

Policy Review Performance Scrutiny Committee
Correspondence

Committee date	Committee item	Recipient	Comments/Information requested	Response date	Response	Further Actions
02/09/2014	Qtr 1 2014/15 Performance	Leader (Cllr Bale) Cabinet Member for Corporate Services & Performance (Cllr Hinchey)	Committee: - welcomed the additional risk information; - was pleased to see that Personal Performance and Development Review and Sickness performance had improved; - agreed to set up a Performance Panel to look at performance issues in more depth, and chose workforce planning as the first issue for consideration. As part of this the Committee would look at overtime/agency spend, as it didn't feel that the information contained the performance report was sufficient to judge how these were being used and how this linked to, for example, budget savings; - requested to attend Cabinet/director performance challenge sessions to assure themselves that challenge was sufficiently robust; - requested greater visibility of additional in-year savings where these are put in place outside the February budget-setting process, and of any use of budget contingencies; - noted with concern the decreasing performance in terms of fulfilling multi-service information requests.	18/11/2014	Cllr Hinchey responded welcoming the Committee's comments. Officers are reviewing how overtime and agency spend is presented and the Cabinet Member would be happy to discuss this further.	No comment regarding attendance at challenge sessions. Committee reiterated this point in its Quarter 2 letter. The presentation of overtime and agency data was amended/reduced in the Quarter 2 report, and Committee has asked for it to be reinstated in its Quarter 2 letter. Improved performance regarding Information Requests is being pursued. There was no comment regarding additional in-year budget savings. UPDATE 3rd March 2015 Q3 report contained updated info re overtime and agency data and FOI requests, as previously requested by PRAP. Committee reiterated request to attend Challenge Forum at committee meeting 3rd march 2015 and Chief Exec welcoming of this - included in Chair's Letter. With regard to attendance at challenge sessions, Members did not reiterate this but asked for action plan for one of the key actions coming out of these sessions, now known as 'star chamber' sessions.
02/09/2014	Challenge Forum	Leader (Cllr Bale) Cabinet Member for Corporate Services & Performance (Cllr Hinchey)	Committee: - agreed that the Forum could be a powerful mechanism for encouraging real changes in performance and welcomed its initially focus on Education and Children Services; - requested Forum members to attend Committee to brief them on their work and aid their scrutiny of relevant issues (performance and Organisational Development); - requested written updates on the Forum's future work and recommendations, to be reported to other Committees as relevant; - requested more notice of future meetings to ensure the Chair's attendance	18/11/2014	Cllr Hinchey responded that Martin Hamilton would arranged if possible for Barry Quirk to attend the Committee's look at Organisational Development. Rod Alcott observed the Quarter 2 performance scrutiny as part of his review.	Although Rod Alcott observed the Committee's 4 November 2014 meeting, the Committee requested that he attend to explain his review of performance and his findings. This is proposed to take place before the Committee's 3 March 2015 meeting. UPDATE 4 February 2015 Rod Alcott will be meeting all Committees in the March cycle to discuss his perspective of performance scrutiny. UPDATE 3 March 2015 - Rod Alcott attended pre-meeting prior to Committee. Members reiterated their wish to attend Challenge Forum and to receive meeting papers re this, both of which were welcomed and agreed by Chief Exec and noted in Chair's letter, and for Barry Quirk to attend PRAP and this is being followed up for 31st March committee meeting item re OD programme.
