

## **PERFORMANCE SCRUTINY COMMITTEE**

Minutes of a meeting of the Performance Scrutiny Committee held in Conference Room 1a, County Hall, Ruthin on Thursday, 18 October 2012 at 9.30 am.

### **PRESENT**

Councillors Ian Armstrong, Meirick Davies, Richard Davies, Huw Hilditch-Roberts, Colin Hughes (Chair), Peter Owen, Dewi Owens, Arwel Roberts (Vice-Chair) and Gareth Sandilands and Co-opted Members G. Greenland, D. Houghton and Dr D. Marjoram.

Councillors J. Butterfield, J. Chamberlain-Jones, M.L. Holland, G.M. Kensler and E.W. Williams attended as Observers.

### **ALSO PRESENT**

Corporate Director: Economic and Community Ambition (RM), Head of Customers and Education Support (JW), Head of Internal Audit (IB), Head of Planning, Regeneration and Regulatory Services (GB), School Effectiveness Performance Officer: Secondary (JM), School Effectiveness Performance Officer: Primary (GB), Corporate Improvement Manager (TW), Planning and Resources Manager (CW), Corporate Complaints Officer (SG), Development Control Manager (PM), Democratic Services Manager (SP), Democratic Services Officer (RH) and Administrative Officer (CIW).

#### **1 APOLOGIES**

Apologies for absence were received from Councillors Ms C. Burgess and Geraint Lloyd-Williams

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

No personal or prejudicial interests were declared.

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

In accordance with the requirements of Section 100B(4) of the Local Government Act 1972, the Chair declared that he intended to include for discussion the following matter requiring urgent attention under Part II:-

Performance Scrutiny Committee representation on Service Performance Challenges - The Chair explained that he and Councillor A. Roberts would be unable to attend the Service Challenge for Education and Education Support meeting to be held on the 24<sup>th</sup> October, 2012 in County Hall, Ruthin. Councillor M.L. Davies agreed to attend the meeting and represent the Performance Scrutiny Committee in the absence of Councillor C.L. Hughes.

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

(i) The Minutes of a meeting of the Performance Scrutiny Committee held on Thursday, 6<sup>th</sup> September, 2012 were submitted.

Matters arising:-

Transformation of Post 16 Education – In reply to a question from Dr D. Marjoram regarding the receipt of a response relating to research into whether young people with disabilities or Asperger's Syndrome were being disadvantaged in the system, the Democratic Services Officer agreed to investigate the matter and provide a response for Dr Marjoram.

**RESOLVED** – *that the Minutes be received and approved as a correct record.*

(ii) The Minutes of a special meeting of the Performance Scrutiny Committee held on Thursday, 20<sup>th</sup> September, 2012 were submitted.

Matters arising:-

4. Corporate Plan – The Democratic Services Officer agreed to ensure that Councillor D. Owens received a copy of the Cefndy Enterprises Business Plan.

**RESOLVED** – *that the Minutes be received and approved as a correct record.*

## **5 REVIEW OF FOUNDATION PHASE PROVISION AND OUTCOMES OF FOUNDATION PHASE DATA, KS 2 AND KS 3 ASSESSMENTS**

A copy of a report by the Corporate Director: Communities, which outlined the findings of the Foundation Phase and the provisional exam and teacher assessment results, had been circulated with the papers for the meeting.

The report detailed the performance of schools at all key stages and outlined provisional external examinations results at Key Stage 4 and post 16. An analysis of results would be provided when verified and benchmarked information made available in December.

The School Effectiveness Performance Officer: Primary summarised the following areas of the report:-

Foundation Phase – A more rigorous moderation process for Foundation Phase Outcomes had been adopted across all schools to ensure procedures were reliable and robust. The previous methods of assessing the progress of children between Foundation Phase Outcomes and the previous KS1 Assessments had been indicative and not absolute. Denbighshire was now ranked eleventh Wales, compared to eighteenth in the previous year, which compared favorably with the ranked free school meal position. Detailed results had been included in Appendix 1.

