

To: Members of the Performance  
Scrutiny Committee

Date: 20 September 2019

Direct Dial: 01824 712554

e-mail: democratic@denbighshire.gov.uk

Dear Councillor

You are invited to attend a meeting of the **PERFORMANCE SCRUTINY COMMITTEE** to be held at **9.30 am** on **THURSDAY, 26 SEPTEMBER 2019** in **CONFERENCE ROOM 1A, COUNTY HALL, RUTHIN.**

**Please note that a briefing session will be held for all members at 9.15am, immediately prior to the main meeting. All members are asked to make every effort to attend this session.**

Yours sincerely

G. Williams  
Head of Legal, HR and Democratic Services

## **AGENDA**

### **PART 1 - THE PRESS AND PUBLIC ARE INVITED TO ATTEND THIS PART OF THE MEETING**

#### **1 APOLOGIES**

#### **2 DECLARATION OF INTERESTS**

Members to declare any personal or prejudicial interests in any business identified to be considered at this meeting.

#### **3 URGENT MATTERS AS AGREED BY THE CHAIR**

Notice of items which, in the opinion of the Chair, should be considered at the meeting as a matter of urgency pursuant to Section 100B(4) of the Local Government Act 1972.

**4 MINUTES OF THE LAST MEETING** (Pages 5 - 12)

To receive the minutes of the Performance Scrutiny Committee meeting held on 31 July 2019 (copy enclosed)

**5 HAFAN DEG, RHYL** (Pages 13 - 22)

To monitor the effectiveness of the transfer of the facility and services to an external provider and the impact of the transfer on services-users, staff, local residents and the local community (including lessons learnt from the process).

10:10 – 10:45

**6 SCRUTINY WORK PROGRAMME** (Pages 23 - 44)

To consider a report by the Scrutiny Coordinator (copy enclosed) seeking a review of the committee's forward work programme and updating members on relevant issues.

10:45 – 11:00

**7 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

To receive any updates from Committee representatives on various Council Boards and Groups

11:00 – 11:05

**Break 11:05 – 11:15**

**PART 2 - CONFIDENTIAL ITEMS**

It is recommended in accordance with Section 100A (4) of the Local Government Act 1972 that the Press and Public be excluded from the meeting during consideration of the following item(s) of business because it is likely that exempt information (as defined in Paragraph(s) 14 of Part 4 of Schedule 12A of the Act) would be disclosed.

**8 CEFNDY HEALTHCARE ANNUAL REPORT 2018/19 AND ANNUAL PLAN 2019/20** (Pages 45 - 52)

To consider the company's performance during 2018/19 and its Annual Plan for 2019/20.

11:15 – 11:45

## **MEMBERSHIP**

### **Councillors**

Councillor Huw Jones (Chair)  
Ellie Chard  
Ann Davies  
Martyn Holland  
Geraint Lloyd-Williams

Councillor Hugh Irving (Vice-Chair)  
Arwel Roberts  
Peter Scott  
David Williams

### **COPIES TO:**

All Councillors for information  
Press and Libraries  
Town and Community Councils

This page is intentionally left blank

## PERFORMANCE SCRUTINY COMMITTEE

Minutes of a meeting of the Performance Scrutiny Committee held in Conference Room 1a, County Hall, Ruthin on Thursday, 18 July 2019 at 10.00 am.

### PRESENT

Councillors Ellie Chard, Ann Davies, Martyn Holland, Hugh Irving (Vice-Chair), Geraint Lloyd-Williams, Arwel Roberts, Mark Young and Huw Hilditch-Roberts.

Co-opted members – Neil Roberts and David Lloyd.

### ALSO PRESENT

Head of Education and Children Services (KE), Principal Manager – Modernising Education (GD), Education Planning and Resource Manager (IL), Scrutiny Co-ordinator (RE) and Committee Administrator (HB).

### APOLOGIES

Apologies for absence were received from Councillor Huw Jones, Councillor David Williams, Kathleen M Jones and Councillor Peter Scott

## 1 APOLOGIES

Apologies were received from Councillors Huw Jones, David Williams, Peter Scott and Co-opted Member, Kathleen Jones.

## 2 DECLARATION OF INTERESTS

Personal declaration of interest were received for Agenda Item 5 - Management of School Governing Bodies.

- Ellie Chard – Governor at Ysgol Tir Morfa
- Arwel Roberts – Governor at Ysgol y Castell and Ysgol Dewi Sant
- Geraint Lloyd-Williams – Governor at St. Brigids School
- Huw Hilditch-Roberts – Governor at Ysgol Pen Barras
- Hugh Irving – Governor at Prestatyn High School

Together with:

- Co-opted member Neil Chambers Roberts – Governor at Ysgol y Parc and Ysgol Cefn Meiriadog
- Co-opted member David James Lloyd – Governor at Ysgol y Lllys

## 3 URGENT MATTERS AS AGREED BY THE CHAIR

Due to the absence Councillor Huw Jones who was chair of the Performance Scrutiny Committee. Councillor Hugh Irving, the vice-chair, would chair the meeting.

Members sent their sincerest best wishes to Councillor Jones for a full and speedy recovery.

#### **4 MINUTES OF THE LAST MEETING**

The minutes of the Performance Scrutiny Committee meeting held 13 June 2019 were submitted.

Page 10 – ‘measuring the mountain’ project – information and links to the national report were in the additional document provided.

**RESOLVED:** - that the minutes of the Performance Scrutiny Committee meeting held on 13 June 2019 be received and approved as a correct record.

#### **5 MANAGEMENT OF SCHOOL GOVERNING BODIES**

The Lead Member for Education , Children and Young People introduced the Education Planning and Resources Manager’s report and associated appendices (previously circulated) which outlined the Council’s role in the management of School Governing Bodies. He advised that the purpose of the report was to clarify the scope, remit and powers of the Authority in relation to ensuring that school governing bodies were compliant with mandatory training, fulfilling their duties to fill vacant school governor roles and compliant with the statutory expectations in relation to polices, finance and procedures. During his introduction he drew members’ attention to the data in the report on the number of governors and clerks who had completed their mandatory training courses. Whilst the numbers who had completed these courses seemed rather low side and was potentially a cause for concern, the actual completion rates may be higher because it was the Clerk to the Governors of each individual school who was responsible for collating and maintaining the register and therefore their accuracy was subject to human error or oversight. The role of the Clerk to the Governing Body was therefore crucial as not only did they hold responsibility for maintaining a register but they were also responsible for ensuring that governors did undertake and complete all training courses. In future the accuracy of training data should be recorded more accurately as a number of the training modules were now available via an on-line portal. Whilst current figures on completion of training courses did raise some concerns it was also important to have regard to the extremely positive feedback received from Estyn following its recent inspections of schools in the county (Appendix 2 to the report) where no governance recommendations were made. In addition, feedback received from governors during a recent county-wide training event had been positive with governors acknowledging that everyone within the field of Education was currently working within tight budgetary constraints. Referring to a recent article in the local press regarding concerns raised about the quality of school governors the Lead Member advised that overall governors were competent in undertaking their roles and sufficient support was available and accessible for those who felt they needed it.

