

<b>SUBJECT:</b>	<b>Kerbcraft Update and Independent Report Feedback</b>
<b>MEETING:</b>	<b>Cabinet</b>
<b>DATE:</b>	<b>7<sup>th</sup> June 2018</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>all</b>

## **NON-PUBLICATION**

There is a report on the independent investigation that is considered exempt (i.e. non publication) by virtue of **Local Government Act, Schedule 12A, Part 4 APPENDIX 1;**

### **Paragraph 12: Information relating to a particular individual**

**Paragraph 15: Information relating to any consultation or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.**

## **PURPOSE:**

This report provides an update on the performance of the kerbcraft scheme as required in the action plan adopted by Council on the 20<sup>th</sup> March 2017. It also summarises the findings of an independent report commissioned into the findings of the WAO report into the kerbcraft scheme reported to Council on the 20<sup>th</sup> March 2017.

## **1. RECOMMENDATIONS:**

- 1.1 That Cabinet receive the latest performance report (as previously submitted to CYP select committee on the 17<sup>th</sup> May 2018) and confirm that future performance reports be presented solely to CYP select committee.
- 1.2 That members receive a confidential summary of the independent report into various aspects of the WAO investigation into kerbcraft (reported to Council in March 2017) and the recommendations arising from the independent investigation.

## **2. KEY ISSUES:**

- 2.1 Members will be familiar with the WAO report into the provision of the kerbcraft service by Monmouthshire County Council on behalf of Welsh Government.  
Below is a link to the report presented by WAO to Council on the 20<sup>th</sup> March 2017 along with the action plan adopted by Council at that time.

<file:///C:/Users/Hoggins.r/Downloads/Wales%20Audit%20Office%20Report%20on%20Safeguarding%20within%20the%20Kerbcraft%20Scheme%20in%20Monmouthshire%20County%20Council.pdf>

- 2.2 The action plan required the authority to review its procedures, particularly in relation to record keeping and safeguarding, and to report every half year to cabinet, audit committee and CYP select committee on performance.
- 2.3 A further report was submitted to Cabinet on the 5<sup>th</sup> July 2017 to approve new procedures in accordance with the action plan.
- 2.4 Subsequently monitoring/performance reports have been submitted to Cabinet, Audit Committee and CYP Select Committee, the latest having been presented to CYP Select Committee on 17<sup>th</sup> May 2018. A link is provided below:  
<file:///C:/Users/Hoggins.r/Downloads/Kerbcraft%20Update.pdf>  
At the meeting on the 17<sup>th</sup> May CYP Select Committee, following the latest presentation of kerbcraft performance, resolved to receive future reports annually.
- 2.5 The fundamental issue of putting in place systems that offer assurance that the wellbeing (safeguarding) of children is satisfactorily managed has been addressed by the action plan and the various processes and procedures now adopted to provide the service.

### **3. OPTIONS APPRAISAL**

- 4.1 This report offers Cabinet an update on the action plan adopted for the future delivery of kerbcraft. As such an option appraisal is not required.

### **4. EVALUATION CRITERIA**

- 4.1 The report provides an update for Cabinet members on the provision of the kerbcraft scheme on the basis previously agreed in order that Cabinet may assess performance.

### **5. REASONS:**

- 5.1 The action plan required ongoing performance reports so this report provides that information. However it is recommended that ongoing monitoring be provided by the CYP Select Committee. The CYP Select committee has agreed that future performance data be provided on an annual basis. Cabinet may then request any future reports should matters arise that suggest Cabinet intervention is again necessary.
- 5.2 A confidential report (not for publication) is being provided to Cabinet that summarises the findings of the independent report into kerbcraft commissioned subsequent to the adverse WAO report to Council in March 2017. The report is confidential because it makes reference to staffing matters that are yet to be resolved.

### **6. RESOURCE IMPLICATIONS:**

None arising from this report.

**7. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING):**

Assessments were attached to the report to Cabinet on 5<sup>th</sup> July 2017, Link below:

[file:///C:/Users/Hoggins.r/Downloads/2d.%20FGEA%20-%20kerbcraft%20report%20-%20June17%20\(1\).pdf](file:///C:/Users/Hoggins.r/Downloads/2d.%20FGEA%20-%20kerbcraft%20report%20-%20June17%20(1).pdf)

**8. CONSULTEES:**

**SLT  
Cabinet**

**9. BACKGROUND PAPERS:**

**As referred to within the body of the report**

**10. AUTHOR: Roger Hoggins, Head of Operations**

**11. CONTACT DETAILS:**

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**E-mail: rogerhoggins@monmouthshire.gov.uk**



**SCHEDULE 12A LOCAL GOVERNMENT ACT 1972  
EXEMPTION FROM DISCLOSURE OF DOCUMENTS**

**Meeting and Date of Meeting: Cabinet, 7<sup>th</sup> June 2018**

**Report: Kerbcraft Update and Independent Report Feedback**

**Author: Roger Hoggins, Head of Operations**

I have considered grounds for exemption of information contained in the background paper for the report referred to above and make the following recommendation to the Proper Officer:-

