

To: Members of the Performance  
Scrutiny Committee

Date: 29 February 2024

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Dear Councillor

You are invited to attend a meeting of the **PERFORMANCE SCRUTINY COMMITTEE** to be held at **10.00 am** on **THURSDAY, 7 MARCH 2024** in **COUNCIL CHAMBER, COUNTY HALL, RUTHIN AND BY VIDEO CONFERENCE.**

Yours sincerely

G. Williams  
Monitoring Officer

## **AGENDA**

### **1 APOLOGIES**

### **2 DECLARATION OF INTERESTS (Pages 5 - 6)**

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 7 - 16)**

To receive the minutes of the Performance Scrutiny Committee meeting held on the 25 January 2024 (copy attached).

**5 ELECTIVE HOME EDUCATION (Pages 17 - 38)**

To consider and discuss a report on the Authority's policies and procedures in relation to supporting and monitoring the delivery of Elective Home Education.

10.10am – 11am

~~~~ BREAK (11am – 11.15am) ~~~~

**6 ARE THE COUNCIL'S CORPORATE SUPPORT FUNCTIONS EFFECTIVE? (Pages 39 - 56)**

To consider a report on the progress achieved to date in addressing the two recommendations made by Audit Wales in its May 2023 report along with the Council's future plans for sufficiently resourcing its wider corporate support services' functions.

11.15pm – 12pm

**7 SCRUTINY WORK PROGRAMME (Pages 57 - 84)**

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.

12pm – 12.20pm

**8 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

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

12.20pm – 12.30pm

**MEMBERSHIP**

**Councillors**

Councillor Hugh Irving (Chair)

Councillor Gareth Sandilands (Vice-Chair)

Ellie Chard  
Bobby Feeley  
Martyn Hogg  
Carol Holliday  
Alan Hughes

Paul Keddie  
Diane King  
Terry Mendies  
Andrea Tomlin

**Voting Co-opted Members for Education (Agenda Item No. 5 only)**

Colette Owen

Neil Roberts

**COPIES TO:**

All Councillors for information  
Press and Libraries  
Town and Community Councils

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## LOCAL GOVERNMENT ACT 2000

### Code of Conduct for Members

### DISCLOSURE AND REGISTRATION OF INTERESTS

I, (name)

a \*member/co-opted member of  
*(\*please delete as appropriate)*

**Denbighshire County Council**

**CONFIRM** that I have declared a **\*personal / personal and prejudicial** interest not previously declared in accordance with the provisions of Part III of the Council's Code of Conduct for Members, in respect of the following:-  
*(\*please delete as appropriate)*

Date of Disclosure:

Committee *(please specify)*:

Agenda Item No.

Subject Matter:

Nature of Interest:

*(See the note below)\**

Signed

Date

\*Note: Please provide sufficient detail e.g. 'I am the owner of land adjacent to the application for planning permission made by Mr Jones', or 'My husband / wife is an employee of the company which has made an application for financial assistance'.

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## PERFORMANCE SCRUTINY COMMITTEE

Minutes of a meeting of the Performance Scrutiny Committee held in the Council Chamber, County Hall, Ruthin and by video conference on Thursday, 25 January 2024 at 10.00 am.

### PRESENT

Councillors Ellie Chard, Bobby Feeley, Martyn Hogg, Carol Holliday, Alan Hughes, Hugh Irving (Chair), Paul Keddie, Diane King, Terry Mendies, Gareth Sandilands (Vice-Chair) and Andrea Tomlin

### ALSO PRESENT

Corporate Director: Governance and Business (GW); Head of Housing and Communities (LG); Head of Education (GD); Education Social Work Team Leader/ Safeguarding Officer (WW); Principal Education Manager (RT); Principal Librarian (DO); Scrutiny Co-Ordinator (RE); Zoom Host (NPH) and Committee Administrator (SLW)

#### **Also present – at the Committee’s invitation**

Lead Member for Education, Children and Families, Councillor Gill German in attendance for Agenda Item 5

Lead Member for Welsh Language, Culture and Heritage, Councillor Emrys Wynne in attendance for Agenda Item 6

#### **Observers –**

Councillors Jeanette Chamberlain-Jones

#### **Education Co-opted Members –**

Colette Owen and Neil Roberts in attendance for Agenda Item 5

## 1 APOLOGIES

Apologies for absence were received from Education Co-opted Member David Lloyd.

The Committee was advised by the Scrutiny Co-ordinator that Mr Lloyd had also recently decided not to re-stand for election to the Governing Body of one of the county’s secondary schools. Therefore, his term as a parent governor and as their co-opted representative on the Council’s scrutiny committees would also come to an end in late January 2024. The Chair thanked Mr Lloyd for his contributions during his tenures as both primary and secondary parent governor co-opted member representative on Scrutiny.

The Committee also welcomed Colette Owen to her first scrutiny committee meeting as the Catholic Church’s newly appointed education co-opted member on the Council’s scrutiny committees.

## 2 DECLARATION OF INTERESTS

The following members declared a personal interest in business 5, 'Promote School Attendance and Engagement in Education', in their role as school governors:

|                              |                                                                                               |
|------------------------------|-----------------------------------------------------------------------------------------------|
| Councillor Ellie Chard       | Local Education Authority (LEA) Governor at Ysgol Tir Morfa                                   |
| Councillor Bobby Feeley      | LEA Governor at Rhos Street School                                                            |
| Councillor Martyn Hogg       | Parent Governor at St. Asaph VP School                                                        |
| Councillor Carol Holliday    | Town Council/Community governor on the governing bodies of Ysgol Penmorfa & Ysgol Clawdd Offa |
| Councillor Alan Hughes       | Governor at Ysgol Caer Drewyn                                                                 |
| Councillor Paul Keddie       | Governor Ysgol Bryn Collen                                                                    |
| Councillor Diane King        | Governor at Christchurch School                                                               |
| Neil Roberts                 | Governor at Ysgol y Parc                                                                      |
| Councillor Gareth Sandilands | LEA Governor at Ysgol Clawdd Offa                                                             |

Councillor Andrea Tomlin declared a personal interest in the same business item as a personal acquaintance of a team member delivering the service.

## 3 URGENT MATTERS AS AGREED BY THE CHAIR

No items of an urgent nature had been raised with the Chair or the Scrutiny Co-ordinator prior to the commencement of the meeting.

## 4 MINUTES OF THE LAST MEETING

The minutes of the Performance Scrutiny Committee meeting held on 30 November 2023 were submitted.

### Matters arising

Business item 6, Council Performance Self-Assessment Update – in response to an enquiry raised in relation to the availability of information on school attainment measures and how they will in future be reported, the Head of Education undertook to follow-up the enquiry with Welsh Government officials.

It was:

***Resolved: that the minutes of the Performance Scrutiny Committee meeting held on 30 November 2023 be approved as a true, accurate and correct record of the proceedings.***

## 5 PROMOTE SCHOOL ATTENDANCE AND ENGAGEMENT IN EDUCATION

The Lead Member for Education, Children and Young People, Councillor Gill German, introduced the Promote School Attendance and Engagement in Education report (previously circulated). She explained that school attendance rates had not



quite reached pre-pandemic levels, therefore more work was required in order to improve engagement and attendance levels.

Information and explanations were provided regarding the measures in place to support vulnerable pupils to re-engage in education and deepen an understanding of the regional and national context in addressing the current level of concern nationally.

Attendance rates over the last three years across Wales had dropped with an overall average across authorities achieving 88.9% Primary/Secondary combined. Appendix 3 to the report provided a more detailed breakdown of the current trend, these figures indicated that Denbighshire's average attendance figures stood at 90.1% during the autumn 2023 term compared to the national average of 91.3%

The Welsh Government's (WG) Minister for Education and Welsh Language had recently announced plans to bring Wales in line with England where persistent absence was defined as 10% of half day sessions missed (30 sessions) rather than the current 20% absence rate of persistent absence which equated to 60 half day sessions a year.

Denbighshire had received additional Welsh Government funding through the Local Authority Education Grant (LAEG) to address and support education and schools.

Work had been taking place with schools in the key aspect of where families were in difficulty with poor housing, living in poverty and struggling with the cost of living crisis, as this would impact on the children. Engagement with schools and families would be imperative to improve attendance. Officers would visit families in an attempt to establish the reasons why pupils were not attending schools and engaging with their education, support was offered with a view to encouraging re-engagement and improving attendance levels.

Responding to members' questions the Lead Member for Education, Children and Families and officers advised that:

- Interventions were critical, but the main difficulties were down to staff levels not increasing to cope with an increase in demand and pressures. Additional Welsh Government (WG) funding had been received but it had been a challenge to appoint to posts.
- Interventions also varied from school to school as some schools had strong attendance, returning or even exceeding pre-pandemic levels whilst others required additional support and resources to realise improvement.
- Work was taking place with families of children with additional learning needs (ALN), those in receipt of free school meals (FSMs), refugees, gypsy, roma and traveller (GRT) families, looked after children (LAC) etc as these were pupils with certain vulnerabilities.
- From the point of view of the FSM cohort, these children and families often had housing needs and it was important children attended school to be in a safe environment and to be provided with at least one hot meal every day.
- There were a lot of children with wellbeing and mental health needs, but this was not an excuse for a child not to attend school. Some children were also

carers for family members, therefore it was important that their needs were met to permit them to attend school to improve their future outcomes. Attending school would benefit every child. A One Council approach was in place with a view to encouraging pupil attendance, engagement and well-being, this approach also extended to external organisations i.e. health practitioners involved with children and their families/carers.

- a communication strategy had been produced following an Estyn report and discussions at Head Teachers conferences. This strategy ‘drip-fed’ messages via social media channels etc. on the importance of pupils attending schools on a regular basis, not being late in arriving at school, not families not taking holidays during term time. These messages were not aimed at alienating parents and families, their focus was on the fact that the Authority cared for every pupil, their welfare, their aspirations and their futures. The communications strategy was evaluated and revised on a monthly basis to ensure its targeted approach was relevant to the current trends.
- the county’s education workforce were extremely creative in devising ways of breaking down barriers in a bid to get pupils engage and interested in learning.
- the additional funding granted by WG had enabled Education Social Work Team to expand from 4 to 7 members of staff. Nevertheless, the demand for support still outstripped what the team could currently provide.
- that a ‘whole school approach to emotional and mental well-being’ had been implemented across the county’s school. This approach had been outlined in a report to the Committee in September 2023.
- Fixed Penalty Notices (FPN) were issued to the parents or carers of child who was not attending school as they were breaking the law. Unfortunately, the FPN’s were not effective in all cases but that was the process which was in place as it was the current guidance to adhere to. FPNs were issued as the very last resort, when all other means of communication, engagement and encouragement with parents or carers had failed.
- The report published the previous week by Estyn on ‘Improving attendance in secondary schools’ contained a number of recommendations for schools, local education authorities and also for WG. Denbighshire and its schools already utilised the majority of the approaches listed in the recommendations but would be looking to develop some of them even further in future.
- the additional LAEG funding received would not be able to be spent on school transport for students. The terms and conditions attached to this funding stipulated that it was to be utilised solely for education welfare and support purposes.
- WG was currently reviewing its school transport policy in relation to the qualifying distance from home to pupils nearest most suitable school. The outcome of this review was still awaited.
- That the proposed changes to ‘persistent absences’ threshold would place added pressures on school-based staff, education, and education welfare services staff. WG would be expected to discuss the implementation of these changes and their anticipated impacts on local education authorities and staff with Education portfolio holders and education officers across Wales. Denbighshire was extremely dependent on WG grant funding to pay for education welfare services.

- The Authority preferred to be proactive and utilise a prevention rather than an intervention approach towards managing school attendance. There was a national coding system which every school followed, and this coding system provided data for reasons of absence e.g. 'M' (medical appointment), 'I' (ill – self certification by parent/carer). If there was an "N" code (no reason given) the school would be questioned as there should be a reason for every absence. Schools were monitored on a daily, weekly/monthly/termly basis via the national School Information Management System (SIMS).

Members enquired whether it would be possible to produce an infographic that could simply illustrate the extent and implications of pupil non-attendance at the county's schools which they could then easily share with residents to highlight any problems and seek residents support to encourage pupils to engage with their education. In response to a question from a Committee member on what elected members, in their role as Corporate Parents, could do to support officers and encourage pupils to attend school and engage with their education, the Lead Member and officers advised that they would be grateful if members could reinforce and share the messages sent out by the Education Service and the Council's Communications Team, emphasising the importance of school attendance with families in their areas and via school governing bodies on which they served. When sharing these messages members were asked to stress that the Council was encouraging school attendance and engagement not because they were not blaming families for not ensuring their children attended school, but because they cared for the pupils and their families,

At this juncture, the Chair thanked the Lead Member and all the officers for attending and also for all their work.