Responding to members’ questions the Lead Member, Head of Education and Children Services, Principal Manager: Modernising Education, and the Education Planning and Resources Manager:

- confirmed that having an effective clerk to a governing body was key to ensuring the success of the governing body and the school as a whole. With a view to realising this mandatory training courses were provided for clerks to governing bodies on their role and responsibilities, how to undertake their role and what was expected of them. All clerks were expected to complete their mandatory training within 12 months of appointment;
- advised that the legislation relating to school governing bodies was complex. Whilst all governors were volunteers the responsibilities placed upon them were extensive, they were responsible for ensuring their school was governed and managed effectively. If they failed they would have to face the consequences;
- advised that the Council's role with respect of school governing bodies was laid out in the Government of Maintained Schools (Wales) Regulations 2005. The authority delivered support to governors through the limited accountability it had for school governing bodies, as did GwE;
- emphasised that school governing bodies were autonomous organisations. Whilst the Council could arrange training for governing body members and clerks and monitor schools' performance, it was the governing bodies who had overall power in relation to the day to day running of the school. The local education authority paid the staff's wages etc., but it was the governing body who was accountable for the performance of staff and any disciplinary matters;
- agreed that the strongest and most effective governing bodies were those whose members possessed a range of skill sets and expertise. With a view to supporting schools to ensure that a whole range of skills were represented on governing bodies the Council provided them with an audit tool. This computer software could be used to support schools' performance etc. but it could also be used to assist governing bodies to identify any skills gap on the governing body itself. This could be extremely useful when governing bodies were recruiting new members as it would identify the types of skills and knowledge that the governing bodies should be looking for when recruiting;
- confirmed that some schools did find it a challenge to fill all vacancies on their governing bodies and that the Council was willing to assist wherever possible, particularly if they were looking for governors with specialist skills e.g. HR skills;
- advised that not all parents wanted to serve on school governing bodies, but there were sufficient numbers of people willing to serve as community governors;
- advised that going forward school governing bodies would require to give careful consideration to how they monitored performance and outcomes, particularly in view of the changes afoot with respect of the school curriculum and accountability framework, as achieving GCSE level 2 inclusive would continue to be a priority and a requirement for all pupils who wanted to progress to the next level of education;
- agreed with members that the substantial changes that lay ahead in the field of education, including significant changes to the curriculum, the introduction of new legislation in relation to education provision for Additional Learning Needs (ALN), an increased demand from learners in relation to their education provision, coupled with ever diminishing resources to deliver

education services had the potential to develop into the 'perfect storm' if not managed carefully. The Association of Directors of Education Wales (ADEW) had identified this risk and was extremely concerned about how things were going to develop. Consequently Directors of Education were monitoring the situation very carefully as they felt that whilst the Welsh Government (WG) were looking to the future ADEW members were extremely conscious of its duties to current learners and their future;

- advised that whilst some governing bodies were not compliant with mandatory training requirements the Council had limited powers to take any action against them. Whilst it did, on a regular basis via the provision factsheets and the School Governors' Forum, remind Chairs and Clerks of governing bodies and the headteachers of the need for all governors and clerks to undertake the mandatory training and regularly encouraged them to complete on-line training modules, it was only the governing bodies themselves who had the powers to suspend a governor for being non-compliant;
- confirmed that the Council's HR Service kept records of all Disclosure and Barring Service (DBS) checks undertaken on school governors and clerks to governing bodies. Welsh Government (WG) had given an instruction to local authorities to undertake safeguarding monitoring and consequently clerks to governing bodies were required to initiate DBS checks on all governors and report them to the Council's HR Service. The Service in turn reported on the DBS statistics to the Council's Corporate Safeguarding Board;
- advised that the most effective governing bodies tended to have a business item on 'Training' as a standing item on their meeting agendas. This kept governors abreast of new developments as well as reminding those governors who were yet to participate in training and development activities of the need to do so forthwith;
- confirmed that upon completion of an on-line training course the individual would receive an e-certificate, and the clerk to the governors and the local education authority would be notified of the applicant's success;
- advised that all new governors, chairs, clerks and head teachers upon appointment, were notified of the need to register for on-line training material and of the requirement to complete the mandatory training within the specified timescales;
- confirmed that the Council's Education Service worked closely with the Internal Audit (IA) service and if they had any concerns regarding schools or school governing bodies they would draw them to IAs attention despite the fact that the Council had limited powers to intervene. Nevertheless, having IA focus on an area of concern could potentially draw failings to the attention of the governing body and mitigate against further slippages by enabling them to draw up measures to improve performance and reverse any decline;
- confirmed that, similar to local authorities, GwE had a role in supporting school governing bodies. It was the body responsible for school improvement and recovery and therefore had the expertise to help governing bodies to realise improvement. However, the governing bodies needed to take the necessary steps to access the services and support available;;
- advised that training for all governing bodies in the North Wales region had been designed jointly by all six local education authorities in the area. The



training portal was hosted by Cynnal to whom the local authorities and GwE paid a hosting fee;

- confirmed that a good working relationship currently existed between Denbighshire's Education Service and GwE. Nevertheless, both sides acknowledged that they foresaw testing times ahead due to the changes in the curriculum, introduction of new ALN legislation and diminishing financial resources;
- advised that whilst schools paid a subscription in order to access the service provided by Cynnal, the Council paid the support costs for the service as it saw this as a valuable service for the county's schools;
- advised that information provided by Governors Cymru on school governors included a role description for Local Education Authority (LEA) appointed governors. Whilst a small number of schools had chosen not to subscribe to Governors Cymru, they did have their own role descriptions for the different types of governors which mirrored those of Governors Cymru. Members asked to be sent a link to the Governors Cymru website and the page where the role descriptions were available ;
- the Council was monitoring those schools which were yet to sign up to the services provided by Governors Cymru and Cynnal in order to make sure that they were complying with relevant legislation and policies;
- confirmed that the Government of Maintained Schools (Wales) Regulation 2005 did not contain any provisions which would exclude county councillors from being parent or community governors on school governing bodies;
- advised that the Council's Section 151 Officer and Head of Education attended Head teachers meetings to explain all financial matters including the Council's budget allocation to schools, therefore county councillors serving on governing bodies should not be expected to explain the intricacies of the Council's financial budget for schools;
- confirmed that officers would welcome members' support to take forward work to define the roles and responsibilities of various bodies and organisations in the field of education;
- advised that the Council did not have the powers to undertake unannounced visits to schools and Estyn now were only required to give 15 days advance notice of their intention to undertake a school inspection;
- advised that school governors had access to the Audit Tool as did local education authority staff. It was also important for the governing body as an entity to undertake a self-evaluation assessment using this tool and not be reliant on the Headteacher to undertake it, as the Headteacher's perspective and analysis could well be very different to that of the governing body;
- confirmed that it was pleasing to report that no recent school inspections in the county had identified any governance issues which required addressing;
- confirmed that the County's Governors Association, which met three times a year, set its own agenda. Historically attendance of these meetings had been restricted to the Chairs of Governors only, but recently they had been opened up to all governors. Officers felt that it would be useful if a standing item appeared on the agenda of the first meeting of each academic year on the 'Roles and Responsibilities of Governors'. Following this Council Education staff could write to all governing bodies chairs emphasising to

them the importance of ensuring that their governing body had complied with all mandatory training requirements:

- advised that going forward officers hoped that some Governors Association meetings could be held at a time, and on a day, which was convenient for governors who were in full-time employment i.e. during the evenings, on a Saturday etc. They agreed that sufficient advance notice of meetings required to be given as well in order to help people make the necessary arrangements to enable them to attend;
- advised that each school governing body should have a Scheme of Allowances in which it would stipulate any circumstances when governors may be able to claim 'out of pocket' expenses i.e. childcare/carer costs incurred when undertaking governing body duties;
- confirmed that the Council was filling LEA vacancies on school governing bodies on almost a daily basis. Such appointments had to be endorsed by the Head of Education and Children's Services;
- confirmed that all school governing bodies were required to have an Instrument of Governance document, this document laid out the number of governors on the governing body along with a breakdown of the number of governors appointed to represent the different categories of governors i.e. parent governors, community governors, staff governors etc.; and
- advised that all schools, and their governing bodies, should be aware if they had pupils who were young carers. If councillors had any concerns in relation to this matter they should contact the Head of Education and Children's Services as a matter of urgency.