**Exemptions applying to the report:**

**There is a report on the independent investigation that is considered exempt (i.e. non publication) by virtue of Local Government Act, Schedule 12A, Part 4;**

**Paragraph 12: Information relating to a particular individual**

**Paragraph 15: Information relating to any consultation or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.**

**Factors in favour of disclosure:**

Openness & transparency in matters concerned with the public

**Prejudice which would result if the information were disclosed:**

**The report discusses staffing and employment matters that may influence any action in relation to staffing and employment matters**

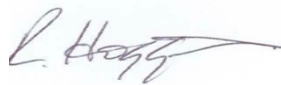
**My view on the public interest test is as follows:**

Factors in favour of disclosure are outweighed by those against.

**Recommended decision on exemption from disclosure:**

Maintain exemption from publication in relation to one part of the report

Date: 23<sup>rd</sup> May 2018

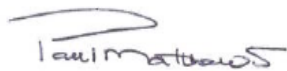


Signed:

Roger Hoggins

Post: Head of Operations

I accept/~~I do not accept~~ the recommendation made above

A handwritten signature in blue ink that reads "Paul Matthews". The signature is written in a cursive style with a large, sweeping initial "P".

Signed:

Paul Matthews, Chief Executive

Date: 29<sup>th</sup> May, 2018

## Report Guideline for Officers

Key points to consider when writing a report for political decision /scrutiny.....	
<b>Define the <span style="color: red;">key issues</span> of the report subject</b>	<p><u>Consider:</u></p> <ul style="list-style-type: none"> <li>- Any implications for budget arrangements</li> <li>- Any impact on other budgets e.g. schools' delegated or corporate budgets</li> <li>- Any legal implications for the authority / stakeholders</li> <li>- Any impact on other services/projects - positive or negative</li> <li>- Any impact on outcomes - staff; children and young people</li> <li>- Any impact on responsibilities and accountabilities – officer and Member</li> <li>- Any EQIA, sustainability or Safeguarding implications</li> <li>- Any implications on risks or risk management</li> </ul>
<b>Clarify the <span style="color: red;">purpose</span> of the report</b>	<p><u>Consider:</u></p> <ul style="list-style-type: none"> <li>- Whether the report is for information or a decision</li> <li>- The key issues that those receiving the report need to know</li> <li>- Whether the report needs to make any clear recommendations</li> </ul>
<b>Decide the <span style="color: red;">significance</span> of the report</b>	<p><u>Consider:</u></p> <ul style="list-style-type: none"> <li>- Whether the implications are significant or straight forward</li> <li>- Whether the report changes the priorities, policies, strategic direction of the council</li> <li>- Whether the report is contentious or political</li> </ul>
<b>Identify who needs to be <span style="color: red;">consulted / engaged</span> ahead of drafting the report</b>	<p><u>Consider:</u></p> <ul style="list-style-type: none"> <li>- The level of senior manager input that is needed early on i.e. head of service; DMT; SLT</li> <li>- How soon the Cabinet member should be informed</li> <li>- Whether the report could benefit from early scrutiny input</li> <li>- Who this will impact on and when they should be consulted i.e. any particular staff, individuals or groups</li> <li>- Whether there are there any other key stakeholders to be engaged in advance of drafting the report</li> <li>- Who may need to be consulted at a later stage e.g. unions...</li> </ul>
<b>Clarify the <span style="color: red;">appropriate</span> reporting channels</b>	<p><u>Consider:</u></p> <ul style="list-style-type: none"> <li>- Whether the report needs to go to senior managers for information / input or approval?</li> <li>- Whether the report requires scrutiny</li> <li>- If a decision is needed, the appropriate level of member accountability i.e. Single Member decision, Cabinet decision or Council decision</li> </ul>
<b>Anticipate realistic <span style="color: red;">timescales</span></b>	<p><u>Consider:</u></p> <ul style="list-style-type: none"> <li>- How long it will take to consult and engage all stakeholders</li> <li>- How long it will take to get all the necessary information together</li> <li>- How long it will take to get line manager / DMT / SMT / SLT approval</li> <li>- The likelihood of any referral work out of DMT / SMT / SLT</li> <li>- The timescales for channelling the report through the appropriate reporting cycles (management and political)</li> <li>- When the work should commence (based on these reporting cycles)</li> </ul>

**Determine the best way to present the information**

Consider:

- The audience receiving the report and the likely level of familiarity and understanding of the issues
- Whether the information of the report is simple, complex or complicated
- Whether everyday use of jargon needs to be avoided
- Whether large amounts of information and / or data need to be covered
- Whether a large number of views need to be reflected
- How best to cover the key / targeted points of the report with brevity, focus and sharpness / avoiding unnecessary and superfluous information i.e. to ensure the report is read and understood