Key Stage 2 Teacher Assessment Results – At the end of KS2 year 6 pupils had been expected to achieve a Teacher Assessment Level of 4. Although

Denbighshire's ranking of 12<sup>th</sup> had compared favorably with the free school meal ranked position, it had been disappointing as it had been the Authority's aspiration for all key indicators to be in the top ten performing Authorities in Wales. Details of results had been included in Appendix 2.

The School Effectiveness Performance Officer: Secondary summarised the following areas of the report:-

Key Stage 3 Teacher Assessment Results – Performance at KS3 had improved with all core subjects having made significant improvements. The improvement rate had been below many other Local Authorities. However Denbighshire had moved from 13<sup>th</sup> to 17<sup>th</sup> in Wales. Detailed results had been included in Appendix 3.

Key Stage 4 External Examinations – Detailed results included in Appendix 3. All secondary schools have improved in the Level 1 and Level 2 thresholds. However two schools had dipped in performance. The national trend in attainment in English and Mathematics had declined with Post 16 having remained static. Key stage 4 results were provisional and the Welsh Government would provide Local Authorities and schools with detailed valued added data in the Core Data Sets. Details of the percentage of pupils achieving the Level 2 including English, Welsh and Maths, and Level 3 threshold results had been included in Appendix 3.

Level 3 threshold results (A Level and vocational equivalent) - The percentage of candidates achieving the Level 3 Threshold had improved from 97% in 2011 to 98% in 2012. Appendix 3 included detailed results.

It was confirmed that modernising the education service to achieve a high level of performance was one of the Authority's Corporate priorities, and the raising of attainment at all key stages, particularly Key Stage 4, was a key objective.

The support for schools in Literacy and Numeracy would be provided regionally from April 2013. Challenge and support for Headteachers and management in schools would be provided on a regional basis from April, 2013 by System Leaders. Education Officers would monitor and assess the quality of the regional support when the new systems and structures were in place In April, 2013. Officers working for the region would strengthen the moderation process for KS3 Teacher Assessments and this would improve the quality of external moderation and ensure continuity and parity of Teacher Assessments across North Wales. Members were informed that uncertainty remained regarding the continued 14-19 Learning Pathways Grant and ESF 'Potensial' funding after 2014.

The School Effectiveness Performance Officer: Primary responded to questions from Ms G. Greenland. She explained that a consultation paper would be circulated which would include radical proposals in respect of the Foundation Phase and assist in providing clearer guidance to schools. It was also confirmed that Family Link Workers would be utilised to address the reduction in the number of Health Visitors.

In reply to questions from Councillor J. Butterfield, it was confirmed that the consultation paper, which would be a radical revision of the provisions of support, would be circulated to all stake holders involved in the foundation Phase. The School Effectiveness Performance Officer: Secondary provided details of the Teacher Assessments KS3 and Provisional Examination Results in respect of Rhyl High School and outlined the steps being implemented to address and improve the figures. He explained that the discrepancy in reading level assessments between primary schools and high schools were related to a fluctuation in Teacher Assessments, and it was confirmed that records pertaining to the academic achievements of children under the umbrella of corporate parenting were available.

Councillor E.W. Williams expressed caution regarding the Foundation Results presented by some Local Authorities and expressed the view that Denbighshire had been very robust in the analysis of its Foundation Phase results. The School Effectiveness Performance Officer: Primary stressed the importance of the need for rigorous assessment, uniformity and regional moderation.