At the conclusion of an in-depth discussion the Committee:

**RESOLVED:** - to acknowledge that, in terms of school governance, for many of the areas highlighted within the report the local education authority was only able to influence and guide governing bodies, and that ultimately the responsibilities lay with the governing bodies themselves. Nevertheless, it recommended that the following steps be taken with a view to strengthening school governing bodies across the county and ensuring their compliance with mandatory requirements, that:

- (i) a link to Governors Cymru's documentation on the roles and responsibilities of the various categories of school governors be sent to committee members;*
- (ii) for the avoidance of ambiguity, the Governors Cymru document be adapted and tailored to reflect the roles of Denbighshire councillors and staff who serve on school governing bodies;*
- (iii) a request be submitted to Denbighshire's School Governors' Association that a standing item be included annually on the agenda of its first meeting of the academic year on the roles and responsibilities of school governors, including mandatory training requirements, and that the Association review the timing of its meetings with a view to making them more easily accessible to all school governors;*
- (iv) all school governing bodies in the county be requested to check their scheme of allowances to facilitate access to anyone who*

*wishes to apply to serve as a governor, with a view to ensuring that no individual is disadvantaged from applying due to care costs, family commitments, or other responsibilities;*

*(v) all clerks to school governing bodies are reminded of their responsibility to ensure that all governors have undertaken their mandatory training within the stipulated timescales, and if individual governors have not complied with the requirements that they inform the Chair of the Governing Body with a view to instigating measures to ensure compliance or suspend the governor in accordance with the provisions of the legislation; and*

*(vi) the Council's Internal Audit service be requested as part of their regular audit work in schools to check their governing body records on compliance with mandatory training requirements*

## **6 SCRUTINY WORK PROGRAMME**

The Scrutiny Co-ordinator (SC) introduced the report (previously circulated) seeking Members' review of the Committee's work programme and providing an update on relevant issues.

Councillor Arwel Roberts raised an ongoing issue of dogs fouling in children's parks. The CDEPR advised that it would be the planning and public protection service, he also acknowledged that the service may have dropped due to the decision to stop using an external consultant.

The LA were in the process of procuring a similar agency but that was ongoing.

The CDEPR advised Councillor Roberts to complete the Members Proposal Form to request the item return to scrutiny.

Councillor Martyn Holland queried why the risk register was on both Scrutiny FWP and the Corporate Governance FWP.

The SC explained that performance scrutiny monitors only the performance aspect where corporate governance assures the appropriate risks are registered.

**RESOLVED:** - that subject to the above the Forward Work Programme be approved.

## **7 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

None.

**Meeting closed 11:52**

This page is intentionally left blank

<b>Report to:</b>	<b>Performance Scrutiny Committee</b>
<b>Date of Meeting:</b>	<b>26<sup>th</sup> September 2019</b>
<b>Lead Member/Officer:</b>	<b>Lead Member for Well-being and Independence/ Head of Community Support Services</b>
<b>Report Author:</b>	<b>Contract &amp; Procurement Officer</b>
<b>Title:</b>	<b>Hafan Deg – Day Care Centre – Transfer to Private Provider</b>

## **1. What is the report about?**

The purpose of this report is to reflect on the transfer of Hafan Deg Day Centre to KL Care, making considerations on any impacts of the transfer on individuals attending Hafan Deg, staff, local residents and the local community.

## **2. What is the reason for making this report?**

This report is to provide information on the effectiveness of the transfer of the facility and services to an external provider and the impact of the transfer on the users of the service, staff, local residents and the local community (including lessons learnt from the process).

## **3. What are the Recommendations?**

That Committee:

- 3.1 confirms that it has read, understood and taken account of the Well-being Impact Assessment (see attached Appendix) as part of its consideration;
- 3.2 considers and comments on the contents of the report.

## **4. Report details**

- 4.1 The transfer had no negative impact on individuals attending Hafan Deg. KL Care have continued to provide person centred care and support at the centre. Many different activities are run throughout each session, focusing on each person's likes and dislikes rather than one set activity for all. KL Care have introduced bi-annual feedback questionnaires and are meeting all of the key performance indicators set in the contract specification. Performance monitoring information is sent in each quarter with detailed case studies and are discussed during the contract monitoring meetings. Care and Support plans have also been examined and found to be detailed, person centred and co-produced with individuals.
- 4.2 Attendance numbers have not increased as much as hoped in the first year, it was envisaged it would build up to 1,950 half day attendances in each quarter. At the point of contract hand over the numbers were 445 sessions, from April 2019 to June 2019 the attendance was 528 sessions. Advice has been given regarding marketing of the service in hope they can increase the number of people using the day centre.

- 4.3 KL Care are in the process of setting up a 'Care Café' in partnership with Age Connect. They are aiming to have it operational by October 2019. KL Care are also offering room hire to third sector agencies and community groups.
- 4.4 The contract specification is being adhered to and the service supports the council's vision for adult social care as well as the ethos and requirements of the Social Services and Well-being Act (Wales) 2014.
- 4.5 Stakeholder feedback has been positive; KL Care has built up a good relationship with local residents who have continued to use the centre for group activities. The centre promotes its bathing service which has benefited the local community and has been used by people referred by the Homeless Prevention Team. The latest leaflet has been promoted within Denbighshire and, this needs to continue, ensuring Denbighshire's staff are aware of the services provided at Hafan Deg.
- 4.6 Lessons Learnt from the Process
- 4.6.1 Pensions – There have been delays in the transfer of pensions from the Local Government Pension Scheme (LGPS) to the new provider's scheme. This has been a cause of frustration for staff and the delay appears to have been with the LGPS, it would be beneficial to reflect on this experience in order to consider what could be done to avoid it with any future transfers.
- 4.6.2 Building Issues – We are working with the provider to resolve maintenance issues that have occurred post-handover. For similar transfer in the future, it would be beneficial to work with the Property Services Team in developing and carrying out a more comprehensive building condition survey before handover.

## **5. How does the decision contribute to the Corporate Priorities?**

The transfer of Hafan Deg over to a private provider has been successful so far, by continuing with a day care provision this contributes to Denbighshire's corporate priority in relation to Resilient Communities and the principles of the Social Services and Well-being (Wales) Act 2014.

## **6. What will it cost and how will it affect other services?**

There are no additional costs associated with this report.

## **7. What are the main conclusions of the Well-being Impact Assessment?**

The conclusions of the original Assessment, prior to the service being tendered, predicted a largely positive impact with no negatives and only two neutrals, based on the anticipated use and development of the service. As this report highlights, although the contract specification is being adhered to, the planned expansion of services have not yet fully materialised. However, the provider is now actively pursuing initiatives to grow the offering to the local community and, in view of this, it is believed that the original conclusions are still relevant. Please see original Wellbeing Impact Assessment Report attached to this report.

**8. What consultations have been carried out with Scrutiny and others?**

A full consultation was carried out prior to the transfer of the service.

**9. Chief Finance Officer Statement**

Not required for this report.

**10. What risks are there and is there anything we can do to reduce them?**

There is still a residual risk that the service may not deliver the outcomes expected and agreed, although this must be balanced by the fact that the first year has proven successful. To mitigate this risk quarterly monitoring will continue for 2019/20 and Officers will support the provider in the development of services from the property.

**11. Power to make the Decision**

Scrutiny's powers with respect to this matter are set out in Section 21 of the Local Government Act 2000 and Section 7.4.2(b) of the Council's Constitution.

**Contact Officer:**

Team Manager Contract & Commissioning

Tel: 01824 712770

This page is intentionally left blank



# Outsourcing of Hafan Deg

## Wellbeing Impact Assessment Report

This report summarises the likely impact of a proposal on the social, economic, environmental and cultural well-being of Denbighshire, Wales and the world.