At the conclusion of a comprehensive discussion the Committee:

**Resolved: subject to the above observations to –**

- (i) receive the report along with the information imparted during the course of the meeting and acknowledge the efforts made to date to promote school attendance and pupils' engagement in education; and***
- (ii) request that a further report be presented to members in September 2024 detailing the progress made in improving school attendance rates and educational engagement across the county's schools during the 2023/24 academic year in line with Welsh Government Guidance.***

**At this juncture (11.30 a.m.) there was a 15 minute break.  
The meeting reconvened at 11.45 a.m.**

## **6 LIBRARY SERVICE STANDARDS AND PERFORMANCE**

The Lead Member for the Welsh Language, Culture and Heritage, Councillor Emrys Wynne, introduced the Library Service Standards and Performance report (previously circulated). As part of his introduction the Lead Member emphasised that the Service had performed well during 2022-23 but acknowledged that he had

concerns about the Service's ability to sustain its high-performance levels in the medium-term given the financial situation for the foreseeable future.

The report provided information regarding the Council's performance in relation to the 6<sup>th</sup> Framework of Welsh Public Library Standards 2017-20 (extended for 21-23) and the progress made in developing libraries as places of individual and community well-being and resilience.

The report related to Denbighshire's Library Service for the financial year 2022-23 which was still within the covid period. The impact on performance of proposed changes to the Library/One Stop Shop service was not expected to manifest until April 2024 at the earliest.

The new National Standards were expected to be established with the publication of the 7<sup>th</sup> Framework of Welsh Public Library Standards, which had a provisional implementation date of 1<sup>st</sup> April 2025.

The Head of Housing and Communities, Liz Grieve, introduced the new Principal Librarian, Deborah Owen to the Committee.

Prior to discussions the Head of Housing and Communities made a point of clarification that the report was not regarding the cuts to Library Service hours within Denbighshire. She then proceeded to outline the process followed for undertaking the assessment, stressing that under the current standards the Council was performing well. Performance had improved greatly following the end of Covid restrictions, although public use of computers in libraries had reduced following the pandemic. Other service provision had been adapted to respond to post-pandemic public needs.

Responding to members' questions the Lead Member and officers confirmed that the Service:

- the Welsh Government's Culture Division (WGCD) did not compare individual local authority library services against others.
- was proposing to expand digital engagement within the library service, possibly by using volunteers to help improve residents' digital skills and supporting organisations to seek funding to help support non-IT literate individuals to gain and improve their IT skills in a 'friendly/supporting' environment.
- currently made limited use of volunteers.
- looking to the future would be exploring opportunities to increase income generation from external organisations with a view to sustaining and improving services despite budget cuts. It would also be seeking information from Library Services elsewhere on what steps they had taken to try and sustain services despite budget cuts.
- despite the fact that there was no longer a School Library Service, library staff worked closely with the county's schools and had recently been engaging with years 7 and 8 pupils with a view to encouraging them to visit their local library and use it as a research facility. School libraries themselves were also regarded by pupils as safe spaces and it was

encouraging to see so many pupils volunteering to help out in their school libraries.

- as part of its planning for the future would be undertaking a survey seeking the public's views and ideas on the types of services they would like to see their local libraries providing.
- Did not hold detailed information on how many people utilised library services and what services were specifically used but could provide data on the number of ward members who were active library members.

Confirmation was given that the impact of changes to library opening hours would be included within the 2024/25 report, the 2023/24 report would be based on the current opening hours and usage. Members questioned the delay in providing the report and it was clarified that the Council provided information to WGCD in June each year and receive a response from WGCD usually in December of each year which was the report submitted to Scrutiny Committee each year. Members requested an Information Report be provided in mid-2024 detailing the Service's draft performance statistics as submitted to the Welsh Government's Culture Division in accordance with the requirements of the Framework, prior to receiving the 2023/24 Annual Assessment Report against the Standards in January 2025.

A working group would shortly be established to assess the impact of the reduction in opening hours of the Library/One Stop Shop and to explore alternative solutions to enhance service delivery going forward. Shortly, each Member Area Group (MAG) would be requested to appoint a member to serve on this Group.

The Lead Member stressed that whilst library opening hours were being reduced as part of the Council's strategy for setting a balanced budget, it was also important to remember that no library would be closed, and the buildings would still be available for community use.

Following the conclusion of an in-depth discussion members:

**Resolved: subject to the above comments –**

- (i) to endorse and acknowledge the Library Service's performance against the 6<sup>th</sup> Framework of Welsh Public Library Standards;***
- (ii) to request an 'Information Report' in mid-2024 detailing the Service's draft performance statistics as submitted to the Welsh Government's Culture Division in accordance with the requirements of the Framework, prior to receiving the 2023/24 Annual Assessment Report against the Standards in January 2025; and***
- (iii) that the initial findings of the Working Group established to measure the impact of the reduction in Library/One Stop Shop opening hours and explore alternative proposals or solutions to enhance or expand service delivery going forward, be presented to the Committee in late 2024.***

## **7 SCRUTINY WORK PROGRAMME**

The Scrutiny Co-ordinator introduced the report and appendices, (previously

circulated) the purpose of which was to seek the Committee to review its programme of future work.

The next meeting of the Performance Scrutiny Committee was scheduled for 7 March 2024 which had four items and the meeting to be held on 18 April 2024 had 3 items.

Appendix contained a copy of the Members' Scrutiny Proposal forms and members were encouraged to complete the form if they had any items which they thought would merit Scrutiny. The Scrutiny Chairs and Vice-Chairs Group (SCVCG) would be meeting the following week to consider any requests received. At their last meeting in November 2023 the SCVCG had added one item to the Committee's forward work programme for consideration in November 2024, this related to the 'Council's processes and procedures for applying for high value grant funding'.

Appendix 3 showed the Cabinet forward work programme for information.

Appendix 4 outlined the progress made with respect of the Committee's recommendations from its previous meetings.

The Committee's attention was drawn to paragraph 4.8 of the report which detailed the rationale for reducing the frequency of providing Corporate Plan Performance Monitoring reports to the Committee from now on. It was emphasised that it was only the Quarters 1 and 3 reports which were being withdrawn. These reports were produced for the Committee's information and not formally presented for discussion. Quarters 2 and 4/Annual Performance reports would continue to be presented for formal discussion. In the meantime, if members wished to undertake their own research on the Council's performance in delivering services or track progress with delivering specific projects, they could do so by using the Verto corporate performance management system. All members could request access to the Verto system.

At the conclusion of the discussion the Committee:

***Resolved: subject to the inclusion of the items added during the course of the meeting's discussions, to confirm its forward work programme as set out in Appendix 1 to the report.***

## **8 FEEDBACK FROM COMMITTEE REPRESENTATIVES**

The Chair, Scrutiny's representative on the Queen's Market Project Board, advised that the Board had not met since the Committee's last meeting.

Councillor Holliday, the Committee's representative on the Adult Social Care and Homelessness Service Challenge Group, gave an overview of the discussions that had taken place at the recent Service Challenge meeting. Accommodation conditions and the increasing cost pressures entailed with accommodating homeless families was a key feature of the discussions.

The Vice-Chair advised that the Capital Scrutiny Group (CSG) had not met since the Committee's last meeting. Its next meeting was scheduled to be held the following day and Councillor Sandilands undertook to report back on the discussions of that meeting to the Committee at its March meeting.

**Meeting concluded at 12.35pm**

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|                              |                                                                                                                  |
|------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Report to</b>             | <b>Performance Scrutiny Committee</b>                                                                            |
| <b>Date of meeting</b>       | <b>07 March 2024</b>                                                                                             |
| <b>Lead Member / Officer</b> | <b>Gill German (Lead Member for Education, Children and Young People) and Geraint Davies (Head of Education)</b> |
| <b>Head of Service</b>       | <b>Geraint Davies, Head of Education</b>                                                                         |
| <b>Report authors</b>        | <b>Jayne Williams (Electively Home Educated Advisory Teacher) and Geraint Davies (Head of Education)</b>         |
| <b>Title</b>                 | <b>Supporting and monitoring the delivery of Elective Home Education.</b>                                        |

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

1.1. To examine the Authority's policies and procedures in relation to supporting and monitoring the delivery of Elective Home Education (EHE)

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

2.1 Ensuring that the Council meets its statutory responsibilities with regards to pupils who elect to be educated at home, whilst also ensuring they are appropriately supported and safeguarded.

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

3.1. Scrutiny are invited to discuss the details of this report and to identify any matters raised that require further clarity or examination in the future.

## 4. Report details

### Context

- 4.1. Home education is a term used when parents educate their children at home instead of sending them to school. Home education reflects a diversity of approaches and allows for an individualised approach for children tailored to the specific needs and interest of each child. Many home educating parents feel that they are able to meet their children's individual needs and learning styles more effectively than in a classroom.
- 4.2. Children who are home educated are not required to follow the Curriculum for Wales or any other specified curriculum or meet criteria for the number of learning hours. The home education approach can be anywhere on a continuum from a formal, structured, schedule-based through to autonomous or child-led education.
- 4.3. Statutory guidance for EHE was finalised in June 2023 to support Local Authorities in exercising their functions under section 436A of the Education Act 1996. This places a duty on Local Authorities to make arrangements to establish the identities of children in their area who are of compulsory school age, who are not registered learners at a school and are not receiving suitable education otherwise than at a school.

### Responsibilities

- 4.4 The responsibility of the parent is to provide a suitable, efficient, full-time education, in line with the child's age, ability and aptitude.
- 4.5 The role of the LA is to identify children or young people who are NOT receiving a suitable, efficient, full-time education. It is not our role to provide the education, but we can support. The ways in which we fulfil this role can take on many different forms. The most important is by engaging in a positive, supportive manner with the families and building a relationship so we can identify what learning is taking place and its suitability.

### Supporting families

- 4.6. Before Learners are taken off the school register, the [Welsh Government Statutory Guidance](#) should be shared with families in order that they know what is expected of

them to Educate at Home. Once the families move over to EHE, the Denbighshire Protocol, updated in February 2024 (See Appendix 1) is sent out to families to support them in getting started.

4.7. All EHE families are offered a home visit to discuss the provision taking place. This is an effective way to link with all families and is a great opportunity to meet the learners and hear from their point of view. It also gives learners a chance to explain what they have been learning in their own words. Families do not have to accept a home visit. Some families prefer to send in an educational report or a third-party endorsement report.

4.8. Many families enquire about where to begin and where to find work and a support sheet with examples of various websites, workbooks, and apps to support learning is available. Families are also signposted to various groups and gatherings within the local community in order for them to make connections and be part of a wider network. There is also a specific area on the DCC website that supports families to navigate through to access the most up-to-date information and contact details (Appendix 2).

## **Denbighshire Profile and Funding**

4.9. Currently Denbighshire have 158 learners registered as EHE. This is a noticeable increase since August 2016 where the LA had 94 learners registered as EHE. Numbers of EHE learners can fluctuate during the school year.

4.10. Every year the local authority (LA) are awarded a Welsh Government grant to support the learning of EHE families. In October 2023, out of the 141 families registered at that time, 76 showed interest and were supported financially. The most popular item being gift vouchers to purchase learning resources (75 vouchers), followed closely by the Theatre gift voucher (63) and the Denbighshire Leisure pass (62). We also contributed towards exam fees and subscription costs for online educational programs.

## **Non engagement**

4.11. Unfortunately, as in line with other LAs, Denbighshire have a small number of families who either refuse or are reluctant to engage. As an LA, we actively try to engage with these families through a structured process of specific letters that are distributed at specific times. Each of these letters escalate with each step. In between these letters, phone calls, emails and unannounced visits take place to try and engage and support the families. The EHE officer works closely with the Education Social Work Team in these cases and to ensure that any safeguarding concerns are dealt with promptly.

4.12. If there is still no engagement, the LA can serve a School Attendance Order which has 3 stages and could result in prosecution.

### **Partnership with others**

4.13. An up-to-date flowchart has been shared with all schools across Denbighshire to ensure a smooth transition from School to Elective Home Education. All schools follow this flowchart successfully and information is transferred effectively to the LA for when learners come off the school register. The EHE Officer has strong relationships with schools and makes regular contact with schools to offer support where needed and share good practice.

4.14. The LA EHE officer is also a member of a regional team of EHE officers who meet termly to discuss topics of concern or to assist one another with any queries. Sharing practice across the 6 LAs within North Wales is an effective way to further support families. There is also a national team of EHE officers who meet online with Welsh Government every term to discuss updates on a national basis.

## **5. How does the decision contribute to the Corporate Plan 2022 to 2027: The Denbighshire We Want?**

5.1. This area of work contributes towards making Denbighshire a healthier and happier place where young people want to live and work and have the skills to do so. It also contributes to make Denbighshire a place where young people can learn and make good progress in their skills, learning in a fair and safe environment. This will help ensure all learners have the best start in life and can realise their full potential.

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

- 6.1. The Local Authority continues to utilise Welsh Government Grants to support the growing number of families choosing to Electively Home Educate. Due to rising numbers, a full time Teacher has been employed to monitor and support EHE.