During the ensuing discussion, the officers provided the following responses to questions and issues raised by Members:-

Performance was down due to fluctuation

- Confirmation was provided that performance was down due to a fluctuation in results at St Brigid's, Denbigh and Ysgol Dinas Bran but this had not been a matter for concern.
- Details of the process for assessing children from feeder schools, and the impact on the High School assessments, were outlined. Members were informed that a robust transition process was in operation and liaison strategies between Primary and High schools were in place.
- Dr D. Marjoram expressed her appreciation to the officers for the inclusion of Special Schools in the report.
- Confirmation was provided that data was available to enable Primary Schools to track the progress of pupils following their transition to the High School. The School Effectiveness Performance Officer: Primary highlighted the importance of ensuring the effective transition of pupils and the ability to monitor their progress.
- The School Effectiveness Performance Officer: Secondary referred to the success achieved by Ysgol Plas Bron Dyffryn, Denbigh and confirmed that the results achieved would be shared with other Local Authorities.
- It was explained that the blank spaces under the heading of Welsh in the KS3 Teacher Assessment Results related to schools which taught Welsh as first or second language. Details of the assessment options were outlined by the officers.
- The Chair made reference to KS4 results at Denbigh High School. The School Effectiveness Performance Officer: Secondary confirmed that the results achieved in English and Welsh had been favourable.
- The School Effectiveness Performance Officer: Secondary responded to a question from the Chair relating to Banding. He explained that it was anticipated that Denbighshire High Schools would be in Bands 2 and 3 with none in Bands 4 and 5.

Councillor A. Roberts referred to the School Standards Committee and confirmed that Ysgol Y Castell, Rhuddlan had shown signs of improvement. He explained that Clocaenog C.P. School had achieved exceptional results. However, concern had been expressed that pupils learning Welsh at the school were disadvantaged when assessed through the medium of Welsh, particularly children from a none Welsh speaking background, and this also reflected in the Schools core attainment figures. Councillor E.W. Williams endorsed the views expressed and felt that allowances should be made under such circumstances.

**RESOLVED** – that:-

*(a) the Performance Scrutiny Committee receives the report, and  
(b) the views and comments of Members on the performance of schools against previous performance and the external benchmarks be noted.*

## **6 DENBIGHSHIRE SCHOOL FUNDING FORMULA REVIEW**

A copy of a report by the Planning and Resources Manager, which detailed the consultation proposals for the new Denbighshire School Funding Formula in mainstream and special schools, had been circulated with the papers for the meeting.

The Planning and Resources Manager introduced the report which detailed proposals for the new funding framework and outlined the potential areas of operational and financial risk. Appendix 1, consultation document, had been issued to Schools on the 1<sup>st</sup> October, 2012 outlining detailed proposals for a new funding framework for Denbighshire. The most significant change related to the categorisation of funding allocations, the proposed new formula being based on the identification of the actual cost drivers within the schools which had been split across seven strategic activity elements. The significance of pupil lead funding, under the heading curriculum, was highlighted. Draft proposals were subject to change pending the outcomes from the consultation pending implementation in April, 2013.

A confidential document, Appendix 2, provided an initial risk analysis of all schools showing the movement in the budget and the current level of balances. Consultation meetings would be held with each school to discuss the implications within their own delegated budget, and the analysis remained subjective until the full detailed discussions had taken place. It was explained that any issues raised must be submitted through the formal consultation process. A management fact sheet, Appendix 3, provided a comparison between the old and new formulas, and provided support for Members in addressing some of the key issues if they arose.

Concern was expressed by the Co-opted Members that they had not received copies of Appendix 2. The Planning and Resources Manager explained that Appendix 2 was a working document based on predictions which were subject to change. It was agreed that an updated version of Appendix 2 be circulated to Co-opted Members.

The outcome from the review would change the distribution of school funding to allow schools to think differently about how they managed their delegated funding, and this would support the priority of Modernising Education. There would be no additional costs as the Funding Formula would provide a means of distributing the total school quantum to each individual school. This would remain the same regardless of the outcome of the review but may result in funding being realigned differently across schools. Consultation had been undertaken with Head Teachers, Governors, Trade Unions, Education Officers and Elected Members.