Assessment Number:	291
Brief description:	Outsourcing the building and day care service at Hafan Deg to an independent Provider on a 25 year lease. The Provider will provide an innovative day service to people of Rhyl and surrounding area.
Date Completed:	15/09/2017 10:43:26 Version: 2
Completed by:	Emily Jones-Davies
Responsible Service:	Community Support Services
Localities affected by the proposal:	Rhyl,

# IMPACT ASSESSMENT SUMMARY AND CONCLUSION

Before we look in detail at the contribution and impact of the proposal, it is important to consider how the proposal is applying the sustainable development principle. This means that we must act "in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs."

## Score for the sustainability of the approach

Could some small changes in your thinking produce a better result?

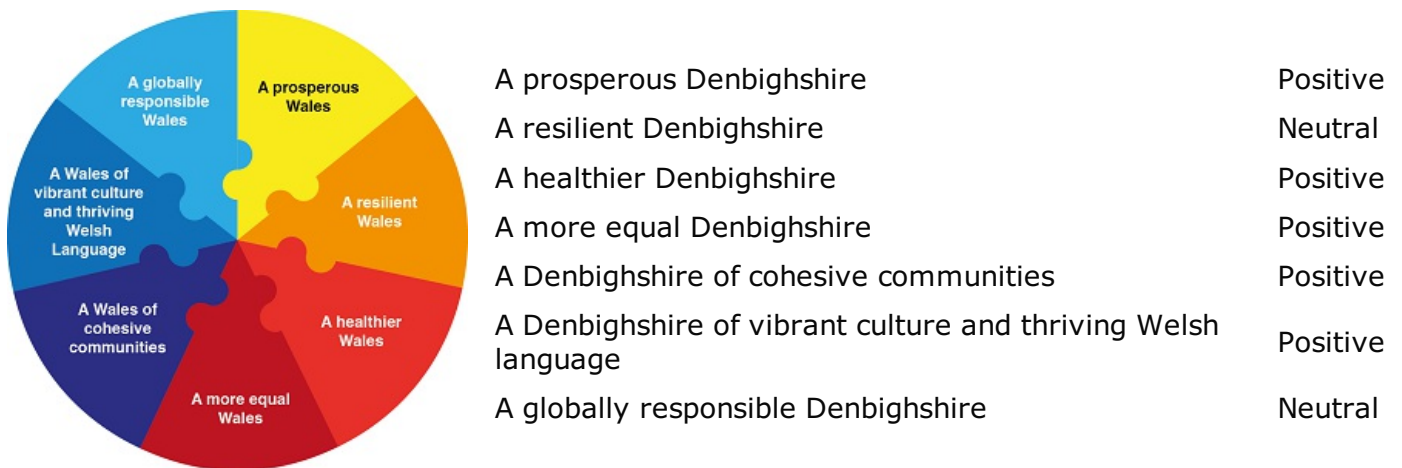


(3 out of 4 stars)

Actual score : 22 / 24.

## Summary of impact

Wellbeing Goals



## Main conclusions

Overall, the service is going to have a positive effect on Denbighshire. The service is tailored towards providing a healthier Denbighshire, whilst providing on-going services to the local community. No further impact assessment is required.

# THE LIKELY IMPACT ON DENBIGHSHIRE, WALES AND THE WORLD

## A prosperous Denbighshire

Overall Impact	Positive
Justification for impact	This service is going to create access to the community for those people who would have otherwise struggled. It will become a community hub, a place for people to go for support, social interaction and stimulation. The increase of people into the area on a regular basis will benefit Denbighshire.

### Positive consequences identified:

This service will enhance the Rhyl and surrounding areas by bringing people together, creating roles and responsibilities for people attending, whilst creating a hub for the local area to access different activities.

Opportunity to increase Jobs within the centre as the service is developed

A major part of this service is to support people to maintain daily living skills and support them to find new skills and abilities.

The project will look at how transport for the citizens can be provided in different ways, making people more independent and sourcing out their own methods of transport and mobility.

### Unintended negative consequences identified:

Minimal service being transferred over means potential reduction in hours or loss of jobs the timescales to do this will be over a long period of time.

1 bus will be lost in the tender process

### Mitigating actions:

Monitor the service closely to see whether the upskilling of people can be carried out any quicker. Offer the provider the choice of taking a bus as part of the tender.

## A resilient Denbighshire

Overall Impact	Neutral
Justification for impact	The service is currently underused. The idea of the tender is to increase people coming to the centre independently and with support. Therefore, there will be an increase in traffic to and from the service because the transport previously supplied is no longer viable. Waste and recycling will increase, however, there are already suitable arrangements in place to collect this, and as it is currently underused there should be minimal impact

### Positive consequences identified:

This will have no impact

The building will remain the same.

This will reduce. currently the centre runs two buses for transport. This has been reduced to 1 in anticipation of the tender, and the option for the Provider has been given to find their own methods of transportation.

Hafan Deg acts as an emergency back up centre for such an occasion.

**Unintended negative consequences identified:**

Possible increase in traffic to and from the centre during drop off and pick up times at the centre as the centre useage increases there may be an increase in recycling / waste, but this will be minimal.

**Mitigating actions:**

Close monitoring of the service.

**A healthier Denbighshire**

Overall Impact	Positive
Justification for impact	The service is focused on preventing isolation and encouraging participation to increase wellbeing. Therefore there are no negative impacts.

**Positive consequences identified:**

The project main objective is to provide a social environment to prevent isolation and promote well-being.

Fitted kitchen will be used to full potential for the community. Currently under used.

The day service aims to increase leisure opportunities for those attending the service. These will depend on peoples wants and interests and what support is available for participation

This is a key element of the service. The main goal of the service is to reduce isolation and increase people's well being to support them to remain within their community for longer.

The service will offer signposting to other organisations including health.

**Unintended negative consequences identified:**

**Mitigating actions:**

Monitor closely

**A more equal Denbighshire**

Overall Impact	Positive
Justification for impact	The service objective is to provide support to people over the age of 65 or with a disability. The service will offer a signposting service and support to help people manage their financial situation, deal with poverty issues and benefit entitlement.

**Positive consequences identified:**

The service is aimed for people over the age of 65 or those with a disability. The centre will become a Hub for people to drop in and use the services as they wish. It will encompass people from all backgrounds and diversities.

Those people using the centre will be assessed through the new care act to ensure that they have enough money, benefits etc. Also the centre will continuously work with people to support them to

mange this ongoing.

**Unintended negative consequences identified:**

**Mitigating actions:**

Monitor that the signposting service is working correctly.

**A Denbighshire of cohesive communities**

Overall Impact	Positive
Justification for impact	

**Positive consequences identified:**

Safeguarding of vulnerable adults is key and will be monitored through the contract. The service objectives are to increase volunteering within the community, increase involvement with the local community and support people to engage more within their local community. The location is idea for this type of service. The building forms part of a social housing site close to the main town of Rhyl. It has good road links and bus links for easy access.

**Unintended negative consequences identified:**

**Mitigating actions:**

Monitor the contract and ensure training of staff is current.

**A Denbighshire of vibrant culture and thriving Welsh language**

Overall Impact	Positive
Justification for impact	Welsh Language is essential in this service for those people to receive services in the language they wish. It will be a clause within the contract.

**Positive consequences identified:**

The service will be offered bilingually when ever possible. Bilingual signage will be used at the centre, and welsh Language courses will be available to staff through Denbighshire. Links with the community, eisteddfod, etc will be encouraged as part of the service within the spec.

**Unintended negative consequences identified:**

**Mitigating actions:**

Monitor the contract.

**A globally responsible Denbighshire**

Overall Impact	Neutral
Justification for impact	TUPE process is law. Denbighshire have to abide by it, therefore there is no positive or negative impact.

**Positive consequences identified:**

The staff will undergo TUPE transfer in accordance with the guidance. All details will be met. The contract states that all policies and procedures relating to human rights, employment, H&S must be current and reviewed at least annually.

**Unintended negative consequences identified:**

**Mitigating actions:**

Work with HR and pensions to make the move go as smoothly as possible.