			On Capital Times, the Committee: - Expressed congratulations to the team for the levels of income achieved by the paper; - Was reassured that the Cabinet Member ruled out a wholly online publication in future; - Could see positive aspects to returning to 12 printed editions in terms of accessibility and its good reputation; - Asked for further information to inform further budget scrutiny: numbers of unique hits on the web editions; the full costs of published version including journalists' time; the costs of publishing statutory notices elsewhere; - Recommended that the Capital Times should be developed into a more effective engagement tool for more serious issues such as the WAO Corporate Assessment and the Budget; - Recommended that the Capital Times should be monitored to avoid suggestions of political bias.	19/11/2014	The Leader responded that costs of producing the Capital Times and of publishing statutory notices were provided. The County Clerk and Monitoring Officer will scrutinise each edition to ensure that it complies with the Code of Conduct on Local Authority Publicity, and the Leader will ask the Interim Head of Communications to address the content of Capital Times articles.	The unique number of hits for online editions of the Capital Times was not provided. This is being followed up with officers.
04/11/2014	Organisational Development - Strategic Commissioning & Service Reviews	Cabinet Member for Corporate Services and Performance (Cllr Hinchey)	Committee: -welcomed the outward looking stance which has been taken in trying to learn from experiences elsewhere; - recommended that more concrete examples of what is done elsewhere are investigated and the knowledge shared; - noted the strain on the Commissioning and Procurement team and repeated its recommendation that a team should be created to support communities in developing alternative service models. Members were concerned that communities would not be able to take over service delivery and that this would lead to gaps in service provision; - recommended that the programme of service reviews should more properly sit within the Change & Improvement function; - noted the issue of internal capacity and capability to review services; - recommended that the management programme should be extended below Grade 8 to cover all managers/supervisors; - asked for confirmation of the timescale for putting in place a revised Community Asset Transfer Toolkit; - noted with interest the work of John Hallett and would seek to hear from him during its consideration of Social Inclusion in Cardiff later in the year.	05/12/2014	Councillor Hinchey noted the positive response to the strategic commissioning approach and agreed practical examples would be useful. This will be explored and shared with Scrutiny. A new post has been funded in the Communities Directorate to work with communities to build capacity to take on service provision	Response did not confirm timescale for the Community Asset Transfer Toolkit or which service would push forward service reviews.
04/11/2014	Performance Q2 2014/15 & Challenge Forum	Cabinet Member for Corporate Services and Performance (Cllr Hinchey)	Committee - Noted the Cabinet Member's comment that positive progress had been made, albeit that the budget position remains of concern; - noted the areas highlighted by the Chief Executive: the financial position; management of demand in Health & Social Care; sickness absence and pressures in Children Services. The former was already on the Committee's work programme for detailed consideration; - The Committee referred the 'Key issues' report produced by the Chief Officer for Change & Improvement to the other Scrutiny Committees as many issues fell outside PRAP's terms of reference; - noted the gap in risk information; - recommended that Overtime and Agency spend data be reinstated; - recommended that the customer point of view, which Members had recommended on several occasions be built into the report, be addressed by Quarter 3; - noted that the Member Enquiry line commentary, which the Cabinet Member had said would be addressed by Q2, had not been and that it should be by Quarter 3; - had previously questioned the credibility of target-setting and noted that it is being addressed through the corporate/service planning approach. The Performance Panel may address this area in future; - requesting confirmation of the quality checks of PPDRs which had been flagged up on several occasions with no evidence of the outcome provided; - repeated the as yet unanswered request to attend the 'star chamber' sessions; - requested an update on progress in producing a 'public facing' version of the report, which was flagged up during consideration of the 2013/14 outturn.	05/12/2015	Councillor Hinchey has asked for the information requested to be brought to Committee once available.	Full response is being followed up with officers; Committee may like to satisfy itself as to the response when it receives Quarter 3 Performance report. Update 3rd March 2015 - Cover report produced by Martin Hamilton contained details of Star Chamber and Challenge Forum actions. Member Enquiry Line info also provided, as was risk information. Overtime and agency spend data also included. Members informed public facing report due for Q1 2015/16. Members reiterated request for 'dip-testing' PPDRs and outcome of this.