The need to ensure funding was distributed fairly and equitable to all schools was emphasised. It would be important to consider the wider issues regarding any schools lose of funding, as balances and expenditure plans would play a vital role in assessing whether or not the loss of funding would have an underlying impact on the delivery of education.

The following responses to questions and issues raised by Members were provided by the officers:-

- Concerns were raised regarding the number of schools indicated as red in the funding formula. The main purpose of the funding formula review had been to realign funding in relation to need requirements. It was confirmed that red did not necessarily indicate a high risk area and in some instances included schools currently receiving officer assistance.

- With regard to the differential between Primary and High school funding allocations. Sector funded had been examined on a national basis and appeared to be balanced and in line with the national approach. The Planning and Resources Manager confirmed that she would liaise with the respective Education Officers to obtain an educational perspective of the issues and concerns raised.

- In reply to concern regarding the number of categories of schools, it was explained that following strong robust feedback received following consultation it was anticipated that the Welsh category would change significantly with funding being based on assessments rather than categories.

- Reference was made regarding the allocation of Deprivation Grants. Confirmation was provided that consideration had been afforded to Local Authorities being funded separately by specific grant for the pupil deprivation grant. Members were informed that the free school meals indicator had been included to meet the requirements of the school funding regulation which stipulated the need for a driver for social deprivation. Details of the match funding provision were outlined to the Committee.

- Members were informed that the class size regulation related to schools which had already accessed funding and new schools entering the system. The criteria pertaining to schools affected by the June time limit were outlined for Members.

- Dr D. Marjoram referred to the Foundation Phase and the Welsh Government requirement for ratio of support to pupils which had resulted in a reduction in

support for Special Schools. It was explained that there had been an indication that the previous funding criteria had appeared favourable. However, issues raised in respect of this matter would receive further consideration. With regard to the Banding of Special Schools, it was confirmed the pupil amount would be the balancing item. However, both Special Schools would be presenting alternative ways of addressing the issue. An outline of the difficulties in obtaining and distributing funding provision was highlighted by the Planning and Resources Manager who confirmed that a baseline budget set would be produced to indicate the funding required to deliver statutory functions. She also indicated that first language Welsh pupils, and charges for out of County pupils, would not be affected.

- Details relating to funding allocations in respect of federated and amalgamated schools were provided and the Planning and Resources Manager explained that were treated separately and could reserve more funding than amalgamated schools under the formula.

- Councillor A. Roberts expressed concern about possible imbalances of funding arrangements on Welsh Medium schools. It was explained that the figures provided comparisons between the old and new formula and did not give an indication of the actual budget or expenditure costs within the respective schools. Class size funding had been encompassed in a separate policy which afforded schools the opportunity to apply for funding against the scheme outside of the formula. The Planning and Resources Manager confirmed that changes in the Welsh Medium Schools were not related to the changes to the Welsh funding. However, she provided confirmation that the Welsh aspect of funding would be assessed on outcomes at the end of the respective Key Stage and not based on the categories of the Schools.

- The Planning and Resources Manager provided confirmation that school funding allocations would be protected. She referred to the Council's policy on the proceeds from the sale of surplus assets, such as Rhualt School, being allocated to the corporate priorities and any funding requirements be applied for on a priority basis.

- It was explained that the figures provided had been based on data from the previous year. It was confirmed that data was not yet available to produce next years budget figures. However, they would include predicted role numbers.

- In reply to a question from Councillor M.LI. Davies regarding the robust nature of the resolution in the report, it was confirmed that the document was in draft and subject to consultation. The Head of Customers and Education Support referred to the tight timescales relating to the circulation of budgets to schools and confirmed that a progress report could be submitted to the November, 2012 meeting of the Scrutiny Committee.