<b>Report to:</b>	<b>Performance Scrutiny Committee</b>
<b>Date of Meeting:</b>	<b>26 September 2019</b>
<b>Lead Officer:</b>	<b>Scrutiny Co-ordinator</b>
<b>Report Author:</b>	<b>Scrutiny Co-ordinator</b>
<b>Title:</b>	<b>Scrutiny Work Programme</b>

---

## **1. What is the report about?**

The report presents Performance Scrutiny Committee with its draft forward work programme for members' consideration.

## **2. What is the reason for making this report?**

To seek the Committee to review and agree on its programme of future work, and to update members on relevant issues.

## **3. What are the Recommendations?**

That the Committee:

- 3.1 considers the information provided and approves, revises or amends its forward work programme as it deems appropriate; and
- 3.2 appoints two representatives to serve on the Schools Standards Monitoring Group (SSMG).

## **4. Report details**

- 4.1 Section 7 of Denbighshire County Council's Constitution sets out each Scrutiny Committee's terms of reference, functions and membership, as well as the rules of procedure and debate.
- 4.2 The Constitution stipulates that the Council's scrutiny committees must set, and regularly review, a programme for their future work. By reviewing and prioritising issues, members are able to ensure that the work programme delivers a member-led agenda.
- 4.3 For a number of years it has been an adopted practice in Denbighshire for scrutiny committees to limit the number of reports considered at any one meeting to a maximum of four plus the Committee's own work programme report. The aim of this approach is to facilitate detailed and effective debate on each topic.
- 4.4 In recent years the Welsh Government (WG) and the Wales Audit Office (WAO) have highlighted the need to strengthen scrutiny's role across local government and public services in Wales, including utilising scrutiny as a means of engaging with residents and service-users. From now on scrutiny will be expected to engage better and more

frequently with the public with a view to securing better decisions which ultimately lead to better outcomes for citizens. The WAO will measure scrutiny's effectiveness in fulfilling these expectations.

- 4.5 Having regard to the national vision for scrutiny whilst at the same time focussing on local priorities, the Scrutiny Chairs and Vice-Chairs Group (SCVCG) recommended that the Council's scrutiny committees should, when deciding on their work programmes, focus on the following key areas:
- budget savings;
  - achievement of the Corporate Plan objectives (with particular emphasis on the their deliverability during a period of financial austerity);
  - any other items agreed by the Scrutiny Committee (or the SCVCG) as high priority (based on the PAPER test criteria – see reverse side of the 'Member Proposal Form' at Appendix 2) and;
  - Urgent, unforeseen or high priority issues

#### 4.6 Scrutiny Proposal Forms

As mentioned in paragraph 4.2 above the Council's Constitution requires scrutiny committees to prepare and keep under review a programme for their future work. To assist the process of prioritising reports, if officers are of the view that a subject merits time for discussion on the Committee's business agenda they have to formally request the Committee to consider receiving a report on that topic. This is done via the submission of a 'proposal form' which clarifies the purpose, importance and potential outcomes of suggested subjects. No officer proposal forms have been received for consideration at the current meeting.

- 4.7 With a view to making better use of scrutiny's time by focussing committees' resources on detailed examination of subjects, adding value through the decision-making process and securing better outcomes for residents, the SCVCG decided that members, as well as officers, should complete 'scrutiny proposal forms' outlining the reasons why they think a particular subject would benefit from scrutiny's input. A copy of the 'member's proposal form' can be seen at Appendix 2. The reverse side of this form contains a flowchart listing questions which members should consider when proposing an item for scrutiny, and which committees should ask when determining a topic's suitability for inclusion on a scrutiny forward work programme. If, having followed this process, a topic is not deemed suitable for formal examination by a scrutiny committee, alternative channels for sharing the information or examining the matter can be considered e.g. the provision of an 'information report', or if the matter is of a very local nature examination by the relevant Member Area Group (MAG). No items should be included on a forward work programme without a 'scrutiny proposal form' being completed and accepted for inclusion by the Committee or the SCVCG. Assistance with their completion is available from the Scrutiny Co-ordinator.

#### Provisional External Examinations and Teacher Assessments

- 4.8 Officers requested that the presentation of the above report be deferred from September's meeting to November's meeting as they are awaiting national guidance on data-sharing in relation to examination results. The Vice-Chair agreed to the request to defer its presentation.



#### Cabinet Forward Work Programme

- 4.9 When determining their programme of future work it is useful for scrutiny committees to have regard to Cabinet's scheduled programme of work. For this purpose a copy of the Cabinet's forward work programme is attached at Appendix 3.

#### Progress on Committee Resolutions

- 4.10 A table summarising recent Committee resolutions and advising members on progress with their implementation is attached at Appendix 4 to this report.

#### School Standards Monitoring Group (SSMG)

- 4.11 The Committee is asked to appoint two representatives to serve on the School Standards Monitoring Group (SSMG). A copy of the Group's terms of reference is attached at Appendix 5 for members' information.

### **5. Scrutiny Chairs and Vice-Chairs Group**

Under the Council's scrutiny arrangements the Scrutiny Chairs and Vice-Chairs Group (SCVCG) performs the role of a coordinating committee. The Group met on 31 July and again on 11 September, no items were referred to this Committee for consideration at the latter meeting, but during July's meeting the Group requested the Committee to examine the Housing Strategy Review and Housing & Homelessness Action Plan Refresh. This item has been provisionally scheduled for November's meeting (see Appendix 1 attached). The Group's next meeting is scheduled for 31 October 2019.

### **6. How does the decision contribute to the Corporate Priorities?**

Effective scrutiny will assist the Council to deliver its corporate priorities in line with community needs and residents' wishes. Continual development and review of a coordinated work programme will assist the Council to deliver its corporate priorities, improve outcomes for residents whilst also managing austere budget cuts.

### **7. What will it cost and how will it affect other services?**

Services may need to allocate officer time to assist the Committee with the activities identified in the forward work programme, and with any actions that may result following consideration of those items.

### **8. What are the main conclusions of the Well-being Impact Assessment? The completed Well-being Impact Assessment report can be downloaded from the [website](#) and should be attached as an appendix to the report**

A Well-being Impact Assessment has not been undertaken in relation to the purpose or contents of this report. However, Scrutiny's through it work in examining service delivery, policies, procedures and proposals will consider their impact or potential impact on the sustainable development principle and the well-being goals stipulated in the Well-being of Future Generations (Wales) Act 2015.

**9. What consultations have been carried out with Scrutiny and others?**

None required for this report. However, the report itself and the consideration of the forward work programme represent a consultation process with the Committee with respect to its programme of future work.

**10. What risks are there and is there anything we can do to reduce them?**

No risks have been identified with respect to the consideration of the Committee's forward work programme. However, by regularly reviewing its forward work programme the Committee can ensure that areas of risk are considered and examined as and when they are identified, and recommendations are made with a view to addressing those risks.

**11. Power to make the decision**

Section 7.11 of the Council's Constitution stipulates that scrutiny committees and/or the Scrutiny Chairs and Vice-Chairs Group will be responsible for setting their own work programmes, taking into account the wishes of Members of the Committee who are not members of the largest political group on the Council.

