Members pleased that Cllr De'Ath spot lit this area as one to improve. Members highlighted the need to ensure under-represented groups regarding domestic abuse are heard from, such as (in this context) older people, LGBT service users and Ethnic Minorities service users.</i> 		<p>to join the sub regional strategic group</p> <ul style="list-style-type: none"> • Key to involve CPS to plan domestic violence services • Overview of timeline provided.
May 2016	Cllr Elsmore	Directorate Delivery Plans	<ul style="list-style-type: none"> • <i>Recommendation – that an ‘at a glance’ summary be provided, on page 16 of the Social Services Delivery Plan before the detail of action plan.</i> • <i>Recommendation - that the Social Services Plan clearly identifies the top priorities that have to be achieved.</i> • <i>Recommendation – that further thought be given to the content of the potential impact column on Page 47 of the Social Services Plan.</i> • <i>Recommendation – that the Social Services Plan be amended to make it clear which actions are being taken to address the following areas for improvement identified by</i> 		Response Awaited

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		<p>Syrian & Afghan resettlement schemes</p>	<p><i>the CSSIW: quality of residential care; and the timeliness of reviews for older people.</i></p> <ul style="list-style-type: none"> • <i>Recommendation – that further details on the other performance tools used in Adult Social Services – such as the Directorate Dashboard and consideration by senior managers – be referenced in the Plan.</i> • <i>Recommendation – that the performance milestones provided on Page 23 for the action ‘work to make Cardiff a recognised Dementia Friendly City by March 2018’ be elaborated.</i> • <i>Seek clarification – regarding whether or not a review of advice services should be included as an action in the Communities Delivery Plan.</i> • <i>Accept the Director of Communities, Housing and Customer Services offer to provide an explanatory note on the details of how the homelessness targets were decided.</i> <ul style="list-style-type: none"> • <i>Note that there will be a 24 hour emergency helpline.</i> • <i>Critical to manage messages regarding these schemes to avoid confusion and misunderstanding.</i> • <i>Request further briefing as part of work programming process.</i> 		

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May 2016	Cllr Hinchey	Directorate Delivery Plans Template	<ul style="list-style-type: none"> • <i>Members are pleased to see that the template has enabled a clear thread to be visible from our partnership and corporate plan commitments through to the actions in the Delivery Plans.</i> • <i>Members have concerns that the application of the template may be too rigid in other areas, thus meaning that Delivery Plans may not meet the needs of the Directorates.</i> • <i>Request whether it is possible for Joseph Reay to lead a review of the template for Directorate Delivery Plans so that the template for 2017/18 delivers fit-for-purpose Plans. As part of this review, Members ask that more guidance be given to including appropriate performance measures in Delivery Plans, to ensure that outcomes are included and that other measures – input, process and output – are included where needed to monitor declining/ bad performance or to track commercially important information.</i> 		Response Awaited
May 2016	Cllr De'Ath	Directorate Delivery Plans Community Safety	<ul style="list-style-type: none"> • <i>Raise concern regarding the lack of wording and actions directly referencing community safety, community cohesion and tackling human trafficking in [these] Plans. Members can see that several actions in the plans we considered contribute to these areas – for example safeguarding actions, city centre management and night time economy actions, recommissioning of domestic</i> 		Response Awaited

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			<p><i>violence services, and other actions detailed under the outcome heading 'People in Cardiff are safe and feel safe'. However, none of these actions capture the overarching role the Council has in contributing to crime and disorder reduction and promoting community safety and community cohesion.</i></p> <ul style="list-style-type: none"> • <i>Consensus seems to be that these should have been referenced in the Resources Delivery Plan, under the relevant section on partnerships. Members therefore request that the omissions be addressed by the addition of appropriate references to the role of the Council as outlined above.</i> 		