Following further discussion, it was:-

**RESOLVED** – that Performance Scrutiny Committee:-

- (a) receives the report and confirms recognition of the implications of the changes to the Formula for the funding framework.*
- (b) approves the methodology against each element of the Formula Review, and*
- (c) agrees that the officers undertake a review of the funding framework and submit a further progress report to the November, 2012 meeting of the Performance Scrutiny Committee.*

## **7 PLANNING COMPLIANCE UPDATE**

A copy of a report by the Head of Planning, Regeneration and Regulatory Services, which outlined the legal and other resources available to the Planning Enforcement Team and its performance in service delivery, had been circulated with the papers for the meeting.

The report detailed how the statutory function of Planning Compliance was undertaken by the Council. It outlined the work of the Planning Compliance team in dealing with potential breaches of planning control, the Council's role within the wider Regeneration Enforcement Group, the current higher level priorities for the team and explained how some of the lower level work could be dealt with. Reference was made to the importance and effectiveness of collaborative working between the various service areas and Directorates.

The Development Control Manager provided a summary of the key issues and areas of the report which included:-

- An outline of the Town and Country Planning system in Wales which regulates the use and development of all land and buildings.
- The range of enforcement powers Under Part VII of the Town and Country Planning Act 1990, Local Planning Authorities.
- The Welsh Government quick guide leaflet, included as Appendix 1, which explained Planning Enforcement.
- A summary of the current Denbighshire Planning Compliance Function.
- A copy of the draft Denbighshire Planning Compliance Policy and Procedure document, Appendix 2, which set out how the team deal with complaints.
- The scoring matrix to highlight priority problem sites.
- The Project Proposal document relating to the on-going restructure of the Compliance function having been included as Appendix 3.
- A list of Planning Compliance issues categorised as high and low level having been included as Appendix 4.
- An outline of the accepted performance measure for dealing with planning complaints.
- The creation of more focused indicators around the monitoring of s.106 legal agreements, tackling problem sites and buildings, including eyesore sites, and dealing with planning compliance cases flagged up by Town and Community Council's.

It was confirmed that there were risks associated with failing to provide a coordinated and robust Planning Compliance function. It was suggested that a



more focused approach to all regulatory functions would serve to improve the performance in this area.

In reply to a question from Councillor M.LI. Davies, it was confirmed that information pertaining to the nature of complaints, property names and address was currently available on a data base monitored by the Department. It was explained that issues relating to the ownership of properties which were the subject of complaints was being examined. The Head of Planning, Regeneration and Regulatory Services referred to the role of the Planning Enforcement officers in the holistic approach to addressing problem sites. He referred to the restructuring process of the service and the need to provide a focus in respect of the core planning enforcement function, to include a small multi function approach.

The Development Control Manager responded to a question from Councillor G. Sandilands regarding the monitoring of Section 106 Agreements, a core planning enforcement function. He summarised the process adopted by Denbighshire and referred to page 97, Planning Compliance Workload Priorities, High Level Work, which set out the list of Planning Compliance workload priorities.

The officer provided the following responses to questions and issues raised by Members:-

- The process of street naming and numbering was now a function of the Business, Planning and Performance Team.
- It was confirmed that officers on site becoming aware of problems unrelated to their specific service would, due to the culture of the service, report the matter to the relevant service.
- In reply to concerns raised by Councillor A. Roberts regarding issues pertaining to planning matters in Rhuddlan, the Development Control Manager outlined the background and current situation regarding the Bryn Cwybr site and agreed to provide an update to Councillor Roberts on receipt of further information. With regard to the development site near Marsh Road, Rhuddlan, it was explained that this issue could be best addressed by the officers in the Regeneration Service by encouraging developers to invest in the area.

During the ensuing discussion, Councillor M.LI. Davies thanked the Enforcement Officers for the work undertaken.

**RESOLVED** – *that Performance Scrutiny Committee receives and notes the contents of the report and officers acknowledged Members comments.*

## **8 PERFORMANCE STANDARDS REVEALED THROUGH THE COMPLAINTS PROCESS**

A copy of a report by the Corporate Complaints Officer, which presented an analysis of the feedback received via Denbighshire feedback policy 'Your Voice' for Quarter 1 of 2012/13, and highlighted areas of work currently being undertaken to improve performance, had been circulated with the papers for the meeting.

The report provided information regarding any performance issues identified by 'Your Voice', and recommendations to address the identified areas. The Corporate Complaints Officer referred to Appendix A, 'Your Voice' information, which detailed 'Your Voice' reporting times, performance measures and complaints response timescales. Appendix B, 'Your Voice' Quarter 1 2012/2013 data, detailed the overall complaint response times, response times according to stage, compliments received and complaint categories and highlighted the following key issues:-

Highlights:-

- The inclusion of statistics relating to the Council's overall response times to complaints according to the 'Your Voice' timescales.

Complaint response times:-

- Greater emphasis had been placed on monitoring service response times to complaints.
- Services had been reminded how to use the corporate system for recording and updating complaints.
- A noticeable improvement in the overall performance of the Council in responding to complaints within the 'Your Voice' timescales.
- Both Housing Services and Social Services having shown an improvement from previous quarters.
- An anticipation that the upward trend would continue for all services.
- Despite an 18% increase in the overall number of recorded complaints received in Quarter 1, the volumes had remained relatively low.
- Only half of the service areas had been able to respond to 100% of complaints within the relevant timescale.

Improving performance:-

- The need to improve how complaints were handled and to respond to at least 95% of complaints within the stated timescales. Two generic standards be adopted across the Authority.
- Two generic standards be adopted across the Authority.
- The need to demonstrate that the Council listens its customers and changes things for the better based on what they are told.
- Complaints be handled within timescale.
- Service improvements to be made as a result of customer feedback.

Weekly Service reports:-

- A weekly report to be circulated to officers responsible for coordinating responses to complaints in the services. Officers to be provided with information to assist them in managing the complaints more effectively, and to prevent timescales being missed.

Presentation at Middle Managers Conference:-

- A presentation be given to all 'Middle Managers' to raise the profile of 'Your Voice' and focus attention on enhancing the customer experience.

Focus on the customer:-

- A 'pre-complaint' feedback element be introduced into 'Your Voice' to encourage dialogue and interaction with the Council's customers to demonstrate that the Council listens and responds to feedback.

Recognise good performance:-

- The need to encourage and recognise the wider context of 'Your Voice' which references compliments under the banner of 'Feedback'. An analysis of the compliments received could be utilised to identify best practice and then applied to other areas or services within the Council.

The Corporate Complaints Officer provided a brief summary of the outcome of the Middle Management Conference held on the 17<sup>th</sup> October, 2012. He explained that the focus had now moved to how the customer interacts and communicates with the Council, and confirmed that the Council's policy in respect of this issue had been reviewed.

In reply to concerns raised by Councillor M.L.I. Davies, and endorsed by Councillor M.L. Holland, it was agreed that written responses be provided to document complaints received. The Head of Customers and Education Support referred to the necessity for a cultural change within the Authority and the need to redesign services, through the examination of the trends of complaints received, in order to change how the Council delivers its services to the customer. She also referred to work undertaken in respect of the service standards for the customer, the new website and the review of the CRM system to address the problems being experienced by both the public and officers. The review had been identified as a corporate priority and an outline of the work involved was provided which included a complete review of the complaint handling system. The Head of Customers and Education Support explained that the issue of the provision of translations would be examined from a customer perspective. She explained that it would be important to ensure that complaints received in Welsh also received responses in Welsh.

**RESOLVED** – that Performance Scrutiny Committee:-

- (a) receives the report and notes the suggestions made about improving Council performance through effective complaints handling, and
- (b) officers note the suggestions made.