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06/01/2015	Organisational Development / Corporate Assessment	Cabinet Member for Corporate Services and Performance (Cllr Hinchey)	The Committee: - looks forward to receiving a more detailed update on progress prior to a refreshed Organisational Development Programme being presented for Cabinet approval and will look for clear evidence of delivery against outcomes. Members would like to hear directly from Challenge Forum representatives at this meeting; - Requested a detailed report regarding the work and recommendations of the Challenge Forum with Quarter 3 Performance Report; - Anticipate receiving more detailed evidence of how Directorate overspends are being challenged and managed; - Recommend that staff morale and the positive management of change remain high up the Cabinet's and Chief Executive's agendas.		Not yet received	
06/01/2015	Investment Property Review	Leader (Cllr Bale)	The Committee: - recommends that community and social benefit should be taken into account when Cabinet decides a way forward for the Investment Portfolio; - believes that Cabinet should not accept the Review's recommendation to sell rack rent shops without giving thought to their community benefit; - recommends that where community assets are considered for transfer, business cases should be in place; - recommends that full consultation with Ward Members should be carried out where disposals are considered; - recommends that strategic sites in the city centre should be retained.		Not yet received	
09/02/2015	Corporate Plan 2015/17 and Budgetary Proposals 2015/16	Leader (Cllr Bale)	The Committee: - may wish to view the final draft of the Corporate Plan; - looks forward to further advice on the Challenge Forum at our March meeting; - will be interested to see indications of achievement of 2014/15 targets in the Corporate Plan; - wish to schedule discussion of the suite of performance management tools that will be used to govern manager achievement of targets; - will be interested to play a part in any review of the Eastern High School Estyn inspection; - looks forward to reviewing the Cardiff Debate at a future meeting; - wishes to receive a response on whether managers have followed the correct process in advising staff about potential redundancies; - wishes to receive a short statement to explain the synergy between financial pressures accepted and proposed savings to Libraries, Play, Youth Services and Day Centres; - wishes to receive assurance about the level of support provided to Scrutiny and Democratic Services and that these will be protected in the medium term; - recommend that officers explore the potential for other spaces being identified for a central hub, should opportunities for commercialisation of the Central Library present themselves.		Not yet received	
03/03/2015	Quarter Three Corporate Performance Report	Cllr Hinchey	o Members look forward to Group Leaders being invited to the next meeting of the Challenge Forum. o Members look forward to shortly receiving the Challenge Forum papers, including confidential papers where Members would be bound by our Code of Conduct and Council's constitution. o With the response to this letter, Members would like to receive the action plan for one of the Star Chamber actions detailed at point 8 in the cover report for this item, preferably bullet pointed, so that Members can see how this action is being addressed. o Members ask that officers liaise with Scrutiny Services to ensure the revised Attendance and Wellbeing Policy comes to this Committee in time for meaningful pre-decision scrutiny, currently scheduled for Cabinet in June 2015. o Members request a briefing paper from the Environment Director to explain the rationale for the use of agency staff in their Directorate. o Members re-iterate our previous request for information on the results of PPDR dip-testing to be shared with us, either in response to this letter or as part of the committee papers for the Quarter 4 Corporate Performance Report item. o Members agreed to seek briefing papers from the following Directors, as detailed above: Director of Children's Services, Director of Communities, Housing and Customer Services and Director of Education and Lifelong Learning. o Members request an update on the level of staff resources available to Cardiff Business Council once discussions have concluded and there is an agreed way forward.		Not yet received	
03/03/2015	OD Improved Governance	Marie Rosenthal (in Cllr De'Ath's absence)	Chair's letter states: - please pass on thanks to Gill Nurton, Graham Porter and Kate Rees for all their work re modern.gov; - recommend that Marie investigate the reasons why an updated forward plan has not been published and ask that the situation be rectified; - recommend that officers look at the work of other local authorities regarding the use of social media and web based tools in member training; - would like to know how the wider member body will be engaged in the process of formulating a response to the Welsh Government White Paper 'Reforming Local Government: Power to Local People'.		Not yet received	