**Contact Officer:**

Scrutiny Coordinator

Tel No: (01824) 712554

e-mail: [rhian.evans@denbighshire.gov.uk](mailto:rhian.evans@denbighshire.gov.uk)

**Note: Any items entered in italics have not been approved for inclusion at the meeting shown by the Committee. Such reports are listed here for information, pending formal approval.**

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
28 Nov	<b>Cllr. Huw Hilditch-Roberts</b>	1. Provisional External Examinations and Teacher Assessments <b>[Education]</b>	To review the performance of schools and that of looked after children	Scrutiny of performance leading to recommendations for improvement	Karen Evans/Julian Molloy/GwE	May 2018 (rescheduled September 2019)
	<b>Cllr. Julian Thompson-Hill</b>	2. Corporate Risk Register	To consider the latest version of the Council's Corporate Risk Register and risk appetite statement	Effective monitoring and management of identified risk to reduce risks to residents and the Authority	Alan Smith/Iolo McGregor/Emma Horan	May 2018
	<b>Cllr. Julian Thompson-Hill</b>	3. Corporate Plan (Q2) 2017/2022	To monitor the Council's progress in delivering the Corporate Plan 2017-22	Ensuring that the Council meets its targets to deliver its Corporate Plan and the Council's services in line with its aspirations and to the satisfaction of local residents	Alan Smith/Iolo McGregor/Heidi Barton-Price	February 2017
	<b>Cllr. Richard Mainon</b>	4. Draft Street Naming and Numbering Policy <i>(tbc)</i>	To consider and comment on the revised policy following its review	The development of a robust policy which is compliant with all Council strategies and plans including the Welsh Language Standards	Alan Smith/Emma Jones	March 2019
	<b>Task &amp; Finish Group</b>	5. <i>Use of Plastics (tbc)</i>	<i>To consider the findings and recommendations of the Use of Plastics Task and Finish Group</i>	<i>The formulation of recommendations to County Council on how it can reduce its use of plastics in a deliverable and sustainable way</i>	<i>Graham Boase/Rhian Evans</i>	<i>May 2019</i>
	<b>Cllrs. Bobby Feeley &amp; Tony Thomas</b>	6. <i>Housing Strategy Review and Housing &amp; Homelessness Action Plan Refresh (tbc)</i>	<i>To consider the proposed revisions to the Housing Strategy and the amalgamation of the Homelessness Strategy within it</i>	<i>Formulation of recommendations to strengthen the revised Strategy and associated action plans to ensure that</i>	<i>Angela Loftus</i>	<i>By SCVCG July 2019</i>

Meeting	Lead Member(s)	Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
					<i>the support the delivery of the Corporate Plan and corporate priorities relating to Housing and Resilient Communities</i>	
30 January 2020	<b>Cllr. Huw Hilditch-Roberts</b>	1. Verified External Examinations [Education]	<p>To review the performance of schools and that of looked after children; and GwE's impact on the educational attainment of the County's pupils.</p> <p>The report to include actual figures in addition to percentages along with school absenteeism and exclusion data.</p> <p>The report to incorporate GwE's Annual report and information on the 5 year trend in relation to educational attainment in Denbighshire</p>	Scrutiny of performance leading to recommendations for improvement	<i>Karen Evans/Julian Molloy/GwE</i>	<i>January 2019</i>
	<b>Cllr. Brian Jones</b>	2. Draft Sustainable Travel Plan	To consider the draft sustainable travel plan (including the Council's role in facilitating the locating of vehicle charging points across the county, its work with other local authorities and stakeholders with respect of their availability and in relation to other potential alternative travel modes, and in supporting the community to switch to sustainable fuels)	To provide observations and recommendations that will support the delivery of the corporate priorities relating to the environment and connected communities by reducing CO2 emissions and improving travel connectivity	Emlyn Jones/Mike Jones	By SCVCG June 2018 (rescheduled February 2019)
	<b>Cllr. Tony Thomas</b>	3. Library Service Standards 2018-19 and draft Library Service Strategy	To: (i) consider the results of the WG's annual evaluation of the Council's Library Service; and	(i) Identification of any slippages in performance in order to formulate	Liz Grieve/Bethan Hughes	January 2019

Meeting	Lead Member(s)	Item (description / title)		Purpose of report	Expected Outcomes	Author	Date Entered
				(ii) examine the new draft Strategy for the Service	recommendations to redress the situation. (ii) Input into the new Library Service Strategy to ensure that it delivers the Council's Corporate Plan and its priorities in relation to Young People, Resilient and Connected Communities		
	<b>Cllr. Huw Hilditch-Roberts</b>	4.	Customer Relationship Manager (CRM) System	To review the implementation of the new CRM system and its performance in delivering efficient and effective customer focussed services in line with the product specification and the Council's expectations	An efficient and effective customer enquiries system that deals with enquiries quickly, to a high level of customer satisfaction, whilst realising value for money for the Authority	Liz Grieve/Ffion Angharad	September 2018
19 March	<b>Cllr. Julian Thompson-Hill</b>	1.	Corporate Risk Register	To consider the latest version of the Council's Corporate Risk Register	Effective monitoring and management of identified risk to reduce risks to residents and the Authority	Alan Smith/Iolo McGregor/Emma Horan	May 2019
30 April	<b>Cllr. Brian Jones</b>	1.	<i>Commercial Waste Service Evaluation Plan</i>	To consider an the results of an evaluation exercise of the entire commercial waste service, including the performance of the Veolia contract and Waste Technical Team (including proposals for service changes and improvements)	Assurances that the Service is performing well and provides value for money in order to ensure that it aligns to the new waste operating model	<i>Tony Ward/Tara Dumas/Alan Roberts</i>	<i>By SCVCG January 2019</i>
11 June	<b>Cllr. Bobby Feeley</b>	1.	Draft Director of Social Services Annual Report for 2019/20	To scrutinise the content of the draft annual report to ensure it provides a fair and clear evaluation of performance in	Identification of any specific performance issues which require further scrutiny by the committee in future	Nicola Stubbins	June 2019

Meeting	Lead Member(s)	Item (description / title)		Purpose of report	Expected Outcomes	Author	Date Entered
				2019/20 and clearly articulates future plans			
	<b>Cllr. Julian Thompson -Hill</b>	2.	Annual Performance Review 2019-20	To monitor the Council's progress in delivering the Corporate Plan 2019-20	Ensuring that the Council meets its targets to deliver its Corporate Plan and the Council's services in line with its aspirations and to the satisfaction of local residents	Alan Smith/lolo McGregor/Heidi Barton-Price	June 2019
16 July							
2 October							
26 November	<b>Cllr. Julian Thompson -Hill</b>	1.	Corporate Risk Register	To consider the latest version of the Council's Corporate Risk Register and risk appetite statement	Effective monitoring and management of identified risk to reduce risks to residents and the Authority	Alan Smith/lolo McGregor/Emma Horan	May 2019

## Future Issues

Item (description / title)	Purpose of report	Expected Outcomes	Author	Date Entered
Dolwen Residential Care Home	To consider the Task and Finish Group's recommendations relating to the future provision of services at Dolwen Residential Care Home, Denbigh	Pre-decision scrutiny of the task and finish group's findings and the formulation of recommendations for presentation to Cabinet with respect of the future provision of services at Dolwen with a view to ensuring that everyone is supported to live in homes that meet their needs and are able to live independent and resilient lives	Task and Finish Group/Phil Gilroy/Abbe Harvey	July 2018
<i>School Improvement Plans</i> <b>[Education]</b>	<i>To discuss with representatives of particular schools their progress in achieving their improvement plans</i>	<i>Provision of support to the schools to ensure they deliver their plans and improve outcomes for their pupils and the school as a whole</i>	<i>Karen Evans/Julian Molloy</i>	<i>February 2018</i>
Implementation of the Donaldson Report 'Successful Futures' – Independent Review of Curriculum and Assessment Arrangements in Wales <b>[Education]</b>  <b>Dependent upon the legislative timetable</b>	To consider and monitor the plans to implement the agreed measures adopted by WG following the consultation on the review's findings	Better outcomes for learners to equip them with jobs market skills	Karen Evans	April 2015

## Information/Consultation Reports

Date	Item (description / title)	Purpose of report	Author	Date Entered
<b>March &amp; September 2020</b>  <b>[Information]</b>	Corporate Plan 2017/22 (Q3) 2019/20 &	Ensuring that the Council meets its targets and delivers its Corporate Plan and the Council's services in line with its aspirations and to the satisfaction of local residents	Alan Smith/Iolo McGregor/Heidi Barton-Price	September 2018