- 6.2. Due to the increasing number of EHE learners with additional learning needs (ALN), the EHE officer works closely alongside the ALN team, often accompanying ALN Advisory Teachers to conduct Annual Reviews of individual development plans (IDPs) and Statements.
- 6.3. Children's Services also work alongside EHE to support in various Home Visits to families who can sometimes be more difficult to engage with.

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

- 7.1 There is no decision or proposal for change required and therefore a Well-being Impact Assessment is not required.

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

- 8.1. A presentation to the Chair of Clusters to explain the flowchart for parents and schools was well received and was distributed well through the clusters. This presentation was also delivered to Governors to increase awareness and understanding.
- 8.2. Feedback on the new Statutory Guidance was asked for during the consultation phase which was welcomed and fed back to Welsh Government.

## **9. Chief Finance Officer Statement**

- 9.1 Costs are met through the Equity element of the Local authority Education Grant.

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

- 10.1. Some families are reluctant to engage with the LA due to various circumstances. Denbighshire is in line with the national trend of a rise of non - engagement. We

continue to try and engage with all families, as best we can. We work closely with agencies to whom we signpost families to such as Careers Wales, The Transition Team, Health, Third party Endorsement Companies, CAMHS and Children's Services.

## **11. Power to make the decision.**

11.1 Section 436A of the Education Act 1996

11.2 Section 21 of the Local Government Act 2000 and Section 7 of the Council's Constitution outlines Scrutiny's powers with respect of policy development, review and performance matters.

## **Atodiad/Appendix 1**

# **CYNGOR SIR DDINBYCH GWASANAETHAU ADDYSG A PHLANT DENBIGHSHIRE COUNTY COUNCIL EDUCATION AND CHILDREN'S SERVICES**

# **ADDYSG DDEWISOL GARTREF ELECTIVE HOME EDUCATION**

CANLLAW RHIANT / GWARCHEIDWAD

PARENT / GUARDIAN GUIDE

## What is Home Education?

Home education is a term used to describe when parents and carers educate their children at home instead of sending them to school. In Wales, as with the rest of the UK, education is compulsory, but school is not.

You do not need permission from the local authority to home educate (unless your child is registered at a specialist school). You do not have to follow a curriculum, although it may be a useful reference. What learning opportunities you provide and how your child learns are up to you, providing that the education you provide is 'full-time', 'suitable' and 'efficient'.

## Questions to consider before deciding to home educate

Home educating your child is a decision which should not be taken lightly. It will mean a major commitment of your time, energy and money. If you choose to home educate your children, you must be prepared to assume full financial responsibility, including bearing the costs of any public examinations. It is especially important that you consider the nature of the education you intend to provide for your child before you begin to educate them at home.

For example, you should think about the areas of learning and experience you will provide and whether they will allow your child to reach their potential, now and in the future, including whether your child wishes to sit public examinations such as GCSEs.

It is important to consider questions such as:

- Is your child positive about the suggestion of home education?
- Are you convinced it is the best option for your child?
- Do you have the time to devote to your child's education on a full-time basis?
- Do you have the ability to help your child learn effectively?
- Will you be able to educate your child to the required level if they want to take examinations?
- Are you able to provide the necessary resources?
- Do you have other support available?



- Are there opportunities for physical exercise?
- Will social experiences with other children be available?
- Are you sure home education is your choice?

## **What to do if you decide to educate your child at home**

If your child is in school, you should write to the Headteacher notifying them of your intention to take responsibility for your child's education and to remove them from the register. The headteacher will then remove your child's name from the register and notify the local authority. Verbally informing the school is not enough as you could be prosecuted for their non-attendance.

If your child has never attended school, no notification is required. However, we strongly recommend contacting your local authority to let them know you are educating your child at home so they can get in touch and offer you support.

## **What to do if your child has an Individual Development Plan (IDP) or a Statement of Special Educational Needs (SEN)**

The same procedure applies if your child has an IDP or statement of SEN and attends a mainstream school. If your child attends a specialist school, you will need to obtain permission from the local authority before removing them from the school roll and asking the local authority to amend your child's statement or review their IDP.

## **Rights and responsibilities of the parent or carer**

You have a right to educate your children from your own philosophical, spiritual or religious standpoint. However, the right to home education is not absolute. It is conditional on you providing your child with a full-time, 'efficient' and 'suitable' education.

## **What will happen if it appears you are not providing a suitable Education**

If the local authority is not reassured that you are providing a suitable education, due to, a lack of information provided by you or the information you have provided does not make it clear that the education is suitable and efficient, the local authority will continue to engage with you to provide that information.

If the local authority remains unsatisfied that the education you are providing is suitable and efficient, they will follow formal processes outlined in legislation.

If the local authority continues to have concerns, and therefore considers it necessary that the child should attend school, it must serve a school attendance order (SAO) on the parent or carer. An SAO is an order issued on behalf of the local authority requiring the child to become a registered full-time pupil at the school named on the SAO. If you wish, you can choose a different school to the one named in the SAO letter.

However, the school must be suitable to the child's needs and must have agreed to offer your child a place.

## Responsibilities of the local authority

The local authority must make arrangements to enable them to establish the identities of children in their area who are of compulsory school age but:

- are not registered pupils at a school, and
- are not receiving suitable education otherwise than at a school.

New statutory guidance has been developed to assist local authorities to carry out their duty to ensure children receive a suitable education.

## How to evidence satisfactory education provision

In evidencing the suitability of educational provision, you may, for example, provide this information in the following ways:

- A meeting with the Advisory Teacher
- Information sent by email as an attachment
- Your child showing some of their work or talking about their learning
- Photocopies of written work
- Photographs
- Artwork
- Scrapbooks
- Musical and sporting achievements (certificates)
- A diary of events
- Using digital media
- Websites contributed to or created by your family
- A written report

## Following a curriculum when home educating

There is no obligation to follow a curriculum or the same approaches as a school, but you might find this helpful as a framework when deciding what areas of learning and experience to include and how to assess your child's achievement.

The education you provide should:

- Enable your child to acquire new knowledge and make progress according to their ability to increase their understanding and develop their skills in the areas of learning and experience being delivered.
- Foster your child's intellectual, physical and creative skills and the ability to think and learn for themselves.
- Demonstrate appropriate knowledge and understanding of areas of learning and experience being delivered.
- Put in place a framework to measure your child's progress regularly and thoroughly to be able to plan your education provision suitably.

## Funding and support

Parents and carers who choose to educate their children at home must be prepared to assume full financial responsibility for their children's education, including for books and all other resources, as well as to meet the cost of any public examinations and course fees.

## Children returning to school

Your child can return to school at any time by completing a school transfer form on the Admissions section on the DCC website. However, it cannot be guaranteed that there will be a place at the school your child previously attended.

## Further Information

For more information or advice please contact Jayne Williams - EHE Advisory Teacher on [elective.home.education@denbighshire.gov.uk](mailto:elective.home.education@denbighshire.gov.uk).

## Beth yw Addysg yn y Cartref?

Mae addysg yn y cartref yn derm a ddefnyddir i ddisgrifio sefyllfa lle mae rhieni a gofalwyr yn addysgu eu plant yn y cartref yn lle eu hanfon i'r ysgol. Yng Nghymru, fel yng ngweddill y DU, mae addysg yn orfodol, ond nid yw'n orfodol anfon plant i'r ysgol.

Nid oes angen i chi gael caniatâd gan yr awdurdod lleol i addysgu yn y cartref (oni bai bod eich plentyn wedi'i gofrestru mewn ysgol arbennig). Nid oes rhaid i chi gadw at gwricwlwm, er y gall fod yn adnodd hwylus i gyfeirio ato. Chi fydd yn penderfynu pa gyfleoedd dysgu y byddwch yn eu darparu a'r ffordd y bydd eich plant yn dysgu, ar yr amod bod yr addysg rydych yn ei darparu yn addysg 'amser llawn', 'addas', ac 'effeithlon'.

## Cwestiynau i'w hystyried cyn penderfynu addysgu eich plentyn yn y cartref

Nid ar chwarae bach y dylid gwneud y penderfyniad i addysgu eich plentyn yn y cartref. Bydd yn rhaid i chi wneud ymrwymiad mawr, a hynny o ran amser, egni ac arian. Os ydych yn dewis addysgu eich plant yn y cartref rhaid ichi fod yn barod i ysgwyddo'r cyfrifoldeb ariannol llawn, gan gynnwys costau unrhyw arholiadau cyhoeddus. Mae'n arbennig o bwysig eich bod yn ystyried natur yr addysg rydych yn bwriadu ei darparu ar gyfer eich plentyn cyn i chi ddechrau ei addysgu yn y cartref.

Er enghraifft, dylech ystyried y meysydd dysgu a phrofiad y byddwch yn eu darparu, ac a fyddant yn galluogi eich plentyn i gyflawni ei botensial nawr ac yn y dyfodol, gan gynnwys a yw eich plentyn am sefyll arholiadau cyhoeddus fel TGAU.

Mae'n bwysig ystyried cwestiynau fel y canlynol:

- a yw eich plentyn yn teimlo'n gadarnhaol ynghylch yr awgrym i'w addysgu yn y cartref?
- a ydych yn sicr mai hwn yw'r dewis gorau i'ch plentyn?
- a oes gennych yr amser i'w roi i addysg eich plentyn ar sail amser llawn?
- a oes gennych y gallu i helpu eich plentyn i ddysgu'n effeithiol?
- a fydd modd i chi addysgu eich plentyn i'r lefel ofynnol os bydd eisiau sefyll arholiadau?
- a ydych yn gallu darparu'r adnoddau angenrheidiol?

- a oes cymorth arall ar gael i chi?
- a oes cyfleoedd ar gyfer ymarfer corff?
- a fydd profiadau cymdeithasol gyda phlant eraill ar gael?
- a ydych yn siŵr eich bod yn dewis addysg yn y cartref o'ch gwirfodd?

## **Beth i'w wneud os ydych wedi penderfynu addysgu eich plentyn yn y cartref**

Os yw eich plentyn yn yr ysgol, dylech ysgrifennu at y pennaeth yn rhoi gwybod iddynt am eich bwriad i ysgwyddo'r cyfrifoldeb dros addysg eich plentyn ac er mwyn tynnu enw eich plentyn oddi ar y gofrestr. Yna, bydd y pennaeth yn tynnu enw eich plentyn oddi ar y gofrestr ac yn rhoi gwybod i'r awdurdod lleol. Nid yw rhoi gwybod i'r ysgol ar lafar yn ddigon, gallech gael eich erlyn am ddiffyg presenoldeb.

Os nad yw eich plentyn wedi mynd i ysgol erioed, nid oes angen rhoi gwybod.

Fodd bynnag, argymhellwn yn gryf eich bod yn cysylltu â'ch awdurdod lleol i roi gwybod iddo eich bod yn addysgu eich plentyn yn y cartref er mwyn iddo allu cysylltu â chi a chynnig cymorth.

## **Beth i'w wneud os oes gan eich plentyn Gynllun Datblygu Unigol (CDU) neu ddatganiad Anghenion Addysgol Arbennig (AAA)**

Bydd yr un weithdrefn yn berthnasol os oes gan eich plentyn CDU neu ddatganiad o AAA ac yn mynychu ysgol prif ffrwd. Fodd bynnag, os yw eich plentyn yn mynychu ysgol arbennig, bydd angen i chi gael caniatâd gan yr awdurdod lleol cyn y gallwch ei dynnu oddi ar gofrestr yr ysgol a gofyn i'r awdurdod lleol adolygu CDU neu ddiwygio datganiad eich plentyn.

## **Hawliau a chyfrifoldebau y rhiant neu'r gofalwr**

Mae gennych hawl i addysgu eich plant o'ch safbwynt athronyddol, ysbrydol neu grefyddol eich hunan. Fodd bynnag, ni cheir hawl absoliwt i addysgu yn y cartref. Caniateir addysgu yn y cartref ar yr amod eich bod yn darparu addysg amser llawn, 'effeithlon' ac 'addas' i'ch plentyn.

## **Beth fydd yn digwydd os ymddengys nad ydych yn darparu addysg addas**

Os na fydd yr awdurdod lleol yn hyderus eich bod yn darparu addysg addas oherwydd, er enghraifft, nad ydych wedi darparu gwybodaeth ddigonol neu nad yw'r wybodaeth yr ydych wedi'i darparu yn ei gwneud yn glir bod yr addysg yn addas ac yn effeithlon, bydd yr awdurdod lleol yn parhau i ymgysylltu â chi i ddarparu'r wybodaeth honno. Os bydd yr awdurdod lleol yn parhau i fod heb ei fodloni bod yr addysg yr ydych yn ei darparu yn addas ac yn effeithlon, bydd yn dilyn y prosesau ffurfiol a amlinellir mewn deddfwriaeth. Mae hyn yn golygu, os yw pryderon yr awdurdod lleol yn parhau, a'i fod felly o'r farn bod yn rhaid i'r plentyn fynychu'r ysgol, rhaid iddo gyflwyno gorchymyn mynychu'r ysgol i'r rhiant neu'r gofalwr. Mae gorchymyn mynychu'r ysgol yn orchymyn a ddyroddir ar ran yr awdurdod lleol yn ei gwneud yn ofynnol i'r plentyn gael ei gofrestru fel disgybl amser llawn yn yr ysgol a enwir yn y gorchymyn. Os ydych yn dymuno, cewch ddewis ysgol wahanol i'r un a enwir yn llythyr y gorchymyn mynychu'r ysgol. Fodd bynnag, rhaid i'r ysgol fod yn addas i ddiwallu anghenion y plentyn a rhaid iddi fod wedi cytuno i gynnig lle i'ch plentyn.