## **9 ANNUAL PERFORMANCE REVIEW REPORT 2011/12**

A copy of a report by the Corporate Improvement Team Manager, which provided information regarding the key areas of performance for the Council, and would enable the Scrutiny Committee to carry out its performance management function, had been circulated with the papers for the meeting.

The Corporate Improvement Team Manager introduced the Annual Performance Report which had been discussed at Council on the 9<sup>th</sup> October, 2012. The Corporate Plan 2009-12 set the strategic direction for the Authority and the publication of the annual Corporate Plan Delivery Document for 2011-12 outlined how it intended to contribute to the delivery of its Corporate Plan during that financial year. Each Council service produced a service plan for 2011-12 to

describe how it intended to contribute to the delivery of agreed outcomes for the communities of Denbighshire. The Annual Performance report provided a retrospective evaluation of the Council's success in delivering against the plans during 2011-12, and an indication as to whether the Council had successfully fulfilled its obligation to make arrangements to secure continuous improvement.

The Committee were informed that the next round of Service Performance Challenges had commenced and the opportunity would be available for Members to consider issues in that forum prior to consideration of their inclusion on the Committee's Forward Work Programme.

The Annual Performance Review, which had been developed by the Corporate Improvement Team in consultation with other Council services, evaluated the Council's performance in relation to the key indicators and performance measures, and indicated how the corporate priorities had impacted locally within the six areas of Denbighshire. The performance information had been drawn from the Ffynnon performance management system and the draft document discussed by CET and circulated to SLT for comment. The Wales Audit Office had provided feedback on whether the report was likely to enable the Council to meet the statutory requirements of the Local Government (Wales) Measure 2009. Details of the consultations undertaken had been included in the report. However, it was confirmed that an Equality Impact Assessment had not been undertaken in respect of this report.

The Chair referred to the significance of the Town Plans. The Corporate Director: Economic and Community Ambition explained that a method of monitoring the progress of the Town Plans was currently being developed, particular reference being made to the priorities identified in Plans. She confirmed that the contents of the Town Plans, which were working documents, would be reviewed by the Town and Community Councils, Member Area Groups and Local Members and progress reports would be presented to the Scrutiny Committee.

**RESOLVED** – that Performance Scrutiny Committee receive the report and note Members and officers comments.

## 10 SCRUTINY WORK PROGRAMME

A copy of a report by the Democratic Services Officer, which requested the Committee to review and agree its Forward Work Programme and provided an update on relevant issues, had been circulated with the papers for the meeting. A copy of the Cabinet Forward Work Programme had been included as Appendix 2 to the report.

Welsh Audit Office Corporate Improvement Assessment - Following the receipt of a request from the Corporate Improvement Manager to consider the latest Improvement Assessment Letter issued by the Welsh Audit Office on 17th September, 2012, Member agreed that this item be included in the Committee's Forward Work Programme for consideration at the meeting on the 29th November, 2012.

Performance Scrutiny Committee representation on Service Performance Challenges - Members agreed that Councillor D. Owens replace Councillor W.L. Cowie, who was no longer a Member of the Performance Scrutiny Committee, at the Service Performance Challenge meeting for Legal and Democratic Services, to be held on the 17th October, 2012.

The Committee considered its draft work programme for future meetings, as detailed in Appendix 1, and the following amendments and additions were agreed:-

29<sup>th</sup> November, 2012:-

- Denbighshire School Funding Formula Review (Information Report).
- Wales Audit Office Corporate Improvement Assessment.

21<sup>st</sup> February, 2013:-

- CSSIW Annual Council Performance Evaluation Report.

The Corporate Improvement Manager referred to the reports pertaining to the Corporate Plan 2012/2013 - Quarter 2 scheduled for January, 2013, and Quarter 3 Scheduled for April, 2013. Members agreed that a base line report be submitted in February, 2013.

***RESOLVED*** – that, subject to the above amendments and agreements, the Future Forward Work Programme as set out in Appendix 1 to the report be approved.

Meeting ended at 12.55 p.m.