	Corporate Plan 2017/22 Q1 2020/21 To monitor the Council's progress in delivering the Corporate Plan			
<b>Feb/May/Sept/November each year</b>  [Information]	Quarterly 'Your Voice' complaints performance to include social services complaints	To scrutinise Services' performance in complying with the Council's complaints and identify areas of poor performance with a view to the development of recommendations to address weaknesses. The report to include: (i) a comprehensive explanation on why targets have not been met when dealing with specific complaints, reasons for non-compliance, and measures taken to rectify the failures and to ensure that future complaints will be dealt with within the specified timeframe; (ii) how services encourage feedback and use it to redesign or change the way they deliver services; and (iii) details of complaints which have been upheld or partially upheld and the lessons learnt from them.  <b><i>Consideration of the information provided will assist the Committee to determine whether any issues merit detailed scrutiny</i></b>	Kevin Roberts/Ann Lloyd/Phil Gilroy	November 2018
Information Report  (6 monthly <b>March &amp; September</b> )	Customer Effort Dashboard	To monitor the progress achieved in relation to developing the Customer Effort Dashboard. The feedback trend received from the system and how it is used to benefit residents in relation to assisting them to easily access required services and consequently improving the customer satisfaction experience of the Council  <b><i>Consideration of the information provided will assist the Committee to determine whether any issues merit detailed scrutiny</i></b>	Liz Grieve/Ffion Angharad	November 2018



Information Report <b>(February 2020)</b>	Management of School Governing Bodies	To update the Committee on the progress made in relation to filling vacant school governor and clerk posts, securing School Governing Bodies' compliance with completing mandatory training courses and ensuring that all schools' governor information packs contain full details of the role and responsibilities of governors, anticipated time commitments for the role and information on the availability of governor allowances to cover specific costs and travel expenses that may be incurred in order to fulfil the role	Karen Evans/Geraint Davies/Ian Land	
Information Report <b>(June 2020)</b>	Housing Services – Review of the effectiveness of the new working model for Housing Officers	To review the effectiveness and impact of the new Housing Officer model in delivering personal advice and support to tenants, particularly those who reside in older people's schemes	Geoff Davies/Jane Moore	March 2019

**Note for officers – Committee Report Deadlines**

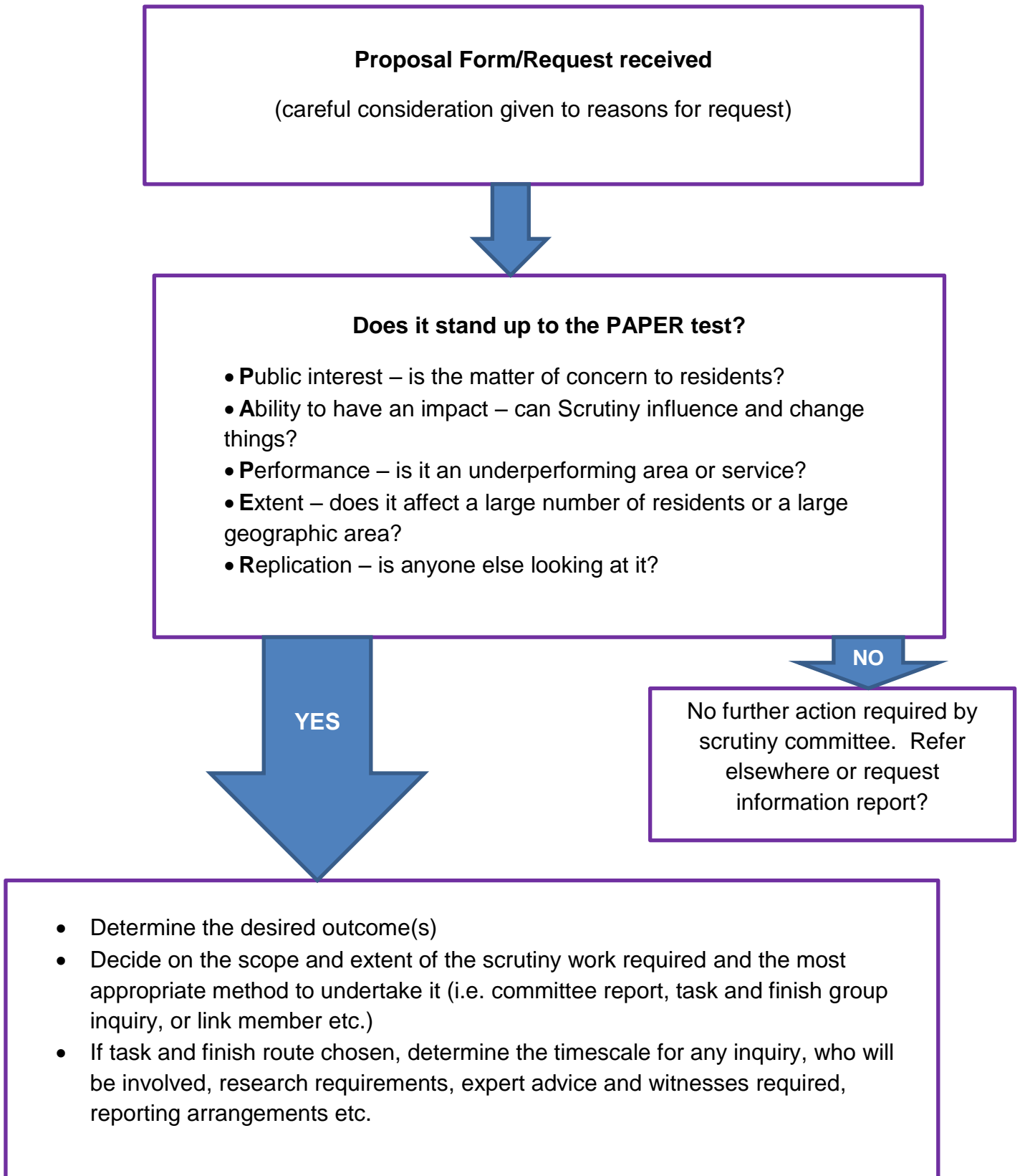
Meeting	Deadline	Meeting	Deadline	Meeting	Deadline
28 November	<b>14 November</b>	30 January 2020	<b>16 January 2020</b>	19 March	<b>5 March</b>

Performance Scrutiny Work Programme.doc  
 Updated 16/09/19 RhE

This page is intentionally left blank

<b>Member Proposal Form for Scrutiny Forward Work Programme</b>	
<b>NAME OF SCRUTINY COMMITTEE</b>	
<b>TIMESCALE FOR CONSIDERATION</b>	
<b>TOPIC</b>	
<b>What needs to be scrutinised (and why)?</b>	
<b>Is the matter one of concern to residents/local businesses?</b>	<b>YES/NO</b>
<b>Can Scrutiny influence and change things?</b> (if 'yes' please state how you think scrutiny can influence or change things)	<b>YES/NO</b>
<b>Does the matter relate to an underperforming service or area?</b>	<b>YES/NO</b>
<b>Does the matter affect a large number of residents or a large geographical area of the County</b> (if 'yes' please give an indication of the size of the affected group or area)	<b>YES/NO</b>
<b>Is the matter linked to the Council's Corporate priorities</b> (if 'yes' please state which priority/priorities)	<b>YES/NO</b>
<b>To your knowledge is anyone else looking at this matter?</b> (If 'yes', please say who is looking at it)	<b>YES/NO</b>
<b>If the topic is accepted for scrutiny who would you want to invite to attend e.g. Lead Member, officers, external experts, service-users?</b>	
<b>Name of Councillor/Co-opted Member</b>	
<b>Date</b>	