## **Cyfrifoldebau'r Awdurdod Lleol**

Mae'n rhaid i'r awdurdod lleol wneud trefniadau i alluogi iddynt nodi plant yn yr ardal sydd o fewn oedran addysg orfodol ond:

- nid ydynt yn ddisgyblion cofrestredig mewn ysgol, ac
- nid ydynt yn derbyn addysg addas heblaw am mewn ysgol.

Mae canllawiau statudol wedi'u datblygu er mwyn helpu awdurdodau lleol i gyflawni eu dyletswydd i sicrhau bod plant yn cael addysg addas.

## **Sut i ddarparu tystiolaeth o ddarpariaeth addysgol foddhaol**

Wrth gynnig tystiolaeth o addasrwydd darpariaeth addysg eich plentyn, gallech, er enghraifft, ddarparu'r wybodaeth hon fel a ganlyn:

- Cyfarfod gyda'r Athro / Athrawes Ymgynghorol
- Anfon gwybodaeth drwy e-bost fel atodiad
- Bod eich plentyn yn dangos rhywfaint o'i waith neu'n sôn am yr hyn mae'n ei ddysgu
- Llungopiau o waith ysgrifenedig
- Ffotograffau
- Gwaith celf
- Llyfrau lloffion
- Cyflawniadau cerddorol ac ym maes chwaraeon (tystysgrifau)
- Dyddiadur digwyddiadau
- Defnyddio'r cyfryngau digidol
- Gwefannau a grëwyd gan eich teulu neu wefannau mae eich teulu yn cyfrannu atynt
- Adroddiad ysgrifenedig

## Dilyn cwricwlwm wrth addysgu yn y cartref

Nid oes unrhyw rwymedigaeth i ddilyn cwricwlwm na'r un dulliau â'r ysgol, ond mae'n bosibl y byddai hyn yn ddefnyddiol i chi fel fframwaith er mwyn penderfynu pa feysydd dysgu a phrofiad i'w cynnwys a sut i asesu cyflawniad eich plentyn.

Dylai'r addysg a ddarperir gennych:

- alluogi eich plentyn i gaffael gwybodaeth newydd a gwneud cynnydd yn unol â'i allu er mwyn cynyddu ei ddealltwriaeth a datblygu ei sgiliau yn y meysydd dysgu a phrofiad sy'n cael eu cyflwyno.
- meithrin sgiliau deallusol, corfforol a chreadigol eich plentyn a'i allu i feddwl a dysgu dros ei hun.
- dangos gwybodaeth a dealltwriaeth briodol o'r meysydd dysgu a phrofiad sy'n cael eu cyflwyno.
- rhoi fframwaith ar waith i fesur cynnydd eich plentyn yn rheolaidd ac yn drylwyr er mwyn gallu cynllunio eich darpariaeth addysg mewn ffordd addas.

## Cyllid a chymorth

Rhaid i rieni a gofalwyr sy'n dewis addysgu eu plant yn y cartref fod yn barod i ysgwyddo'r cyfrifoldeb ariannol llawn ar gyfer addysg eu plentyn, gan gynnwys llyfrau a phob adnodd arall, ynghyd â thalu costau unrhyw arholiadau cyhoeddus a ffioedd cyrsiau.

## Plant sy'n dychwelyd i'r ysgol

Gall eich plentyn dychwelyd i'r ysgol ar unrhyw adeg drwy gwblhau ffurflen trosglwyddo ysgol yn yr adran Derbyniadau ar wefan CSDd. Fodd bynnag, does dim sicrwydd y bydd lle yng nghyn ysgol eich plentyn.

## Rhagor o Wybodaeth

Am fwy o wybodaeth neu gyngor, cysylltwch Jayne Williams â Athrawes Ymgynghorol Addysg Ddewisol yn y Cartref ar [elective.home.education@denbighshire.gov.uk](mailto:elective.home.education@denbighshire.gov.uk)

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## **Elective Home Education**

### **Educating your child at home**

Home Education is a term used to describe when parents and carers educate their children at home instead of sending them to school. In Wales, as with the rest of the UK, education is compulsory, but school is not. As a parent you must make sure your child receives an efficient, effective and suitable full-time education from the age of five.

### **Who do I notify?**

If you are taking your child out of school to educate them at home, you must inform the headteacher of the school in writing and ask them to remove your child's name from the register with the intention to educate them at home. The school will inform us, and your child's name will be removed from the register. If you change your mind after this, you will have to re-apply for a school place, and places at the same school may not always be available.

If your child is about to reach compulsory school age and has never been registered at a school, you are not legally required to inform the local authority that you intend to educate your child at home, however, it is strongly recommended that you do so we can get in touch to offer support.

### **What if my child has an IDP or Statement?**

The same procedure applies if your child has an IDP or Statement of SEN and attends a mainstream school. The Statement / IDP will need to be reviewed before your child comes off roll.

However, if your child attends a specialist school, you will need to obtain permission from the Local Authority before removing them from the school roll.

### **Help and support**

The Local Authority has a duty to ensure all children or young person educated at home are receiving a suitable education. We will be in touch to offer support and guidance and provide opportunities to meet with you to discuss the education your child is receiving.

### **Contact**

[Elective.home.education@denbighshire.gov.uk](mailto:Elective.home.education@denbighshire.gov.uk)

## Links

Home education: Handbook for Home Educators (Published 02/06/23)

<https://www.gov.wales/sites/default/files/pdf-versions/2023/6/1/1686555006/home-education-handbook-home-educators.pdf>

## Welsh Language Support

- Mudiad Meithrin - <https://meithrin.cymru/clwb-cwtsh-give-welsh-a-go/?lang=en>
- National Centre for Learning Welsh - <https://learnwelsh.cymru/learning/clwb-cwtsh>
- Urdd Gobaith Cymru - <https://www.urdd.cymru/en>

## Careers Wales

- Careers Wales can give you information, advice and guidance to help your child plan their future - <https://careerswales.gov.wales/>

## Hwb

- A digital learning platform which hosts free learning resources to support the delivery of Curriculum for Wales - [https://hwb.gov.wales/?\\_ga=2.214700819.503538688.1707300753-1841355619.1686559611](https://hwb.gov.wales/?_ga=2.214700819.503538688.1707300753-1841355619.1686559611)

## Educational trips

- During term time, Cadw offers at its staffed historic sites - <https://cadw.gov.wales/learn/education/education-visits>
- Techniquest is the UK's longest established science centre, with a mission to embed science in Welsh culture through interactive engagement. <https://www.techniquest.org/education/>

## Volunteering opportunities

- There are thousands of volunteering opportunities in Wales for your child - [https://volunteering-wales.net/?splash\\_page\\_viewed=1](https://volunteering-wales.net/?splash_page_viewed=1)

## More able and talented provision

- There are many enrichment opportunities for young, talented individuals in Wales that you can seek out alongside educating your child at home.
- Junior Conservatoire <https://www.rwcmd.ac.uk/young-rwcmd>
- Youth Opera <https://wno.org.uk/take-part/youth-opera>

- Sports Aid <https://www.sportsaid.org.uk/who-we-are/our-mission>
- National Youth Arts Wales <https://www.nyaw.org.uk/>

## **Libraries**

- Your local library has a large range of resources you can access for free - <https://libraries.wales/>

## **Youth services**

- Youth work aims to enable young people to develop holistically, facilitating their personal, social and educational development. In this way, it aims to help them to develop their voice, influence and place in society and to reach their full potential - <https://www.cwvys.org.uk/>

## **Addysg Ddewisol Gartref**

### **Addysgu eich plentyn gartref**

Addysgu gartref yw term sy'n cael ei ddefnyddio i ddisgrifio pan fo rhieni a gofalwyr yn addysgu eu plant yn y cartref yn lle eu hanfon i'r ysgol. Yng Nghymru, fel yng ngweddill y DU, mae addysg yn orfodol, ond nid yw'r ysgol. Fel rhiant, mae'n rhaid i chi sicrhau bod eich plentyn yn derbyn addysg effeithlon, effeithiol, llawn amser addas o 5 oed ymlaen.

### **Wrth bwy ddylwn i roi gwybod?**

Os ydych chi'n cymryd eich plentyn allan o'r ysgol i'w haddysgu gartref, mae'n rhaid i chi roi gwybod i Bennaeth yr ysgol yn ysgrifenedig, a gofyn iddynt dynnu enw eich plentyn oddi ar y gofrestr gyda'r bwriad o'u haddysgu nhw gartref. Bydd yr ysgol yn rhoi gwybod i ni, a bydd enw eich plentyn yn cael ei dynnu oddi ar y gofrestr. Os byddwch chi'n newid eich meddwl, bydd rhaid i chi ymgeisio eto am le mewn ysgol, ac efallai na fydd llefydd ar gael yn yr un ysgol bob amser.

Os ydi eich plentyn bron â chyrraedd oedran ysgol gorfodol ac os nad ydynt wedi cael eu cofrestru mewn ysgol, yn gyfreithiol, nid oes yn rhaid i chi roi gwybod i'r awdurdod lleol eich bod yn bwriadu addysgu eich plentyn gartref, serch hynny, fe argymhellir yn gryf eich bod yn gwneud hynny er mwyn i ni gysylltu i gynnig cefnogaeth.

### **Beth os oes gan fy mhentyn CDU neu Ddatganiad?**

Mae'r un weithdrefn yn berthnasol os oes gan eich plentyn CDU neu Ddatganiad o AAA a'u bod yn mynychu ysgol prif ffrwd. Bydd angen i'r Datganiad/CDU gael ei adolygu cyn i enw'ch plentyn gael ei dynnu oddi ar y gofrestr.

Serch hynny, os ydi'ch plentyn yn mynychu ysgol arbennig, bydd yn rhaid i chi gael caniatâd gan yr Awdurdod Lleol cyn eu tynnu oddi ar y gofrestr.

### **Help a Chefnogaeth**

Mae gan yr Awdurdod Lleol ddyletswydd i sicrhau bod pob plentyn a pherson ifanc sy'n cael eu haddysgu gartref yn derbyn addysg addas. Fe fyddwn ni'n cysylltu i gynnig cefnogaeth ac arweiniad a darparu cyfleoedd i gyfarfod gyda chi i drafod yr addysg mae eich plentyn yn ei dderbyn.

### **Cysylltu**

**elective.home.education@denbighshire.gov.uk**

## **Dolenni**

**Addysg yn y cartref: llawlyfr i addysgwyr yn y cartref (Cyhoeddwyd 02/06/23)**

**<https://www.llyw.cymru/sites/default/files/pdf-versions/2023/6/1/1686554981/addysg-yn-y-cartref-llawlyfr-i-addysgwyr-yn-y-cartref.pdf>**

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|                              |                                                                                                                                                                                                                                      |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Report to</b>             | <b>Performance Scrutiny Committee</b>                                                                                                                                                                                                |
| <b>Date of meeting</b>       | <b>7<sup>th</sup> March 2024</b>                                                                                                                                                                                                     |
| <b>Lead Member / Officer</b> | <b>Cllr Julie Matthews (Lead Member for Corporate Strategy, Policy and Equalities); Cllr Gwyneth Ellis (Lead Member for Finance, Performance and Strategic Assets) / Gary Williams, Corporate Director Governance &amp; Business</b> |
| <b>Head of Service</b>       | <b>Catrin Roberts (Head of Corporate Support Services: People); Helen Vaughan-Evans (Head of Corporate Support Services: Performance, Digital &amp; Assets); Liz Thomas (Head of Finance &amp; Audit)</b>                            |
| <b>Report author</b>         | <b>Catrin Roberts (Head of Corporate Support Services: People)</b>                                                                                                                                                                   |
| <b>Title</b>                 | <b>Update Report on Audit Wales “Are the Council’s Corporate Support Functions Effective?” review</b>                                                                                                                                |

## 1. What is the report about?

- 1.1. This report relates to the Audit Wales report on “Are the Council’s Corporate Support Functions Effective?” dated May 2023 and provides an update on the progress made against the recommendations contained within the report. A copy of the Audit Wales report is attached in Appendix A.

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

- 2.1. To consider the progress made to date in addressing the two recommendations made by Audit Wales in its May 2023 report along with the Council’s future plans for sufficiently resourcing its wider corporate support services’ functions.

## 3. What are the Recommendations?

- 3.1. That the Committee considers the progress made against the two recommendations.
- 3.2. That the Committee comments on the Council’s progress for sufficiently resourcing its wider corporate support services’ functions.

## 4. Report details

- 4.1. The review examined the Council's arrangements for its corporate support functions within four key areas: Human Resources (HR); Corporate Customer Services; Digital Services; and Internal Audit. It looked at the vision and strategic direction of these corporate support functions to consider if they effectively and adequately support the Council's objectives. The review also considered if the Council's corporate support functions are taking account of the sustainable development principle.
- 4.2. The review found that the Council's corporate support functions have a good understanding of the sustainable development principle, but the Internal Audit service does not consistently consider the principle in all its audit work, some Human Resources policies are out of date and although the Council has appropriate monitoring arrangements in place it is yet to consider the future strategic objectives and resourcing needs of the functions that were examined.
- 4.3. The Audit report made 2 recommendations. A copy of the Council's original Management Response is included in Appendix B which was considered by the Governance and Audit Committee on the 26th July 2023 and by Scrutiny Chairs and Vice-Chairs Group (SCVCG). Since the report was published considerable progress has been made on the actions identified to address the recommendations. Details provided in the table below:

| No. | Recommendation                                                                                                                                                                                                                                                                                           | Action                                                                                                                                                                                                                             | Progress            |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| R1  | Human Resource (HR) policies that are out of date should be reviewed. We found that some Human Resource (HR) policies are out of date and need to be reviewed. This can put the Council at risk, should a legal challenge arise around HR, if policies are not up to date and review dates have slipped. | Action 1. Review policy dates to ensure that all policies have been reviewed within three years. This activity will be incorporated into the Service Plan, which will mean that it will be monitored and updated quarterly.        | Partially Completed |
|     |                                                                                                                                                                                                                                                                                                          | Action 2. Ensure we update the review date when a policy is amended. The department have been updating policies in-line with legislative changes. In future, informal reviews will be recorded by way of updating the review date. | Completed           |



|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                  |           |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| R2 | Internal Audit reviews should consistently consider the sustainable development when reviewing services. Service area compliance with sustainable development principles need to be systematically checked for all non-transactional audits by Internal Audit in their reviews. By Internal Audit more regularly considering how services are addressing this area, the sustainable development principle will be more deeply embedded within the Council. | Action 1. Within our scoping document we will include questions to ascertain how services are complying with sustainable development and Carbon Emissions. Depending on the responses testing will be undertaken to confirm level of compliance. | Completed |
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Action 2. Monitoring of the implementation of agreed actions in relation to sustainable development and carbon emission will be included as part of the ongoing monitoring of effectiveness of Internal Audit.                                   | Ongoing   |

- 4.4. With regards to R1, the Council's policy is that HR policies are set to be reviewed on a three-year basis. The audit report noted that policies are 'informally reviewed' during those three years and any issues with wording or interpretation of the policy will be addressed and minor changes can and will be made. At the time of the audit, this was not recorded as a formal review. This has now been addressed and where an informal review is undertaken this is now recorded.
- 4.5. There are 51 HR policies and procedures in total. All policies and procedures are up to date in terms of legislative changes and requirements. 26 have been formally reviewed within the last 3 years or thereabouts and therefore 50% are deemed to be up to date and appropriate. For the remaining 25 policies, initial assessments have been undertaken and there are 10 that need looking at in detail and will take priority and 15 that need light touch reviews/tweaks. A Forward Work Programme for policy development is in place. Progress is hampered because of resources being diverted to assist with the Budget and Efficiencies process that is ongoing.
- 4.6. With regards to R2, when developing the scope for each audit undertaken. Internal Audit now include questions to ascertain how services are complying with sustainable development and Carbon Emissions. Below are three examples of how Internal Audit have captured the principles in recent audits:

| Audit Review            | Questions/Areas for Testing                                                                                                                                                                                                                                        |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Taxi License Review     | <ul style="list-style-type: none"> <li>• What process is in place to ensure that the service meets the 2030 Welsh Government target of net zero?</li> <li>• What the service has in place to comply with the Council's sustainable development targets?</li> </ul> |
| Housing Support Grant   | <ul style="list-style-type: none"> <li>• Sustainable development &amp; Carbon literacy</li> </ul>                                                                                                                                                                  |
| ICT Contract Management | <ul style="list-style-type: none"> <li>• Sustainable development and carbon net zero targets.</li> </ul>                                                                                                                                                           |

4.7. In February 2022, the Chief Executive launched a consultation on the senior leadership structure. He raised concerns as part of the consultation that the management of the Council's corporate support functions are too dispersed. This matrix management approach had grown through incremental change and meant that the corporate support functions were fragmented.

4.8. A new structure was implemented on the 1<sup>st</sup> April 2023 which incorporates a new Directorate for Corporate Support Services led by Corporate Director. This directorate is called Governance and Business and contains two services– Corporate Support Service- People and Corporate Support Service- Performance, Digital & Assets. The Directorate includes all corporate support functions with the exception of Finance which reports direct into the Chief Executive.

4.9. The new Directorate mean that there is increased capacity within the organisation's Senior Leadership Team (SLT) to effectively plan potential transformational changes within the Council and provide a cohesive approach to supporting the delivery of the Council's Corporate Plan.

4.10. At a Directorate level the Director and two new Heads of Service are working together to consider the future strategic objectives and resourcing needs of the functions, liaising with the Head of Finance and Audit on plans.

4.11. At service level, the three new Heads of Service are currently reviewing their structure considering servicing the ambitions for the Council and the County as outlined in Corporate Plan, the Chief Executive's vision for the organisation and budgetary requirements.

## **5. How does the decision contribute to the Corporate Plan 2022 to 2027: The Denbighshire We Want?**

- 5.1. Having up to date policies and procedures contributes to the Corporate Plan theme: A well-run, high performing council. Policies and procedures contribute towards ensuring that Denbighshire County Council is a good employer and is an excellent place to work.
- 5.2. The actions undertaken for R2 will have a positive, contribution to the Council becoming Net Carbon Zero and Ecologically Positive by 2030 under the Corporate Plan theme: A Greener Denbighshire.

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

- 6.1. There are no cost implications associated with this report.

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

- 7.1. A Well-being impact assessment is not required as this report does not require a decision or proposal for change.

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

- 8.1. This report has been considered by the Governance and Audit Committee on the 26<sup>th</sup> July 2023 and by SCVCG. As part of undertaking the audit, various officers of the Council would have inputted into the audit and agreed the final report, recommendations and actions.

## **9. Chief Finance Officer Statement**

- 9.1. A Chief Finance Officer statement is not required.

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

- 10.1. There are no risks associated with the recommendations contained in point 3 above.

## **11. Power to make the decision**

- 11.1. Section 21 of the Local Government Act 2000 & Section 7 of the Council's Constitution.

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## Are the Council's Corporate Support Functions Effective? – Denbighshire County Council

Audit year: 2022-23

Date issued: May 2023

Document reference: 3461A2023

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This document is also available in Welsh.

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# Summary report

## What we reviewed and why

- 1 The review examined Denbighshire County Council's (the Council) arrangements for its corporate support functions within four key areas: Human Resources (HR); Corporate Customer Services; Digital Services; and Internal Audit.
- 2 We looked at the vision and strategic direction of these corporate support functions to consider if they effectively and adequately support the Council's objectives.
- 3 The review also considered if the Council's corporate support functions are taking account of the sustainable development principle.

## What we looked for

- 4 Our review sought to answer the question: Are the Council's corporate support functions effective?
- 5 To answer this question, we considered:
  - if existing arrangements for the Council's corporate support functions were based on a thorough understanding of current and future service needs, challenges, and opportunities including consideration of the sustainable development principle;
  - if the Council has appropriately considered and planned how it will resource its corporate support functions over the short, medium, and long term; and
  - if the Council has appropriate arrangements in place, to monitor and review its short, medium and longer-term corporate support function objectives.

## What we found

- 6 We found that: the Council's corporate support functions have a good understanding of the sustainable development principle but the Internal Audit service does not consistently consider the principle in all its audit work, some Human Resources policies are out of date and although the Council has appropriate monitoring arrangements in place it is yet to consider the future strategic objectives and resourcing needs of the functions we examined. We reached this conclusion because:
  - the Council's corporate support functions have a good understanding of the sustainable development principle but the Internal Audit service does not consistently consider the principle in all its audit work and some Human Resource policies are out of date; and
  - although the Council has appropriate monitoring arrangements in place it is yet to consider the future strategic objectives and resourcing needs of its corporate support functions we examined.



# Recommendations

## Exhibit 1: recommendations

The table below sets out the recommendations that we have identified following this review.

| Recommendations |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| R1              | Human Resource (HR) policies that are out of date should be reviewed. We found that some Human Resource (HR) policies are out of date and need to be reviewed. This can put the Council at risk, should a legal challenge arise around HR, if policies are not up to date and review dates have slipped.                                                                                                                                                   |
| R2              | Internal Audit reviews should consistently consider the sustainable development when reviewing services. Service area compliance with sustainable development principles need to be systematically checked for all non-transactional audits by Internal Audit in their reviews. By Internal Audit more regularly considering how services are addressing this area, the sustainable development principle will be more deeply embedded within the Council. |

# Detailed report

## The Council's corporate support functions have a good understanding of the sustainable development principle, but the Internal Audit service does not consistently consider the principle in all its audit work and some Human Resource policies are out of date

7 In reaching this conclusion we found that:

- all the corporate support services staff we spoke to had a good understanding of the Well-being for Future Generations (2015) Act (WFG) and the sustainable development principle. Corporate support services staff use the Council's Well-being Impact Assessments (WIA) process for considering change or introduction of policies and projects.
- we found that some Human Resource (HR) policies are out of date and need to be reviewed. This can put the Council at risk, should a legal challenge arise around HR, if policies are not up to date and review dates have slipped. The Council's policy is that HR policies are set to be reviewed on a three-year basis, but if any changes in legislation occur during that time then the policy should be updated immediately. The policies are 'informally reviewed' during those three years and any issues with wording or interpretation of the policy will be addressed and minor changes can and will be made. The HR policies we examined in 2022 did not record these 'informal reviews' having taken place, nor were they within the three-year cycle. The policies were therefore out of date, and the risk of a legal challenge to HR policies remains.
- the HR policies we examined did address the sustainable development principle.
- officers we spoke to anticipated that demand for Internal Audit reviews would increase in the coming years as the Council introduced new ways of working and the service rescheduled reviews which were postponed during the pandemic. Internal Audit recruitment remains challenging although this issue is common across North Wales public services.
- following the pandemic, some Council services are still trying to implement long standing recommendations from previous Internal Audit reports with some outstanding actions over three years old and, which in turn is triggering further follow-up work by Internal Audit. Senior Leadership Team, Cabinet and Chief Executive are presented with issues raised to red flag by Internal Audit, but do not systematically receive or review required recommendations, unless they are red flagged. Additionally, good stories

and best practice may not get to this level of leadership and governance, with missed opportunities a result.

- we found that whilst Internal Audit could demonstrate a good understanding of the Well-being for Future Generations (2015) Act (WFG) and the sustainable development principle, the Internal Audit reports we examined do not always fully implement the sustainable development principle into their auditing process of services. Service area compliance with sustainable development principles are not systematically checked by Internal Audit in all their non-transactional reviews.
- Community and Customer Services (CCS ) deal with most public enquiries to the Council and where they cannot resolve the enquiry they direct them to the appropriate service. During the pandemic, the service was in high demand and those pressures have continued during 2022. The Council is yet to review whether the level of enquiries will reduce in 2023 and if not how it will make the service resilient to these new pressures.
- Digital Services were also in high demand and these pressures have continued during 2022. Officers we spoke to were very complimentary of the work by Digital Services during and after the pandemic. Some officers we spoke to had a clear understanding of the sustainable development principle, but felt that the links between the work of Digital Services and the corporate strategic direction of the Council were not always clearly signposted, and some officers felt their digital service could be strengthened if the links to the new Corporate Plan were clearer, such as the Council's approach to actions that will promote the embedding of a digital culture with both staff and citizens. Although the Council's Digital Strategy Actions support the Council's corporate themes, further work is required to ensure these fully reflect the current digital landscape. For example, the current arrangements do not fully reflect the collaborative digital activity that is currently being undertaken with the North Wales Economic Ambition Board.

## Although the Council has appropriate monitoring arrangements in place it is yet to consider the future objectives and resourcing needs of its corporate support functions

8 In reaching this conclusion we found that:

- each corporate service we examined has a service plan that supports delivery of the old Council corporate plan priorities. The service plans we examined were comprehensive and clear and set out an overview of the service and the outcomes the service is aiming to achieve. The plans include the performance indicators, measures and activities that will be used to assess progress against achievement of the objectives. Each outcome is

allocated a red, amber, or green (RAG) rating, which indicates the level of improvement needed, and these are updated when the service plans are reported each quarter. Service plan reports are considered as part of the Council's service challenge process, although this has not taken place in the usual way during the pandemic but will resume in 2023 and will reflect the new corporate plan priorities.

- performance against the corporate plan and service plan priorities is reviewed quarterly by Senior Leadership Team, by Cabinet and by the Performance Scrutiny Committee. The reports are publicly available as part of the scrutiny committee and Cabinet agenda papers. The reports provide a narrative update on progress against the priorities and report performance on specific measures. We observed robust challenge of corporate service reports by Members both at scrutiny meetings and by the Governance and Audit Committee.
- future plans to reflect the new Corporate Plan are not yet in place for the Council's corporate support services, which are to some extent still recovering from COVID and needing some breathing space. The day to day resourcing needs of all services, including corporate support functions, are examined and taken into account as part of the annual budget setting processes. In particular, in recent years an annual review of non-strategic pressures has enabled all services to put forward requests for additional resources. The appointment of a new Chief Executive during the pandemic led to a review and restructuring of the Council's senior leadership and Heads of service which will not be completed until the Summer of 2023. There should however, now be a strategic focus on function and planning with consideration around the Council achieving the sustainable development principle.
- a strategic assessment of the Council's corporate support service resourcing needs, post pandemic, would inform the Council's understanding of resource and emerging workforce training and development requirements and strengthen arrangements to address the sustainable development principle.





## Atodiad/Appendix B

### Organisational response

**This document is set to read only – use File>Save as / save a copy**

Report title: Are the Council's Corporate Support Functions Effective? – Denbighshire County Council

Completion date: 16<sup>th</sup> of June 2023

Document reference: 3461A2023

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| Ref | Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Organisational response</b><br>Please set out here relevant commentary on the planned actions in response to the recommendations                                                                                                                                                                                                                                                                                                                                           | <b>Completion date</b><br>Please set out by when the planned actions will be complete | <b>Responsible officer (title)</b>                         |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------|
| R1  | Human Resource (HR) policies that are out of date should be reviewed. We found that some Human Resource (HR) policies are out of date and need to be reviewed. This can put the Council at risk, should a legal challenge arise around HR, if policies are not up to date and review dates have slipped.                                                                                                                                                   | <p>Action 1. Review policy dates to ensure that all policies have been reviewed within three years. This activity will be incorporated into the Service Plan, which will mean that it will be monitored and updated quarterly.</p> <p>Action 2. Ensure we update the review date when a policy is amended. The department have been updating policies in-line with legislative changes. In future, informal reviews will be recorded by way of updating the review date.</p>  | 31 <sup>st</sup> of December 2023                                                     | Louise Dougal<br>(Interim Head of Service Human Resources) |
| R2  | Internal Audit reviews should consistently consider the sustainable development when reviewing services. Service area compliance with sustainable development principles need to be systematically checked for all non-transactional audits by Internal Audit in their reviews. By Internal Audit more regularly considering how services are addressing this area, the sustainable development principle will be more deeply embedded within the Council. | <p>Action 1. Within our scoping document we will include questions to ascertain how services are complying with sustainable development and Carbon Emissions. Depending on the responses testing will be undertaken to confirm level of compliance.</p> <p>Action 2. Monitoring of the implementation of agreed actions in relation to sustainable development and carbon emission will be included as part of the ongoing monitoring of effectiveness of Internal Audit.</p> | 31 <sup>st</sup> of July 2023                                                         | Steve Gadd<br>(Head of Finance and Audit Service)          |



|                        |                                                                  |
|------------------------|------------------------------------------------------------------|
| <b>Report to</b>       | <b>Performance Scrutiny Committee</b>                            |
| <b>Date of meeting</b> | <b>7 March 2024</b>                                              |
| <b>Head of Service</b> | <b>Catrin Roberts, Head of Corporate Support Service: People</b> |
| <b>Report author</b>   | <b>Rhian Evans, Scrutiny Co-ordinator</b>                        |
| <b>Title</b>           | <b>Scrutiny Work Programme</b>                                   |

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

1.1 The report seeks Performance Scrutiny Committee to review its draft forward work programme (see Appendix 1). As part of its review the Committee is asked to reflect on how Scrutiny can support the delivery of the Council's Corporate Plan and its aim of becoming Net Carbon Zero and Ecologically Positive by 2030, whilst also prioritising matters which the Committee deems important to scrutinise.

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

2.1 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 determines whether any key messages or themes from the current meeting should be publicised via the press and/or social media.

## 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 Audit Wales (AW) 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. AW 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 themes (with particular emphasis on 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);

- Urgent, unforeseen or high priority issues; and
- Supporting the Council's continued recovery work in relation to the effects of the COVID-19 crisis on Council services, the local economy and the county's communities

#### 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 Scrutiny's business agenda they have to submit a formal request to the SCVCG seeking Scrutiny to consider a report on that topic. This is done via the submission of a 'proposal form' which clarifies the purpose, importance and potential outcomes of scrutinising suggested subjects.

- 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.

### Re-scheduling of reports

4.8 In response to requests from officers the Chair has permitted the deferral of two business items from the current meeting's business agenda to future meetings (see Appendix 1 attached). They are:

- 2018 Estyn Inspection Recommendations, deferred until the June 2024 meeting; and
- the Economic & Business Development Strategy, deferred until the Committee's meeting in July 2024

Both deferrals were permitted in order to give officers more time to undertake detailed work in relation to the topics prior to submitting them for Scrutiny.

### 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.

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

5.1 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 29 January 2024. During that meeting no items were allocated to this Committee for consideration.

5.2 The Group's next scheduled to meet on 18 March 2024.

## **6. How does the decision contribute to the Corporate Plan 2022 to 2027: The Denbighshire We Want?**

6.1 Effective scrutiny will assist the Council to deliver its Corporate Plan 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 themes, improve outcomes for residents whilst also managing austere budget and resource pressures.

6.2 Whilst the decision on the Committee's forward work programme itself will have a neutral contribution on the Council's aim of becoming Net Carbon Zero and Ecologically Positive by 2030, the Committee by effectively scrutinising all matters examined by it can help support the delivery of this ambition.

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

7.1 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?**

8.1. A Well-being Impact Assessment has not been undertaken in relation to the purpose or contents of this report. However, Scrutiny through its 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?**

9.1. 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?**

10.1 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**

11.1 Section 21 of the Local Government Act 2000.

11.2 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.

**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                          |
|----------------------------------------------------|-----------------------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------|
| 18 April                                           | <b>Cllr. Julie Matthews</b> | 1. Corporate Risk Register: February 2024 Review                                       | To seek the Committee to review the risks facing the Council and the Council's risk appetite statement.                                                                                                                                                                                                                                                                                             | Determination of whether the Committee is satisfied with risk management within the Council and is assured that all identified risks are appropriately managed.                                                                                                                                                                                       | <i>Helen Vaughan<br/>Evans/Iolo<br/>McGregor/<br/>Nicola<br/>Kneale/Hei<br/>di Barton-<br/>Price</i> | <i>February<br/>2023</i>              |
| (Possibly invite a representative from Openreach?) | <b>Cllr. Emrys Wynne</b>    | 2. Internet Connectivity in Denbighshire                                               | To consider the progress made to date, and future plans, for increasing and improving/upgrading internet connectivity for all areas of the county (including the latest position in relation to Fibre Community Partnerships and the UK Government's Project Gigabit roll out along with any other potential support/voucher packages that may be available for businesses and residents to access) | Support accessibility for all businesses and residents in the county to fibre broadband speeds that meet their individual needs, that will in turn support the delivery of the Council's corporate themes of a 'better connected Denbighshire', 'a prosperous' county that is 'fairer, safe and more equal' as well as a learning and growing county. | Liz Grieve/Barry Eaton/Cath Taylor/Fran Williams/Philip Burrows                                      | June 2023 (rescheduled October 2023)  |
|                                                    | <b>Cllr. Barry Mellor</b>   | 3. Denbighshire's Revised Draft Climate & Ecological Change Strategy 2021/22 – 2029/30 | To present the Committee with:<br>(i) the findings and conclusions of the consultation exercise undertaken to revise the Strategy; and<br>(ii) the revised draft Strategy for detailed scrutiny                                                                                                                                                                                                     | (i) Pre-decision scrutiny of the revised draft Strategy with a view to seeking Scrutiny's support for its adoption and implementation; and<br>(ii) For Scrutiny to determine whether it wishes to monitor its delivery going forward with a view to                                                                                                   | Helen Vaughan-Evans/<br>Nicola<br>Kneale                                                             | June 2023 (rescheduled November 2023) |

| Meeting | Lead Member(s)              | Item (description / title)                                  | Purpose of report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Expected Outcomes                                                                                                                                                                                                                             | Author                                       | Date Entered     |
|---------|-----------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------|
|         |                             |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | supporting the Council to deliver its net carbon zero ambition by 2030                                                                                                                                                                        |                                              |                  |
| 6 June  | <b>Cllr. Elen Heaton</b>    | 1. Cefndy Performance Report 2023/24                        | To consider Cefndy’s annual performance report for the 2023/24 financial year, including the delivery of its financial, business and social well-being objectives                                                                                                                                                                                                                                                                                                                                      | To ensure the future financial and business sustainability of Cefndy in order that it effectively supports the delivery of the Council’s corporate themes of learning and growing; healthier and happier, caring; and prosperous Denbighshire | Ann Lloyd/Nick Bowles                        | January 2023     |
|         | <b>Cllr. Gwyneth Ellis</b>  | 2. Council Performance Self-Assessment Update (Q4 & Annual) | To present an update on the Council’s performance against its functions, including Corporate Plan and Strategic Equality objectives                                                                                                                                                                                                                                                                                                                                                                    | Identification of areas for improvement and potential future scrutiny                                                                                                                                                                         | Helen Vaughan-Evans/Emma Horan/Nicola Kneale | June 2023        |
|         | <b>Cllr. Julie Matthews</b> | 3. Recruitment, Retention & Workforce Planning              | To provide details of:<br>(i) the work underway to recruit, develop, support and retain staff<br>(ii) interventions put in place to support and strengthen recruitment, retention & workforce planning across the Council; and<br>(iii) identification of any hard to recruit services/positions across the authority and interim measures taken to alleviate the pressures caused within those services ( <b>Heads of Service for those services to be invited to attend to discuss the impact of</b> | Identification of potential future workforce pressure areas and the formulation of recommendations with a view to alleviating those pressures and secure the Council’s ability to sustainably deliver its services in future                  | Gary Williams/Louise Dougal                  | <i>July 2023</i> |



| Meeting | Lead Member(s)                              | Item (description / title)                                         | Purpose of report                                                                                                                                                                                                                                                                          | Expected Outcomes                                                                                                                                                                                                                                                                                                                                                                                                         | Author                                                                                | Date Entered                                           |
|---------|---------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------------------------|
|         |                                             |                                                                    | <b>staffing pressures on operational service delivery)</b>                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |                                                        |
|         | <b>Cllr. Gill German</b>                    | 4. 2018 Estyn Inspection Recommendations<br><br><b>[Education]</b> | <i>To detail in full the work undertaken to fully address the recommendations made in the 2018 Estyn Inspection report of the education services provided by Denbighshire County Council, including how the measures taken to address the recommendations were received and monitored.</i> | <i>Ensuring that all of the regulator’s recommendations have been complied with and regularly monitored with a view to delivering a learning and growing Denbighshire that is fairer, safe and more equal to all pupils</i>                                                                                                                                                                                               | <i>Geraint Davies</i>                                                                 | <i>By SCVCG April 2023 (rescheduled February 2024)</i> |
| 18 July | <b>Cllrs. Gill German &amp; Elen Heaton</b> | 1. Draft Director of Social Services Annual Report 2023/24         | To scrutinise the content of the draft annual report to ensure it provides a fair and clear evaluation of performance and clearly articulates future plans                                                                                                                                 | Identification of any specific performance issues which require further scrutiny by the committee in future                                                                                                                                                                                                                                                                                                               | Nicola Stubbins/Ann Lloyd/Rhian Morelle/David Soley                                   | June 2023                                              |
|         | <b>Cllr. Gill German</b>                    | 2. Christ The Word<br><br><b>[Education]</b>                       | To consider the progress made in delivering the Post Inspection Action Plan (PIAP) and the joint local authority & GwE school support plan following the 2022 Estyn inspection of the school, along with the consequential impact of the plans’ delivery on the school as a whole          | Regular monitoring of the arrangements in place to address the recommendations contained in the Regulator’s report will:<br>(i) secure continual improvement in all aspects of the school’s work to ensure that all pupils are supported to achieve their full potential; and ensure that the lessons learnt by all stakeholders are applied across all schools in Denbighshire as they introduce the new curriculum; and | Nicola Stubbins/Geraint Davies/James Brown/GwE/Christ the Word staff & Governing Body | September 2023                                         |

| Meeting      | Lead Member(s)           | Item (description / title)                                                                     | Purpose of report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Expected Outcomes                                                                                                                                                                                                                                                                                                       | Author                                 | Date Entered                                                  |
|--------------|--------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|---------------------------------------------------------------|
|              |                          |                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | (ii) support the delivery of the Council's corporate priorities of a learning and growing Denbighshire as well as a fairer, safe and more equal county.                                                                                                                                                                 |                                        |                                                               |
|              | <b>Leader</b>            | 3. Economic & Business Development Strategy                                                    | To:<br>(i) consult with the Committee on the draft new Denbighshire Economic & Community Ambition Strategy for 2024 onwards;<br>(ii) detail how the current and proposed new Strategy dovetail with the work of the North Wales Economic Ambition Board, Welsh & UK Governments and other economic development partners to support the delivery of a thriving economy in Denbighshire; and<br>outline the work being undertaken to mitigate against the potential outcomes identified in Risk 36 of the Council's Corporate Risk Register | Formulation of recommendations in relation to the new Strategy that will help secure the delivery, in partnership with all stakeholders, of a more prosperous Denbighshire that provides employment and business opportunities for residents to improve the quality of lives and support thriving, cohesive communities | Emlyn Jones/<br>Gareth Roberts         | By SCVCG November 2022 (rescheduled November 2023 & Jan 2024) |
| 26 September | <b>Cllr. Gill German</b> | 1. Curriculum for Wales<br><b>[Education]</b><br><b>(School staff to be invited to attend)</b> | To detail the progress made in relation to implementing and embedding the new Curriculum for Wales:<br>(i) in primary schools and in year 7 and 8 in secondary schools – what worked well, areas for improvement and lessons learnt by all stakeholders                                                                                                                                                                                                                                                                                   | Assurances that all educational establishments and staff are fully equipped and trained to deliver the new curriculum, identification of any gaps or risks associated with the provision and solutions to address them, with a view to ensuring                                                                         | Geraint Davies/<br>James Brown/<br>GwE | July 2023                                                     |

| Meeting | Lead Member(s)                                   | Item (description / title)                                                                                                       | Purpose of report                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Expected Outcomes                                                                                                                                                                                                                                                                                                                                 | Author                                   | Date Entered   |
|---------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------|
|         |                                                  |                                                                                                                                  | during the initial implementation phase; and<br>(ii) provide an evaluation of the implementation process across all key stages, the Curriculum’s impact on staff recruitment and retention, along with feedback from headteachers, teachers and school-based staff on their experiences of the implementation process and the advantages and/or disadvantages of the new Curriculum for learners.                                                                         | that children and young people in Denbighshire realise their full potential in line with the Council’s Corporate Plan                                                                                                                                                                                                                             |                                          |                |
|         | <b>Cllr. Gill German</b>                         | 2. Additional Learning Needs (ALN) Transformation<br><br><b>(School staff to be invited to attend)</b><br><br><b>[Education]</b> | To analyse:<br>(i) the effectiveness of the funding provided to schools to meet the Act’s requirements;<br>(ii) progress made in recruiting and supporting Educational Psychologists;<br>(iii) school-based educational practitioners’ feedback on the resources and support provided to schools with a view to meeting the Act’s additional requirements; and<br>(iv) staff recruitment and retention matters relating to the implementation of the Act’s requirements.” | To reduce the risk of the Authority not complying with any of the requirements of the Act and to ensure that every pupil and student in the County is given the required support and opportunities to realise their full potential whilst ensuring that school-based staff are adequately supported and equipped to deliver the required support. | Geraint Davies/Ruth Thackray/Joseph Earl | July 2023      |
|         | <b>Cllr. Gill German &amp; Cllr. Emrys Wynne</b> | 3. Delivery of the Welsh in Education Strategic Plan (WESP) in the County’s Schools                                              | To report on the progress made to date in delivering the WESP in all of the county’s schools in line with the Welsh Government’s vision for Welsh language provision                                                                                                                                                                                                                                                                                                      | To ensure that all schools are appropriately resourced and supported to achieve their statutory targets in relation to the delivery of                                                                                                                                                                                                            | Geraint Davies/Marc Lloyd Jones/James    | September 2023 |

| Meeting     | Lead Member(s)             | Item (description / title)                                                                                  | Purpose of report                                                                                                                                                                                                                                          | Expected Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Author                                    | Date Entered        |
|-------------|----------------------------|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------|
|             | [Education]                |                                                                                                             |                                                                                                                                                                                                                                                            | Welsh-medium provision whilst also supporting all pupils to realise their full potential                                                                                                                                                                                                                                                                                                                                                                                                                   | Curran/Carwyn Edwards                     |                     |
|             | <b>Cllr. Gill German</b>   | 4. <i>Promoting School Attendance and Engagement in Education</i>                                           | <i>To detail the progress made in improving school attendance rates and educational engagement across the county's schools during the 2023/24 academic year in line with WG Guidance (report to include illustrative data and anonymised case studies)</i> | <i>Assurances that all possible steps are being taken to monitor pupils' engagement with education, including the provision of appropriate encouragement and support for vulnerable and hard to reach pupils to re-engage with their education and to help them understand the long-term implications of not engaging. All of which should support the county's pupils to reach their full potential and the Council to deliver its corporate priority relating to a learning and growing Denbighshire</i> | <i>Geraint Davies/Wayne Wheatley</i>      | <i>January 2024</i> |
| 28 November | <b>Cllr. Rhys Thomas</b>   | 1. Denbighshire's Housing and Homelessness Strategy Action Plan<br><br><i>(1st business item on agenda)</i> | To examine the progress made to date in delivering the revised Strategy and Action Plan approved by County Council in December 2020                                                                                                                        | The identification of actions that will support and ensure the delivery of the Council's Corporate Theme of quality housing that meets people's needs and ultimately the Corporate Plan.                                                                                                                                                                                                                                                                                                                   | Emlyn Jones/<br>Angela Loftus/Jane Abbott | September 2023      |
|             | <b>Cllr. Gwyneth Ellis</b> | 2. Council Performance Self-Assessment Update (July – Sept)                                                 | To present an update on the Council's performance against its functions, including Corporate Plan and Strategic Equality objectives                                                                                                                        | Identification of areas for improvement and potential future scrutiny                                                                                                                                                                                                                                                                                                                                                                                                                                      | <i>Helen Vaughan-Evans/Emma Horan</i>     | November 2023       |

| Meeting | Lead Member(s)                           | Item (description / title)                                                                                               | Purpose of report                                                                                                                                                                                                                                                                                                                                 | Expected Outcomes                                                                                                                                                                                                                                                                                                                                                                                       | Author                                                                                                              | Date Entered           |
|---------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------|
|         | <b>Cllr. Julie Matthews</b>              | 3. Corporate Risk Register: September 2024 Review                                                                        | To seek the Committee to review the risks facing the Council and the Council's risk appetite statement.                                                                                                                                                                                                                                           | Determination of whether the Committee is satisfied with risk management within the Council and is assured that all identified risks are appropriately managed.                                                                                                                                                                                                                                         | <i>Helen Vaughan-Evans/lolo McGregor/Heidi Barton-Price</i>                                                         | <i>November 2023</i>   |
|         | <b>Leader &amp; Cllr. Julie Matthews</b> | 4. Council processes and procedures for applying for high value grant funding (in the post-Brexit era)<br><br><i>TBC</i> | To examine current Council processes and procedures for applying for high value grant funding and maximising the benefits of all funding opportunities on offer (incl. any lessons learnt from recent Levelling Up & Shared Prosperity Fund applications with a view to improving our processes for any future funding that becomes available)    | Establishment of a simple, effective and easily adaptable funding application process which can be initiated immediately funding streams are announced to enable well-evidenced applications to be submitted within tight timescales, with a view to realising maximum benefit and impact for residents from each application submitted, and wherever possible mitigate the effects of budget pressures | Tony Ward/Gary Williams/E mlyn Jones/Hele n Vaughan-Evans (with input from Liz Grieve on learning from SPF funding) | By SCVCG November 2023 |
|         | <b>Cllr. Emrys Wynne</b>                 | 5. <i>Library Service/One Stop Shop Provision</i><br><br><i>(TBC – possibly early 2025)</i>                              | <i>To consider:</i><br><i>(i) the initial findings of the Working Group established to measure the impact of the reduction in Library/OSS opening hours on residents, communities, and the authority; and</i><br><i>(ii) alternative proposals or solutions under consideration for enhancing and/or expanding service delivery going forward</i> | <i>Formulation of recommendations on the best solutions for delivering a comprehensive citizen focussed service within the resources available for the future which supports the delivery of the Council's Corporate Plan</i>                                                                                                                                                                           | <i>Liz Grieve/Debbie Owen</i>                                                                                       | <i>January 2024</i>    |
|         |                                          |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                     |                        |

| Meeting      | Lead Member(s)    | Item (description / title)           | Purpose of report                                                                                                                                                                                  | Expected Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                        | Author                 | Date Entered |
|--------------|-------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------|
| January 2025 | Cllr. Emrys Wynne | 1. Library Service Standards 2023-24 | To consider the results of the WG's annual evaluation of the Council's Library Service and receive information on how the Service has progressed and adapted its service provision during the year | Identification of any slippages in performance in order to formulate recommendations to redress the situation and ensure that the Service delivers the Council's Corporate Plan and its corporate themes in relation to a learning & growing; healthier, happy and caring; better connected; fairer, safer and more equal Denbighshire; a Denbighshire of vibrant culture and thriving Welsh language as well as a well-run and high performing Council. | Liz Grieve/Debbie Owen | January 2024 |

**Future Issues**

| Item (description / title)                                                                                                                                                                                                                                                                   | Purpose of report                                                                                                                                                                                                                           | Expected Outcomes                                                                                                                                                                                                                                                                                                                                        | Author                                                                                      | Date Entered                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <p><i>Learner Travel Measure (Wales)</i></p> <p><b>[Education]</b></p> <p><b>TBC</b> – once outcome of WG Review available (review summer 2024 &amp; report considered by CET)</p>                                                                                                           | <p><i>To outline the conclusions of the recent Welsh Government consultation on the Measure and its implications for Denbighshire schools and pupils</i></p>                                                                                | <p><i>Identification of potential changes to the Council’s learner travel policy and any associated costs and budget implications</i></p>                                                                                                                                                                                                                | <p><i>Geraint Davies/Ian Land</i></p>                                                       | <p><i>January 2021 (rescheduled Sept 2022 &amp; Jan &amp; May 2023)</i></p> |
| <p>Denbigh Health and Social Care and the Rebalancing of Social Care Agenda <i>(now widened was Dolwen Residential Care Home (now to be considered as part of the future vision for health and social care services in the Denbigh area)</i></p> <p><i>Sometime during 2024/25 (tbc)</i></p> | <p>To review the future provision of services at Dolwen to meet the growing demand and complexity of need, whilst supporting people to live in a home that meets their needs and allows them to live an independent and resilient life.</p> | <p><i>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</i></p> | <p><i>Task and Finish Group/Ann Lloyd/Katie Newe</i></p>                                    | <p><i>July 2018 (delayed due to COVID-19)</i></p>                           |
| <p>Post 16 provision at Rhyl College (suggested for scrutiny during service challenge)</p> <p>Date tbc following the easing of COVID-19 restrictions</p>                                                                                                                                     | <p><i>To examine the post 16 provision at Rhyl College</i></p>                                                                                                                                                                              | <p><i>The development of an effective working relationship between the College and the Council to secure the delivery of courses required to support the delivery of the North Wales Growth Deal and improve the future prospects of the area’s students</i></p>                                                                                         | <p>Rhyl College (and invite Geraint Davies &amp; John Evans – post 16 officer from DCC)</p> | <p><i>By SCVCG July 2020</i></p>                                            |
|                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                          |                                                                                             |                                                                             |

Information/Consultation Reports

| Date                                                               | Item (description / title)                                                                 | Purpose of report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Author                         | Date Entered          |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------|
| <p><b>Feb/May/Sept/November each year</b></p> <p>[Information]</p> | <p>Quarterly 'Your Voice' complaints performance to include social services complaints</p> | <p>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:</p> <ul style="list-style-type: none"> <li>(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;</li> <li>(ii) how services encourage feedback and use it to redesign or change the way they deliver services; and</li> <li>(iii) details of complaints which have been upheld or partially upheld and the lessons learnt from them.</li> </ul> <p>Report to include example(s) of complaints and compliment(s) received.</p> <p><b>Consideration of the information provided will assist the Committee to determine whether any issues merit detailed scrutiny</b></p> | <p>Kevin Roberts/Ann Lloyd</p> | <p>September 2023</p> |
| <p><b>June/July 2024</b></p> <p>[Information]</p>                  | <p><i>Library Service Standards &amp; Performance 2023/24</i></p>                          | <p><i>To share the Service's draft performance statistics as submitted to the Welsh Government's Culture Division in accordance with the requirements of the Framework of the Welsh Public Library Standards (prior to the WG's assessment and production of its report on the Service, to be submitted to Committee in January 2025)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Liz Grieve/Debbie Owen</p>  | <p>January 2024</p>   |

**Note for officers – Committee Report Deadlines**



| Meeting  | Deadline       | Meeting | Deadline                   | Meeting | Deadline |
|----------|----------------|---------|----------------------------|---------|----------|
| 18 April | <b>4 April</b> | 6 June  | <b>22 May</b> (due to B/H) | 18 July | 4 July   |

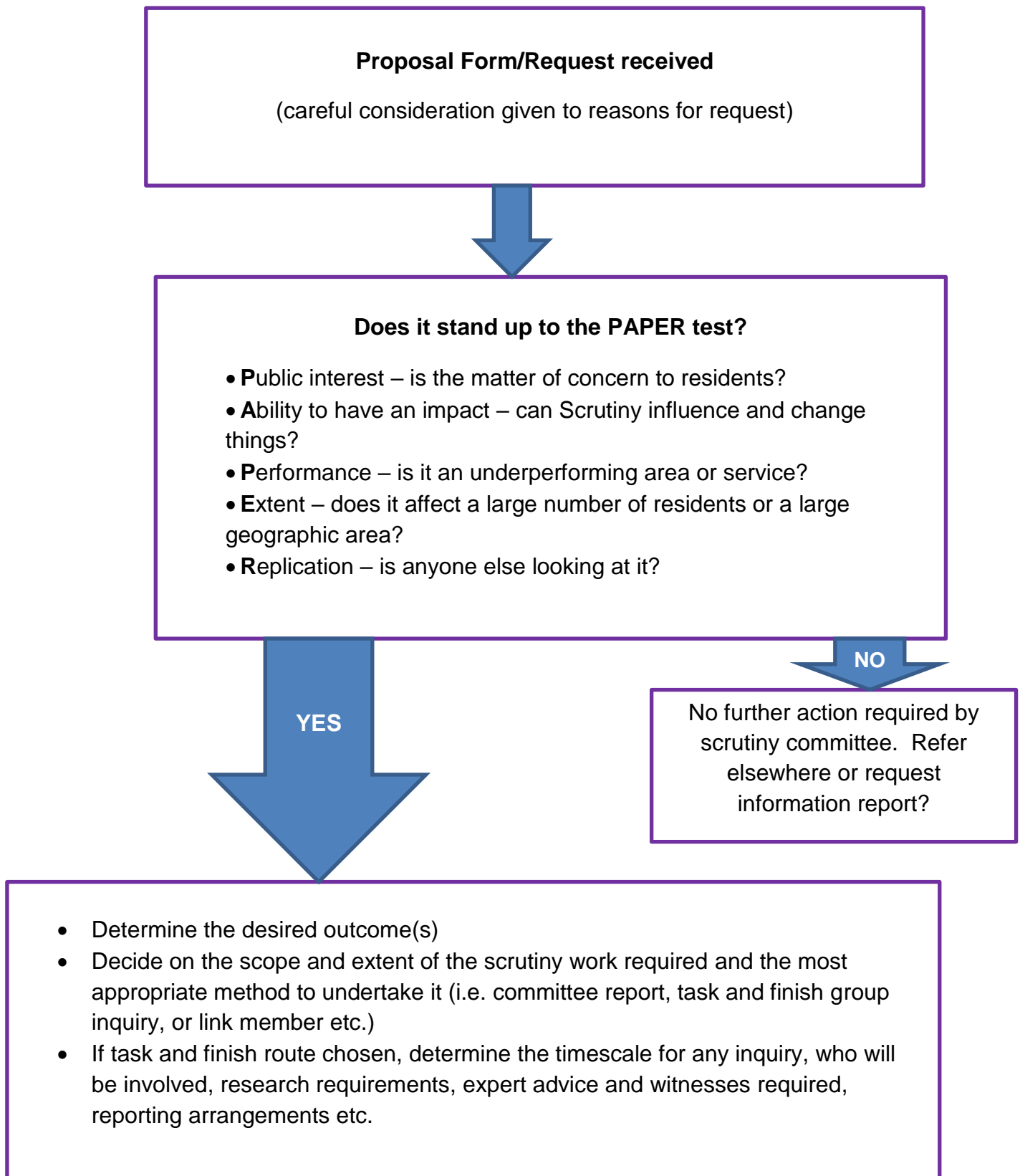
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| <b>Member Proposal Form for Scrutiny Forward Work Programme</b>                                                                                                                        |               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <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><br>(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><br>(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 themes?</b><br>(if 'yes' please state which theme(s))                                                                               | <b>YES/NO</b> |
| <b>To your knowledge is anyone else looking at this matter?</b><br>(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>19 March</b> | 1                          | Care Home Fee Setting 2024/25                            | To seek Cabinet approval for the Fee Structure 2024/25                                                                                     | Yes                                | Cllr Elen Heaton<br>Lead Officer/ Report Author<br>Nicola Stubbins/Ann Lloyd                  |
|                 | 2                          | Sustainable Communities for Learning – Rolling Programme | To approve the draft proposals for the next stage of the Sustainable Communities for Learning programme for submission to Welsh Government | Yes                                | Cllr Gill German<br>Lead Officer – Geraint Davies<br>Report Author – James Curran             |
|                 | 3                          | Finance Report                                           | To update Cabinet on the current financial position of the Council                                                                         | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Liz Thomas                                |
|                 | 4                          | Items from Scrutiny Committees                           | To consider any issues raised by Scrutiny for Cabinet’s attention                                                                          | Tbc                                | Lead Officer – Scrutiny Coordinators                                                          |
|                 |                            |                                                          |                                                                                                                                            |                                    |                                                                                               |
| <b>23 April</b> | 1                          | North East Wales Archive Project                         | To update Cabinet in respect of the NLHF application outcome, and to seek a decision re the next steps                                     | Yes                                | Cllr Emrys Wynne<br>Lead Officer – Liz Grieve<br>Report Author – Craig Berry/Sian Lloyd Price |
|                 | 2                          | Denbighshire’s draft Local Housing Market Assessment     | To seek Cabinet approval of the assessment for                                                                                             | Yes                                | Cllr Rhys Thomas<br>Lead Officer/Report Author –<br>Angela Loftus/Sue Lewis                   |

## Cabinet Forward Work Plan

| Meeting        | Item (description / title) |                                                             | Purpose of report                                                                                                        | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                                                                |
|----------------|----------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------|
|                |                            |                                                             | submission to Welsh Government                                                                                           |                                    |                                                                                                         |
|                | 3                          | Finance Report                                              | To update Cabinet on the current financial position of the Council                                                       | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Liz Thomas                                          |
|                | 4                          | Items from Scrutiny Committees                              | To consider any issues raised by Scrutiny for Cabinet's attention                                                        | Tbc                                | Lead Officer – Scrutiny Coordinators                                                                    |
|                |                            |                                                             |                                                                                                                          |                                    |                                                                                                         |
| <b>21 May</b>  | 1                          | Finance Report                                              | To update Cabinet on the current financial position of the Council                                                       | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Liz Thomas                                          |
|                | 2                          | Items from Scrutiny Committees                              | To consider any issues raised by Scrutiny for Cabinet's attention                                                        | Tbc                                | Lead Officer – Scrutiny Coordinators                                                                    |
|                |                            |                                                             |                                                                                                                          |                                    |                                                                                                         |
| <b>25 June</b> | 1                          | Council Performance Self-Assessment 2023 to 2024 (year end) | To consider a report by the Strategic Planning Team for Council to approve the Performance Self-Assessment 2023 to 2024. | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author –<br>Helen Vaughan-Evans, Iolo<br>McGregor, Emma Horan |

## Cabinet Forward Work Plan

| Meeting        | Item (description / title) |                                                                                                       | Purpose of report                                                                                                                | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                       |
|----------------|----------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------|
|                | 2                          | Reviewed and updated Denbighshire County Council's Climate and Ecological Change Strategy (2021-2030) | To present the reviewed and updated Climate and Ecological Change strategy document for Council to decide on whether to adopt it | Yes                                | Cllr Barry Mellor / Liz Wilcox-Jones / Helen Vaughan-Evans     |
|                | 3                          | Finance Report                                                                                        | To update Cabinet on the current financial position of the Council                                                               | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Liz Thomas |
|                | 4                          | Items from Scrutiny Committees                                                                        | To consider any issues raised by Scrutiny for Cabinet's attention                                                                | Tbc                                | Lead Officer – Scrutiny Coordinators                           |
|                |                            |                                                                                                       |                                                                                                                                  |                                    |                                                                |
| <b>30 July</b> | 1                          | Finance Report                                                                                        | To update Cabinet on the current financial position of the Council                                                               | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Liz Thomas |
|                | 2                          | Items from Scrutiny Committees                                                                        | To consider any issues raised by Scrutiny for Cabinet's attention                                                                | Tbc                                | Lead Officer – Scrutiny Coordinators                           |
|                |                            |                                                                                                       |                                                                                                                                  |                                    |                                                                |
| <b>24 Sept</b> | 1                          | Finance Report                                                                                        | To update Cabinet on the current financial position of the Council                                                               | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Liz Thomas |

**Cabinet Forward Work Plan**

| Meeting       | Item (description / title) |                                | Purpose of report                                                  | Cabinet Decision required (yes/no) | Author – Lead member and contact officer                       |
|---------------|----------------------------|--------------------------------|--------------------------------------------------------------------|------------------------------------|----------------------------------------------------------------|
|               | 2                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet’s attention  | Tbc                                | Lead Officer – Scrutiny Coordinators                           |
|               |                            |                                |                                                                    |                                    |                                                                |
| <b>22 Oct</b> | 1                          | Finance Report                 | To update Cabinet on the current financial position of the Council | Tbc                                | Cllr Gwyneth Ellis<br>Lead Officer/Report Author<br>Liz Thomas |
|               | 2                          | Items from Scrutiny Committees | To consider any issues raised by Scrutiny for Cabinet’s attention  | Tbc                                | Lead Officer – Scrutiny Coordinators                           |
|               |                            |                                |                                                                    |                                    |                                                                |

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**FUTURE ITEMS**

|               |                                                                       |                                                                                                                              |                                                                                                         |
|---------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| <b>19 Nov</b> | Council Performance Self-Assessment Update – July to September (QPR2) | To consider a report by the Strategic Planning Team for Council to approve the Performance Self-Assessment July to September | Cllr Gwyneth Ellis<br>Lead Officer/Report Author –<br>Helen Vaughan-Evans, Iolo<br>McGregor, Emma Horan |
|---------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|

Note for officers – Cabinet Report Deadlines

| Meeting | Deadline | Meeting | Deadline | Meeting | Deadline |
|---------|----------|---------|----------|---------|----------|
|         |          |         |          |         |          |



**Cabinet Forward Work Plan**

|                 |                       |                 |                       |               |                     |
|-----------------|-----------------------|-----------------|-----------------------|---------------|---------------------|
| <i>19 March</i> | <b><i>5 March</i></b> | <i>23 April</i> | <b><i>9 April</i></b> | <i>21 May</i> | <b><i>7 May</i></b> |
|-----------------|-----------------------|-----------------|-----------------------|---------------|---------------------|

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## Progress with Committee Resolutions

| Date of Meeting | Item number and title                                    | Resolution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Progress                                                                                                                                                                                                                                                                                                                                                           |
|-----------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25 January 2024 | 5. Promote School Attendance and Engagement in Education | <p><b><u>Resolved:</u></b> <i>subject to the above observations to –</i></p> <p><i>(i) receive the report along with the information imparted during the course of the meeting and acknowledge the efforts made to date to promote school attendance and pupils' engagement in education; and</i></p> <p><i>(ii) request that a further report be presented to members in September 2024 detailing the progress made in improving school attendance rates and educational engagement across the county's schools during the 2023/24 academic year in line with Welsh Government Guidance.</i></p> | Lead Member and officers notified of the Committee's recommendations. The requested progress report has been scheduled into the Committee's forward work programme for its meeting on 26 September 2024 (see Appendix 1 attached)                                                                                                                                  |
|                 | 6. Library Service Standards and Performance             | <p><b><u>Resolved:</u></b> <i>subject to the above comments –</i></p> <p><i>(i) to endorse and acknowledge the Library Service's performance against the 6<sup>th</sup> Framework of Welsh Public Library Standards;</i></p> <p><i>(ii) to request an 'Information Report' in mid-2024 detailing the Service's draft performance statistics as submitted to the Welsh Government's Culture Division in accordance with the requirements of the Framework, prior to receiving the 2023/24 Annual Assessment</i></p>                                                                                | Lead Member and officers informed of the Committee's recommendations. The requested information report is listed under the 'Information/Consultation Reports' section on the Committee's forward work programme (Appendix 1 attached) for circulation to members during June/July 2024. The Working Group's initial findings are currently provisionally scheduled |

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|  |  | <p><i>Report against the Standards in January 2025; and</i></p> <p><i>(iii) that the initial findings of the Working Group established to measure the impact of the reduction in Library/One Stop Shop opening hours and explore alternative proposals or solutions to enhance or expand service delivery going forward, be presented to the Committee in late 2024.</i></p> | <p>for presentation to the Committee at its November 2024 meeting with the next annual report on Library Service Standards and Performance listed for January 2025 (see Appendix 1 attached)</p> |
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