## Consideration of a topic's suitability for scrutiny



## Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
<b>22 Oct 2019</b>	1	Former Savoy Hotel and the Queen's Market, Theatre and Hotel (known as Queen's Buildings)	To seek approval to proceed with the procurement process	Yes	Councillor Hugh Evans / Graham Boase / Russell Vaughan
	2	Strategic Planning Group – Proposed changes to Terms of Reference	To seek approval of changes to the Strategic Planning Group's Terms of Reference	Yes	Councillor Mark Young / Angela Loftus
	3	Ethical Code of Employment	To seek Cabinet approval of the Ethical Code of Employment	Yes	Councillor Richard Mainon / Helen Makin
	4	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Steve Gadd
	5	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
<b>19 Nov 2019</b>	1	Quarter 2 Performance Report on the Corporate Plan	To provide members with analysis about performance and progress against our corporate priorities	Tbc	Councillor Julian Thompson-Hill / Nicola Kneale / Iolo McGregor

## Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
	2	Denbighshire and Flintshire Joint Archive Project	To consider the creation of a single shared Archive Service for Denbighshire and Flintshire	Yes	Councillor Tony Thomas / Alan Smith / Helen Vaughan-Evans
	3	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Steve Gadd
	4	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
<b>17 Dec 2019</b>	1	Contract Procedure Rules	To consider the reviewed contract procedures rules which will require adoption and form part of the council constitution	Tbc	Councillor Julian Thompson-Hill / Lisa Jones / Helen Makin
	2	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Steve Gadd
	3	Alternative Delivery Model (ADM) for various leisure related activities / functions	Approval of lease and sites	Yes	Councillors Booby Feeley & Julian Thompspon-Hill / Graham Boase / Siân Lloyd Price

## Cabinet Forward Work Plan

Meeting	Item (description / title)		Purpose of report	Cabinet Decision required (yes/no)	Author – Lead member and contact officer
	4	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator
<b>21 Jan 2020</b>	1	North Wales Growth Bid Governance Agreement 2	To approve the governance arrangements in relation to the implementation of the growth deal	Yes	Councillor Hugh Evans / Graham Boase / Gary Williams
	2	Finance Report	To update Cabinet on the current financial position of the Council	Tbc	Councillor Julian Thompson-Hill / Steve Gadd
	3	Items from Scrutiny Committees	To consider any issues raised by Scrutiny for Cabinet's attention	Tbc	Scrutiny Coordinator

Note for officers – Cabinet Report Deadlines

<i>Meeting</i>	<b><i>Deadline</i></b>	<i>Meeting</i>	<b><i>Deadline</i></b>	<i>Meeting</i>	<b><i>Deadline</i></b>
<i>October</i>	<b><i>8 October</i></b>	<i>November</i>	<b><i>5 November</i></b>	<i>December</i>	<b><i>3 December</i></b>

**Cabinet Forward Work Plan**

Updated 16/09/19 - SP

Cabinet Forward Work Programme.doc



## Progress with Committee Resolutions

Date of Meeting	Item number and title	Resolution	Progress
18 July 2019	5. <b>MANAGEMENT OF SCHOOL GOVERNING BODIES</b>	<p><b>RESOLVED:</b> - to acknowledge that, in terms of school governance, for many of the areas highlighted within the report the local education authority was only able to influence and guide governing bodies, and that ultimately the responsibilities lay with the governing bodies themselves. Nevertheless, it recommended that the following steps be taken with a view to strengthening school governing bodies across the county and ensuring their compliance with mandatory requirements, that:</p> <ul style="list-style-type: none"> <li>(i) <i>a link to Governors Cymru's documentation on the roles and responsibilities of the various categories of school governors be sent to committee members;</i></li> <li>(ii) <i>for the avoidance of ambiguity, the Governors Cymru document be adapted and tailored to reflect the roles of Denbighshire councillors and staff who serve on school governing bodies;</i></li> <li>(iii) <i>a request be submitted to Denbighshire's School Governors' Association that a standing item be included annually on the agenda of its first meeting of the academic year on the roles and responsibilities of school governors, including mandatory training requirements, and that the Association review the timing of its meetings with a</i></li> </ul>	<p>Lead Member and officers advised of the Committee's recommendations.</p> <p>A full response to each of the recommendations listed has been included in the 'Information Brief' document circulated to Committee members ahead of the current meeting.</p>

		<p><i>view to making them more easily accessible to all school governors;</i></p> <p><i>(iv) all school governing bodies in the county be requested to check their scheme of allowances to facilitate access to anyone who wishes to apply to serve as a governor, with a view to ensuring that no individual is disadvantaged from applying due to care costs, family commitments, or other responsibilities;</i></p> <p><i>(v) all clerks to school governing bodies are reminded of their responsibility to ensure that all governors have undertaken their mandatory training within the stipulated timescales, and if individual governors have not complied with the requirements that they inform the Chair of the Governing Body with a view to instigating measures to ensure compliance or suspend the governor in accordance with the provisions of the legislation; and</i></p> <p><i>(vi) the Council's Internal Audit service be requested as part of their regular audit work in schools to check their governing body records on compliance with mandatory training requirements</i></p>	
--	--	--	--

## School Standards Monitoring Group (SSMG) Terms of Reference

### Key Principles

The SSMG is a sub-group of the Performance Scrutiny Committee and has the responsibility to support and challenge schools.

The SSMG was established in 2007 to ensure that schools which are under-performing are rigorously challenged by the Local Authority but are also appropriately supported in order to make progress and improve the outcomes for their learners. The group also provides elected members with the opportunity to strengthen their knowledge of the level of school performance within the authority and actively work alongside officers in providing that challenge and support.

The meeting is as an important two-way process and will seek to engage in meaningful discussion between elected members, officers, headteachers and Chairs of Governors. Schools will called to the SSMG on a rolling programme.

Meetings are held monthly, chaired by the Lead Member for Education and Children's Services, some meetings may be held in schools.

From 2019 Denbighshire schools are facing unprecedented change driven by national education initiatives and significant budgetary challenges. To support members understanding SSMG will focus secondary schools in 2019-20 allowing a two way dialog for members to gain a greater understanding of the changes facing schools and allowing schools to share challenges in implementing change.

All secondary schools will be invited to attend SSMG during 2019A range of factors will influence the timing of their invite including:

#### **SSMG members will:**

- nominate from each scrutiny committee for two representatives on the SSMG
- invite local elected member(s) for each school
- draw up a timetable for school attendance with officers on an annual basis
- invite schools to attend the next SSMG session (4 weeks prior to the meeting). This will include a personal invite to the Head teacher and Chair of Governors.
- receive a 30 minute update from officers on current school performance and issues.
- receive school classification profile from GwE two weeks prior to the meeting;
- familiarise themselves with the relevant data and paperwork
- ask questions sensitively and engage in discussion with the head and chair of governors in relation to the data and information about the school.

**Officers will:**

- provide all administrative support for SSMG.
- provide training and support for members.
- notify GwE of the schools due to attend the next SSMG session (One term prior to the meeting).
- officers will record actions/issues raised by schools in their presentations that require Local Authority or GwE for action.
- provide a 30 minute update on current position of LA schools for members.
- provide school performance data for members.

**GwE will:**

- provide school classification profile for SSMG members 2 weeks before the SSMG meeting.
- ensure that the school in attendance is accompanied by its GwE Support and Improvement Adviser.

**Schools will:**

- ensure that it is represented by the headteacher and Chair of Governors.
- schools can make a presentation if they wish.
- host meetings that are in schools.

**Group Membership:**

Lead Member for Education and Children's Services  
6 members from the Scrutiny Committees  
Local elected member (s)  
Education and Children's Services Principal Managers  
Education and Children's Services Business Manager  
GwE Support and Improvement Advisers  
Business and Performance Manager (BIM),

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 14 of Part 4 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank