

**PLEASE NOTE THAT THERE WILL BE A PRE-MEETING
FOR MEMBERS OF THE CHILDREN AND YOUNG
PEOPLE SELECT COMMITTEE AT 1.30PM**

County Hall
The Rhadyr
Usk
NP15 1GA

13th May 2015

Notice of Meeting:

Children and Young People Select Committee

**Thursday 21st May 2015 at 2.00pm
The Council Chamber, County Hall, The Rhadyr, Usk NP15 1GA**

AGENDA

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

Item No	Item
1.	To note the appointment of the Chairman of the Children and Young People Select Committee.
2.	Appointment of Vice Chairman.
3.	Apologies for absence.
4.	Declarations of Interest.
5.	To confirm and sign the Children and Young People Select Committee minutes dated 16 th April 2015 (to follow).
6.	Public Open Forum.

<p>7.</p>	<p>Monmouthshire Youth Service (reports attached):</p> <ul style="list-style-type: none"> (i) Performance report on Income generating Projects within the Youth Service. (ii) Performance Report on European Social Fund Monies for pre and post 16 years old. (iii) Pre-decision Scrutiny of Monmouthshire's NEET (Not in Employment, Education or Training) Reduction Strategy.
<p>8.</p>	<p>Verbal update on progress regarding the Gwent Music Service.</p>
<p>9.</p>	<p>Work Programming (copies attached):</p>
<p></p>	<ul style="list-style-type: none"> i) The Select Committee's Work Programme for 2014 – 2015. ii) The Cabinet Forward Work Planner.
<p>10.</p>	<p>FOR INFORMATION PURPOSES:</p>
<p></p>	<p>Two reports presented to the Social Care and Health (SCH) Departmental Management Team entitled SCH New System (copies attached).</p>
<p>11.</p>	<p>To note the date and time of the next meeting of the Children and Young People Select Committee:</p>
<p></p>	<p>Thursday 9th July 2015 at 4.00pm.</p>

**Paul Matthews,
Chief Executive**

Children and Young People Select Committee

County Councillors:

D. Blakebrough
P.R. Clarke
P.S. Farley
L. Guppy
R.G. Harris
D.W. H. Jones
P. Jones (Chairman)
M. Powell
A.E. Webb

Added Members Voting on Education Issues Only

Canon Dr. S. James (Church in Wales)
Vacancy (Catholic Church)
Mr. M. Fowler (Parent Governor Representative)
Mr. C. Robertshaw (Parent Governor Representative)

Added Members Non-Voting

Vacancy (NAHT)
Vacancy (ASCL)
Vacancy (NUT)
Vacancy (Free Church Federal Council)
Vacancy (NASUWT)
Mr. K. Plow (Association of School Governors)

Aims and Values of Monmouthshire County Council

Sustainable and Resilient Communities

Outcomes we are working towards

Nobody Is Left Behind

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

People Are Confident, Capable and Involved

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

Our County Thrives

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

Our Values

- **Openness:** we aspire to be open and honest to develop trusting relationships.
- **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goal

**SUBJECT: MONMOUTHSHIRE YOUTH SERVICE MANDATE UPDATE
FRAMEWORK**

MEETING: CHILDREN AND YOUNG PEOPLE SELECT

DATE: 21ST May 2015

1. PURPOSE:

- 1.1 To provide Members with a performance report on progress made in regard to budget Mandate 42 (brought to the Children and Young People's Select Committee in December 2014), which outlined proposals to generate income within Monmouthshire's Youth Service.
- 1.2 To inform Members of ongoing pressures faced by the Youth Service in the delivery of new income generation projects to further support services to young people in Monmouthshire.

2. RECOMMENDATIONS:

- 2.1 To scrutinise the performance report on income generating schemes applying 'cost/benefit analysis thinking' to ascertain whether the outcomes of the approach will outweigh the cost and associated risks.

3. KEY ISSUES:

- 3.1 Monmouthshire wants to see innovative and enterprising opportunities that will benefit and make a difference to the lives of young people, whilst attracting income from a wider range of sources so that the service is less dependent on LA funding. The current financial climate requires us all to undertake a wider service review to look at a more cost effective model and delivery within our Youth Service. The Youth Service has been asked to explore new ways of working that will contribute to the budget savings of the LA, whilst realising consistent and retained service delivery to young people in Monmouthshire.
- 3.2 Evidence suggests the youth work can generate a range of health and wellbeing outcomes; make a contribution to improving formal educational outcomes, and impact on employability as well as providing safe, yet challenging spaces for personal and social development and intercultural learning.
- 3.3 There is a strong ambition and commitment to sustain and improve such a vital service. In the approved budget mandate for 15/16 there is a requirement to find £200k and an additional 200k in 16/17 due to a reduction in external grants and core funding. This

pressure could see reduced services to the young people of Monmouthshire in the future.

- 3.4 As things stand currently, we await confirmation of additional grant funding for 15/16 and it could be that in the short-term, securing external funds helps sustain the service whilst the plans and projects are put in place to evolve and adapt and secure long term funding.
- 3.5 The Youth Service delivers some excellent work across the authority that demonstrates clear impact of the lives of young people. This is done through dedicated and committed youth staff although through the realisation of the financial pressures the youth service is facing, staff are experiencing reduced capacity to work with young people as focus is around income generation which is taking them away from their employed post.
- 3.6 The Youth Service historically has been creative in its approach and accesses 40% of its overall income from external sources through diversifying into new areas of working with young people however these external sources are reducing. To this end we are exploring funding streams we would have traditionally not.
- 3.7 Schools have not bought into the schools youth work programme from September 2015 which will have implications for the young people worked with and the staff in these posts. To mitigate any loss of support for these young people, the Youth Service has sourced ESF monies and if successful will supplement the pre and post 16 work of the service. If we are unsuccessful we cannot sustain the work we do in schools and post 16 which will see an increase in the attainment gap; reduced achievement at Level 1 and 2 thresholds and higher NEET figures.
- 3.8 To date income generation projects have been initiated under the umbrella headings of:
 - I. Propel - Training opportunities for both internal and external business and professionals.
 - II. Wellbeing - To provide activities and opportunities to the most vulnerable young people in Monmouthshire, and to offer training and awareness raising workshops to workers and professionals within the Therapeutic field.
 - III. Community Kitchen - Abergavenny youth and community centre has a fully equipped and functional kitchen that will be available for catering purposes for users of the centre; training courses; volunteering opportunities and community groups.
 - IV. Skate shop in Abergavenny youth and community centre (we are working with a local business on hosting a skate shop for young people in the centre) which will be supported by a designated member of the youth service

- V. European Social Fund – a funding application for pre and post 16 engagement to reduce NEET figures and give young people the best opportunity during their educational years

4. REASONS:

- 4.1 That Members can be kept up to date on performance and progress of the Youth Service and their income mandate
- 4.2 To continually ensure we understand the needs of local young people, particularly the needs of the most disadvantaged and vulnerable, taking full account of equality and diversity issues and that service delivery is appropriate and relevant.
- 4.3 To ensure the youth service is regularly monitored, reviewed and supported by 'Invest to Save' projects to allow the service to reach its potential and have a long term sustainable future.

5. RESOURCE IMPLICATIONS:

No cost implications to MCC

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

The significant equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:

The actual impacts from this report's recommendations will be reviewed every quarter and criteria for monitoring and review will include:

- To monitor income generation projects; finances sourced and secured, and pressures identified.
- To monitor performance against our Service Improvement Plan and other relevant plans to our service area.
- To monitor ongoing service delivery to young people and communities to ensure they are relevant, age appropriate and meet current needs and trends of the communities.

7. CONSULTEES:

Youth Service Manager
Youth Service staff and volunteers

8. BACKGROUND PAPERS:

A presentation on the income generating schemes and progress will be made at the meeting

9. AUTHOR:

Tracey Thomas, Youth Service Manager

10. CONTACT DETAILS:

Tel: 01873 833200

E-mail: traceythomas@monmouthshire.gov.uk

The “Equality Initial Challenge”

Appendix 1

Name: Tracey Thomas Service area: CYP, Youth Service Date completed: 20 th April 2015		Please give a brief description of what you are aiming to do. To establish projects with income generating options to ensure continued quality delivery of services to young people in Monmouthshire, whilst offsetting the reduction in core funding of the youth service budget from LA.	
Protected characteristic	Potential Negative impact Please give details	Potential Neutral impact Please give details	Potential Positive Impact Please give details
Age		X Continual monitoring of the financial position of the youth service will determine changes to service delivery and therefore may change the EQIA from Neutral to Negative	
Disability		X Continual monitoring of the financial position of the youth service will determine changes to service delivery and therefore may change the EQIA from Neutral to Negative	
Marriage + Civil Partnership		X Continual monitoring of the financial position of the youth service will determine changes to service delivery and therefore may change the EQIA from Neutral to Negative	

Pregnancy and maternity		X Continual monitoring of the financial position of the youth service will determine changes to service delivery and therefore may change the EQIA from Neutral to Negative	
Race		X Continual monitoring of the financial position of the youth service will determine changes to service delivery and therefore may change the EQIA from Neutral to Negative	
Religion or Belief		X Continual monitoring of the financial position of the youth service will determine changes to service delivery and therefore may change the EQIA from Neutral to Negative	
Sex (was Gender)		X Continual monitoring of the financial position of the youth service will determine changes to service delivery and therefore may change the EQIA from Neutral to Negative	
Sexual Orientation		X Continual monitoring of the financial position of the youth service will determine changes to service delivery and therefore may change the EQIA from Neutral to Negative	
Transgender		X Continual monitoring of the financial position of the youth service will determine changes to service delivery and therefore may change the EQIA	

		from Neutral to Negative	
Welsh Language		X Continual monitoring of the financial position of the youth service will determine changes to service delivery and therefore may change the EQIA from Neutral to Negative	

Please give details about any potential negative Impacts .	How do you propose to MITIGATE these negative impacts
➤	➤
➤	➤
➤	➤
➤	➤

Signed



Designation Youth Service Manager

Dated 20th April 2015

EQUALITY IMPACT ASSESSMENT FORM

What are you impact assessing	Service area
The youth service delivery currently available to young people in Monmouthshire within the budget allocated	CYP Youth Service
Policy author / service lead	Name of assessor and date
Tracey Thomas	

1. What are you proposing to do?

Given the reduction the Authority is facing the Youth Service has been asked to explore new ways of working that will contribute to the budget savings of the Authority, whilst realising consistent and retained service delivery to young people in Monmouthshire. We embrace this opportunity to look at our service delivery in an innovative way. The Youth Service historically has been creative in its approach and accesses 40% of its overall income from external sources through diversifying into new areas of working with young people however these external sources are reducing. We have established income generation projects and are working towards their development in order to income generate.

2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

3. Please give details of the negative impact

There should be no negative impact on the protected characteristics above as all services will remain operational for as long as we can sustain them within the budget allocated and income sourced.

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

There is no proposed change to service delivery currently so no consultation or engagement carried out to date, however as part of our ethos when working with young people we consult with them regularly to ensure that current delivery is what young people require.

5. Please list the data that has been used to develop this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc..

Staff consultation and inset days to generate ideas on how our current services could be marketed to generate income and explore new areas through allowing staff to look outside our service area.

Staff skills audit undertaken to establish who would be best placed to be able to take forward the new proposals through business models whilst ensuring key projects are delivered to avoid disruption to

Signed... *Alhouse* Designation... Youth Service Manager..... Dated... 27-10-14.....

The “Sustainability Challenge”

Name of the Officer completing “the Sustainability challenge”		Please give a brief description of the aims proposed policy or service reconfiguration		
Name of the Division or service area		Date “Challenge” form completed		
Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details	
PEOPLE				
Ensure that more people have access to healthy food				
Improve housing quality and provision				
Reduce ill health and improve healthcare provision				
Promote independence				
Encourage community				

participation/action and voluntary work			
Targets socially excluded			
Help reduce crime and fear of crime			
Improve access to education and training			
Have a positive impact on people and places in other countries			
PLANET			
Reduce, reuse and recycle waste and water			
Reduce carbon dioxide emissions			
Prevent or reduce pollution of the air, land and water			
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)			
Protect or enhance visual appearance of environment			

PROFIT			
Protect local shops and services			
Link local production with local consumption			
Improve environmental awareness of local businesses			
Increase employment for local people			
Preserve and enhance local identity and culture			
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc			
Increase and improve access to leisure, recreation or cultural facilities			

What are the potential negative impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments)
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➤	➤
➤	➤
➤	➤
➤	➤

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

Signed

Dated

SUBJECT:	MONMOUTHSHIRE COUNTY COUNCIL YOUTH SERVICE – EUROPEAN STRUCTURAL FUND (ESF) PROJECTS – Inspire2Achieve and Inspire2Work
MEETING:	CHILDREN AND YOUNG PEOPLE SELECT
DATE:	21st May 2015

1. PURPOSE:

1.1 To provide Members with a performance report on the Inspire2Achieve and Inspire2Work projects led by Monmouthshire County Council's Youth Service utilising European Social Fund monies to deliver pre and post 16 support, intervention and employment opportunities. The delivery of these projects are in line with Priority 3 'Youth Employment and Attainment' Specific Objective 2 – the Inspire2Achieve project aiming to reduce the number of those at risk of becoming NEET (not in Employment, Education or Training) amongst 11 -24 year olds and the Inspire2Work project aiming to reduce the number of 16 -24 year olds who become NEET.

2. RECOMMENDATIONS:

2.1 To scrutinise the performance report on European Social Fund monies for Pre and post 16 support, intervention and employment opportunities to assess whether the Council is achieving maximum benefit from monies available and is ensuring the delivery of outcomes for young people.

3. KEY ISSUES:

3.1 European Structural Fund (ESF) is new ground for Monmouthshire County Council Youth Service.

3.2 ESF funding will support pre 16 work in 4 Secondary Schools, Mounton House Special School and the Pupil Referral Service preventing young people from becoming NEET. The Youth Access Programme (Youth Workers in School) which is currently funded by the Youth Service, can't be sustained due to financial pressures. However, Secondary Schools have not bought into the programme for the next academic year.

3.3 If the Youth Service is successful in securing ESF monies with our Competitiveness areas this will supplement the pre and post 16 work of the service.

3.4 If unsuccessful, provision will be substantially reduced across the authority. This could result in NEET figures rising and Key Stage 4 students not meeting the level 1 threshold.

3.5 The Youth Service needs to commit match funding of 50% of the total project costs. The service has a limited number of funding sources, for example, Youth Engagement and Progression Grant from Welsh Government, Training and Revenue Grant from Welsh Government and its core budget to financially support both projects. The service has been very realistic in setting the project costs to ensure minimal financial pressures to existing monies.

3.6 Welsh Government has committed to the Youth Engagement and Progression framework 2013, which provides a delivery model centred on the needs of young people identifying 6 key areas for achieving better outcomes for young people. The framework is embedded in the Inspire2Achieve and Inspire2Work projects and will demonstrate added value. The delivery model for Monmouthshire for Inspire2Achieve (11-24 years) and Inspire2Work (16-24 years) will reflect the needs and aspirations of Monmouthshire young people.

3.7 Anticipated start date for Inspire2Achieve and Inspire2Work is 1st September 2015. The duration of the project is initially 3 years.

4. REASONS:

4.1 Inspire2Achieve will ensure that young people in Key Stage 3, 4 and 5 that are identified as at most risk of becoming NEET have a series of interventions and supportive actions to improve attendance, achievement, behaviour and progression.

4.2 Inspire2Work will enable NEET 16 -24 years gain a range of skills, qualifications and meaningful work placements to feel confident and motivated to enter into sustainable employment or further learning. Positive Progression from Inspire2Work will include work-based learning, Engagement and Traineeship Programmes which are delivered by the Youth Service through Torfaen Training and CMC2 YPrentis Programme.

4.3 The Monmouthshire Inspire projects will work with key partners including Schools, Pupil Referral Service, Monmouthshire Housing Association, Melin Homes, Monmouthshire County Council Business Enterprise Team in delivering a good quality provision.

5. RESOURCE IMPLICATIONS:

No cost implications to MCC

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

N/A

7. CONSULTEES:

Youth Engagement and Progression Co-ordinator
Head Teachers

Post 16 Steering Group
14 -19 Curriculum Group
Skills, Worklessness and Young People Group
Competiveness Subgroup

8. BACKGROUND PAPERS:

Operational Logic Table – Inspire2Achieve (appendix A)
Operational Logic Table – Inspire2Work (appendix B)

9. AUTHOR:

Hannah Jones, MCC Youth Engagement and Progression Coordinator

10. CONTACT DETAILS:

Tel: 01873 833200

E-mail: hannahjones@monmouthshire.gov.uk

APPENDIX A: OPERATION LOGIC TABLE Inspire2Achieve

Operation Title:	Inspire 2 Achieve East Wales
Operation Synopsis (max 50 words)	To provide individual support and intervention to young people who are at risk of becoming NEET. By addressing the barriers to engagement and participation enabling young people to attain better qualifications pre 16 and post 16 and sustain the transition into further education, employment and training.
Programme/Priority/Theme (multiple if appropriate):	ESF Priority Axis 3 – Youth Employment Theme 3 B – Youth Attainment and Engagement
Geographical area within proposed activity would take place:	Cardiff, Monmouthshire, Newport and the Vale of Glamorgan

Which Specific Objectives(s) within the programmes would the proposed operation deliver against	What change will the proposed operation seek to achieve?	How will the proposed operation achieve the changes sought?	Programme output indicators and targets
<i>List the Specific Objectives(s) relevant to the proposed operation.</i>	<i>Against each Specific Objective Listed under the previous column, please concisely describe the final outcome(s) that the proposed operation seeks to achieve, including how it will contribute to the result target(s) for that Specific Objective.</i>	<i>For each specified final outcome identified in the previous column please describe, through a series of concise bullet point descriptions of activity, how will this be achieved.</i>	<i>Please identify which Programme output indicators will be used to capture the activities described under the previous column. If possible, please identify a provisional contribution towards the relevant output target.</i>
SO2: To reduce the number of those at risk of becoming NEET, amongst 11-24 year olds.	To reduce the number of those at risk of becoming NEET (amongst 11-24 year olds) through a range of targeted interventions that will reduce and prevent early school leaving and provide formal and informal pathways for reintegrating into education and training.	<p>Please note that the list below is not a descriptive journey for every participant but will be a series of interventions that participants will have access to depending on their level of need identified. It is equally not yet an exhaustive list of interventions.</p> <p>ACTIVITY 1 – Referral Process Pre 16 -The Local Authorities vulnerability Assessment profile and early identification system will identify the young people who at risk of becoming NEET. This will then be RAG (Red Amber Green) in terms of priority of intervention Key Stage 3 and 4.</p> <p>Working with Schools, 14-19 provision, Youth Service provision, Education Welfare Service, Counselling Service, Families First Packages and Young Carers to establish what current support is in place for these young people. If support not in place this will be sourced and in both incidences workers will be allocated to those young people identified as Red. Support will then be provided</p>	<p>Participants at risk of becoming NEET (11-24) gaining qualifications upon leaving</p> <p>Participants at risk of becoming NEET (11-24) into education or training upon leaving</p> <p>Participants at risk of becoming NEET (11-24) at reduced risk of becoming NEET upon leaving (no target)</p>

on a 1-1 and small group basis. To progress into Amber and Green

Post 16 -Through relevant Local Authorities Multi-agency forums with Careers Wales and JCP. Those with the highest risk of NEET will be identified and case worker allocated.

ACTIVITY 2 - Specialist/crisis Support

Worker to refer young people (red) at crisis to relevant agencies and or utilise the team around the family (TAF) to support and tackle their issues that are identified as a priority, for example, mental health, teenage pregnancy, self-harm, substance and alcohol misuse, etc., thereby ensuring that young people have the right intervention and support helping to sustain engagement and attainment.

ACTIVITY 3 - Menu of accreditation opportunities

Case Worker will work with young people delivering elements of provision such as literacy, numeracy and digital literacy, confidence building, mentoring. A range of bespoke curriculum will be on offer to meet the varied needs of the participants, including a range of qualifications and awards to enhance mainstream curriculum .This work will also support pre 16 learners in meeting their level 1 threshold. Case Worker will support young people in accessing accredited programmes such as D Of E, Families First Provision and Youth Service Provision

ACTIVITY 4 - Transition from pre to post 16 provision.

Case Worker accompanying young people to taster sessions at further education colleges and sixth forms.
Case Worker supporting young people to make their choices for post 16 provision through the Youth Guarantee – Common Application Process
To support transition from pre to post 16 education, employment and training
To regular engage with participants to ensure post 18 through effective links with FE colleges, sixth forms and work based learning providers.

ACTIVITY 5 – Tracking and monitoring

		In addition to the tracking under Youth Engagement and Progression Framework, a universal tracking system for all 4 local authorities will be in place to ensure consistency in monitoring progression against the programme outputs and indicators, allowing Case Workers to monitor and review progression to ensure young people progress from Red to green. The tracking system will ensure robust mechanisms of monitoring and evaluation are in place for pre and post 16.	
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Group(s) targeted	Identifying the barriers	Overcoming the barriers	How does the proposed operation fit within the wider investment context as set out in the Economic Prioritisation Framework (EPF)?
<p><i>Please identify the specific target group (s) (participants and/or SMEs/sectors) that the proposed operation would seek to support.</i></p> <p>Participants most at risk of becoming NEET (11-24).</p> <p>11-16 year olds: Identify young people through Local Authority Early Identification processes as part of the Youth Engagement and Progression Framework. These tools identify those young people most at risk of becoming NEET.</p> <p>16-18 year olds: Identify young people through the Welsh Government 5 tier model who are at risk of becoming NEET and are in Tier 1 (unknowns) and 4.</p> <p>19-24 Vulnerable groups (BME, ESOL, ALN, young carers, young parents, homeless, pregnant, care leavers, and young</p>	<p><i>For each target group identified under the previous column, please describe the specific barriers faced that form the need for the proposed operation.</i></p> <p>The barriers below apply to each target group to differing degrees, dependent on individual circumstances:</p> <p><u>Personal and Emotional Barriers</u></p> <p>Lack of confidence No self-motivation Low aspirations Social exclusion Low self esteem Expectations Unwillingness to participate/engage</p> <p><u>Health and Social Barriers</u></p> <p>Lack of family values Limited/no family and peer support Inadequate housing Health and wellbeing – anxiety, depression, self – harm, suicidal tendencies No community involvement Carer responsibilities</p>	<p><i>For each barrier identified under the previous column, please describe how the operation will provide effective support for the target group (s).</i></p> <p>Participants will have access to any/all of the activities that will support them; continual assessment and review will therefore be crucial to ensure participation in the most appropriate activities for each individual.</p> <p><u>Personal and Emotional Support:</u></p> <p>Young people will have bespoke package of support to help them overcome and address their personal and emotional concerns blocks progression into education, employment or training. This will include one to one support, group work, access to appropriate specialist agencies and training.</p> <p><u>Health and Social Support:</u></p> <p>This is about changing perception of an individual's place in society and matching needs with opportunities. Young people and their families will be supported to access services to avoid reaching crisis point, including Families First.</p> <p>Young people will be supported to remain in school or training and/or to address their concerns. Enabling barriers to be overcome.</p>	<p><i>Of the 'economic opportunities' identified within the EPF (thematic and/or regional, please list those that the proposed operation would deliver against.</i></p> <p>Align with growth activity and ensure that young people are engaged in appropriate education and training utilising LMI to meet employment growth and employer demand. LMI is being gathered through the newly formed Regional Learning Partnership (LSKIP).</p> <p>Local authorities Business Employment and Skills Partnerships to determine employment needs.</p> <p>In seeking to secure work experience placements the programme will take into account the thematic economic opportunities;</p> <ul style="list-style-type: none"> • Food and Farming- Growth targeted by Welsh Government in the Food and Farming sector across Wales, including East Wales. • Tourism, recreation and Leisure- Opportunities for further growth

<p>offenders) identified through partnership forums in Local authorities including statutory, voluntary and third sector.</p>	<p>Low school attendance Behavioural concerns</p> <p><u>Education Barriers</u></p> <p>Low Literacy levels Low Numeracy Levels Lack of Digital Literacy Limited/ no qualifications Social Exclusion Lack of knowledge and understanding</p> <p><u>Skills/Training Barriers</u></p> <p>Lack of commitment (work ethic) No work experience Low Literacy skills Low Numeracy skills No ICT skills Limited/no Qualifications Limited Expectations/aspirations Lack of affordable/accessible transport Lack of affordable/accessible child care Lack of independent living skills</p>	<p><u>Education Support</u></p> <p>Removing barriers to learning, helping create independence, and providing bespoke learning packages and pastoral support to young people, to meet their needs.</p> <p><u>Skills/Training support</u></p> <p>Young people will be provided with the right skills to enter training, for example managing your day to day finances, understanding/knowledge of local labour market and employers' expectation.</p> <p>Training that will address their individual needs and offer valuable work experience, reducing the risk of them becoming NEET.</p> <p>Support will include:</p> <ul style="list-style-type: none"> • Childcare and support for young carers • Transport support - reimbursing costs or providing transport to specialist provision. • Travel training – work with young people to overcome barriers (perceived and real) to increase their ability to travel out of area for training. • Independent living training – work with young people offering tenancy support/managing your own budget/ running a home/ life skills 	<p>in tourism in the Brecon Beacons National Park, Glamorgan Heritage coast and Wye Valley Area of Outstanding Natural Beauty and the cities of Cardiff and Newport.</p> <ul style="list-style-type: none"> • Advanced Manufacturing – Growth planned at St Athan/Cardiff Airport advanced manufacturing/aerospace Enterprise Zone. • Information, Communication and Technology; - Growth of sector and digital economy supported by the roll out of fast fibre broadband. • Financial and Professional Services: Expected growth in Central Cardiff Financial and Professional Services Enterprise Zone and in Newport. • Construction; Development of South Wales Metro project, Great Western mainline electrification, M4 relief road and improvements to M4 corridor, development of business sites in Newport and Cardiff, 21st Century schools programme. <p>Align to the Welsh Government's Youth Engagement and Progression Framework .This programme will sit within Local Authorities YEPP action plan and contribute to the outcomes.</p> <p>Align to Local Authorities' Single Integrated Plans. This will be monitored by Local Service Boards (LSBs) and sit within the LSB priorities.</p>
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			<p>LSB includes key partners from the voluntary, statutory and third sector. All relevant partners will be engaged through local partnership structures which sit within the YEPF.</p> <p>Acknowledge that there are other operations working to address this objective and will work towards establishing clear processes for referral and support.</p>
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Operation Title:	Inspire 2 Achieve East Wales
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Geographical area within proposed activity would take place:	Cardiff, Monmouthshire, Newport and the Vale of Glamorgan

Which Specific Objectives(s) within the programmes would the proposed operation deliver against	What change will the proposed operation seek to achieve?	How will the proposed operation achieve the changes sought?	Programme output indicators and targets
<i>List the Specific Objectives(s) relevant to the proposed operation.</i>	<i>Against each Specific Objective Listed under the previous column, please concisely describe the final outcome(s) that the proposed operation seeks to achieve, including how it will contribute to the result target(s) for that Specific Objective.</i>	<i>For each specified final outcome identified in the previous column please describe, through a series of concise bullet point descriptions of activity, how will this be achieved.</i>	<i>Please identify which Programme output indicators will be used to capture the activities described under the previous column. If possible, please identify a provisional contribution towards the relevant output target.</i>
SO2: To reduce the number of those at risk of becoming NEET, amongst 11-24 year olds.	To reduce the number of those at risk of becoming NEET (amongst 11-24 year olds) through a range of targeted interventions that will reduce and prevent early school leaving and provide formal and informal pathways for reintegrating into education and training.	<p>Please note that the list below is not a descriptive journey for every participant but will be a series of interventions that participants will have access to depending on their level of need identified. It is equally not yet an exhaustive list of interventions.</p> <p>ACTIVITY 1 – Referral Process Pre 16 -The Local Authorities vulnerability Assessment profile and early identification system will identify the young people who at risk of becoming NEET. This will then be RAG (Red Amber Green) in terms of priority of intervention Key Stage 3 and 4.</p> <p>Working with Schools, 14-19 provision, Youth Service provision, Education Welfare Service, Counselling Service, Families First Packages and Young Carers to establish what current support is in place for these young people. If support not in place this will be sourced and in both incidences workers will be allocated to those young people identified as Red. Support will then be provided on a 1-1 and small group basis. To progress into Amber and Green</p>	<p>Participants at risk of becoming NEET (11-24) gaining qualifications upon leaving</p> <p>Participants at risk of becoming NEET (11-24) into education or training upon leaving</p> <p>Participants at risk of becoming NEET (11-24) at reduced risk of becoming NEET upon leaving (no target)</p>

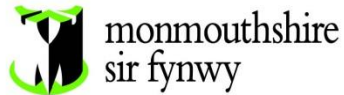
		<p>Post 16 -Through relevant Local Authorities Multi-agency forums with Careers Wales and JCP. Those with the highest risk of NEET will be identified and case worker allocated.</p> <p>ACTIVITY 2 - Specialist/crisis Support Worker to refer young people (red) at crisis to relevant agencies and or utilise the team around the family (TAF) to support and tackle their issues that are identified as a priority, for example, mental health, teenage pregnancy, self-harm, substance and alcohol misuse, etc., thereby ensuring that young people have the right intervention and support helping to sustain engagement and attainment.</p> <p>ACTIVITY 3 - Menu of accreditation opportunities Case Worker will work with young people delivering elements of provision such as literacy, numeracy and digital literacy, confidence building, mentoring. A range of bespoke curriculum will be on offer to meet the varied needs of the participants, including a range of qualifications and awards to enhance mainstream curriculum .This work will also support pre 16 learners in meeting their level 1 threshold. Case Worker will support young people in accessing accredited programmes such as D Of E, Families First Provision and Youth Service Provision</p> <p>ACTIVITY 4 - Transition from pre to post 16 provision. Case Worker accompanying young people to taster sessions at further education colleges and sixth forms. Case Worker supporting young people to make their choices for post 16 provision through the Youth Guarantee – Common Application Process To support transition from pre to post 16 education, employment and training To regular engage with participants to ensure post 18 through effective links with FE colleges, sixth forms and work based learning providers.</p> <p>ACTIVITY 5 – Tracking and monitoring In addition to the tracking under Youth Engagement and Progression Framework, a universal tracking system for all 4 local authorities will be in placed to ensure</p>	
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		consistency in monitoring progression against the programme outputs and indicators, allowing Case Workers to monitor and review progression to ensure young people progress from Red to green. The tracking system will ensure robust mechanisms of monitoring and evaluation are in place for pre and post 16.	
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Group(s) targeted	Identifying the barriers	Overcoming the barriers	How does the proposed operation fit within the wider investment context as set out in the Economic Prioritisation Framework (EPF)?
<p><i>Please identify the specific target group (s) (participants and/or SMEs/sectors) that the proposed operation would seek to support.</i></p> <p>Participants most at risk of becoming NEET (11-24).</p> <p>11-16 year olds: Identify young people through Local Authority Early Identification processes as part of the Youth Engagement and Progression Framework. These tools identify those young people most at risk of becoming NEET.</p> <p>16-18 year olds: Identify young people through the Welsh Government 5 tier model who are at risk of becoming NEET and are in Tier 1 (unknowns) and 4.</p> <p>19-24 Vulnerable groups (BME, ESOL, ALN, young carers, young parents, homeless, pregnant, care leavers, and young offenders) identified through partnership forums in Local</p>	<p><i>For each target group identified under the previous column, please describe the specific barriers faced that form the need for the proposed operation.</i></p> <p>The barriers below apply to each target group to differing degrees, dependent on individual circumstances:</p> <p><u>Personal and Emotional Barriers</u></p> <p>Lack of confidence No self-motivation Low aspirations Social exclusion Low self esteem Expectations Unwillingness to participate/engage</p> <p><u>Health and Social Barriers</u></p> <p>Lack of family values Limited/no family and peer support Inadequate housing Health and wellbeing – anxiety, depression, self – harm, suicidal tendencies No community involvement Carer responsibilities Low school attendance Behavioural concerns</p>	<p><i>For each barrier identified under the previous column, please describe how the operation will provide effective support for the target group (s).</i></p> <p>Participants will have access to any/all of the activities that will support them; continual assessment and review will therefore be crucial to ensure participation in the most appropriate activities for each individual.</p> <p><u>Personal and Emotional Support:</u></p> <p>Young people will have bespoke package of support to help them overcome and address their personal and emotional concerns blocks progression into education, employment or training. This will include one to one support, group work, access to appropriate specialist agencies and training.</p> <p><u>Health and Social Support:</u></p> <p>This is about changing perception of an individual's place in society and matching needs with opportunities. Young people and their families will be supported to access services to avoid reaching crisis point, including Families First.</p> <p>Young people will be supported to remain in school or training and/or to address their concerns. Enabling barriers to be overcome.</p> <p><u>Education Support</u></p>	<p><i>Of the 'economic opportunities' identified within the EPF (thematic and/or regional, please list those that the proposed operation would deliver against.</i></p> <p>Align with growth activity and ensure that young people are engaged in appropriate education and training utilising LMI to meet employment growth and employer demand. LMI is being gathered through the newly formed Regional Learning Partnership (LSKIP).</p> <p>Local authorities Business Employment and Skills Partnerships to determine employment needs.</p> <p>In seeking to secure work experience placements the programme will take into account the thematic economic opportunities;</p> <ul style="list-style-type: none"> • Food and Farming- Growth targeted by Welsh Government in the Food and Farming sector across Wales, including East Wales. • Tourism, recreation and Leisure- Opportunities for further growth in tourism in the Brecon Beacons National Park, Glamorgan Heritage coast and

<p>authorities including statutory, voluntary and third sector.</p>	<p><u>Education Barriers</u></p> <p>Low Literacy levels Low Numeracy Levels Lack of Digital Literacy Limited/ no qualifications Social Exclusion Lack of knowledge and understanding</p> <p><u>Skills/Training Barriers</u></p> <p>Lack of commitment (work ethic) No work experience Low Literacy skills Low Numeracy skills No ICT skills Limited/no Qualifications Limited Expectations/aspirations Lack of affordable/accessible transport Lack of affordable/accessible child care Lack of independent living skills</p>	<p>Removing barriers to learning, helping create independence, and providing bespoke learning packages and pastoral support to young people, to meet their needs.</p> <p><u>Skills/Training support</u></p> <p>Young people will be provided with the right skills to enter training, for example managing your day to day finances, understanding/knowledge of local labour market and employers' expectation.</p> <p>Training that will address their individual needs and offer valuable work experience, reducing the risk of them becoming NEET.</p> <p>Support will include:</p> <ul style="list-style-type: none"> • Childcare and support for young carers • Transport support - reimbursing costs or providing transport to specialist provision. • Travel training – work with young people to overcome barriers (perceived and real) to increase their ability to travel out of area for training. • Independent living training – work with young people offering tenancy support/managing your own budget/ running a home/ life skills 	<p>Wye Valley Area of Outstanding Natural Beauty and the cities of Cardiff and Newport.</p> <ul style="list-style-type: none"> • Advanced Manufacturing – Growth planned at St Athan/Cardiff Airport advanced manufacturing/aerospace Enterprise Zone. • Information, Communication and Technology; - Growth of sector and digital economy supported by the roll out of fast fibre broadband. • Financial and Professional Services: Expected growth in Central Cardiff Financial and Professional Services Enterprise Zone and in Newport. • Construction; Development of South Wales Metro project, Great Western mainline electrification, M4 relief road and improvements to M4 corridor, development of business sites in Newport and Cardiff, 21st Century schools programme. <p>Align to the Welsh Government's Youth Engagement and Progression Framework .This programme will sit within Local Authorities YEPF action plan and contribute to the outcomes.</p> <p>Align to Local Authorities' Single Integrated Plans. This will be monitored by Local Service Boards (LSBs) and sit within the LSB priorities.</p> <p>LSB includes key partners from the voluntary, statutory and third sector. All relevant partners will be engaged through</p>
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			<p>local partnership structures which sit within the YEPF.</p> <p>Acknowledge that there are other operations working to address this objective and will work towards establishing clear processes for referral and support.</p>
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SUBJECT:	MONMOUTHSHIRE COUNTY COUNCIL YOUTH SERVICE – MONMOUTHSHIRE NEET REDUCTION STRATEGY
MEETING:	CHILDREN AND YOUNG PEOPLE SELECT
DATE:	21ST May 2015

1. PURPOSE:

1.1 To consult the Children and Young People’s Select Committee on the draft Monmouthshire NEET Reduction Strategy (Not in Employment, Education or Training) and action plan, which will be delivered by Monmouthshire’s Youth Service.

2. RECOMMENDATIONS:

2.1 To conduct pre-decision scrutiny on the NEET strategy and to assess whether the associated action plan is fit for purpose in delivering the intended outcomes of the strategy.

3. KEY ISSUES:

3.1 The Monmouthshire NEET Reduction Strategy sets out its commitment to creating better outcomes for young people aged 11-25 through increasing engagement and progression of existing and future provision, with the aspiration of creating a NEET free county.

3.2 Schools, Education Welfare Service, Pupil Referral Service, Youth Service and Careers Wales with the LA will work together with a single goal, to support and improve outcomes for young people at risk of becoming NEET or who are NEET. This model has reduced Monmouthshire NEET figures to 1.7% in 2014 (2nd lowest in Wales).

3.3 Whilst we acknowledge the good work achieved in Monmouthshire Schools to date in identifying and preventing disengagement at all stages of their education, this strategy will build on schools’ contribution and will work towards an early identification system, a suitable curriculum and learning pathway to support skills development and qualifications.

3.4 Primary Schools have a key role to play in the early identification of children at risk of becoming NEET.

4. REASONS:

4.1 Draft NEET Strategy in place in 2012, the need to review this and develop a revised Strategy in line with local and national priorities.

4.2 Welsh Government has committed to the Youth Engagement and Progression Framework 2013, which provides a delivery model centred on the needs of young people identifying 6 key areas for achieving better outcomes for young people.

4.3 The NEET Strategy will contribute towards the implementation of the Youth Engagement and Progression Framework Plan for Monmouthshire 2015/16.

4.4 This strategy's action plan will contribute to:
Monmouthshire Single Integrated Plan Outcome 3 Good Access and Mobility and Outcome 8 Access to practical and flexible learning.

4.5 Monmouthshire Partnership Administration Continuance Agreement that outlines the council's four priorities of supporting Education, supporting Vulnerable People, Enterprise and Jobs Growth and Council Effectiveness.

4.6 The revised NEETs strategy supports at least the first three priorities and in line with this, similarly supports the Council's Improvement Objective 1 for Education as set out in the 2015-18 Improvement Plan.

4.7 The chief officer report for CYP which plans a youth Service provision to support young people.

4.8 This strategy will ensure that provision and services meets the need of all young people primarily in KS3, 4 and 5 at risk of becoming NEET or who are NEET.

4.9 To collectively ensure effective use of resources in the current financial climate.

5. RESOURCES IMPLICATIONS:

No cost implications to MCC

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

The significant equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:

The actual impacts from this report's recommendations will be reviewed every year and criteria for monitoring and review will include:

- To monitor annual reports by the Post 16 Steering Group on the outcomes achieved through collaboration
- To monitor the impact of delivered services to young people and communities to ensure they are relevant, age appropriate and meet current needs and trends of the communities.

7. CONSULTEES:

Head Teachers
Head of Achievement and Attainment
Youth Engagement and Progression Co-ordinator
Post 16 Steering Group
14-19 Curriculum Group
Keeping in Touch Group
Engagement and Progression Stakeholders
Integrated Youth Offer Group

8. BACKGROUND PAPERS:

[Monmouthshire NEET Reduction Strategy 2015 -2018](#)
[Monmouthshire NEET Strategy Action Plan](#)

9. AUTHOR:

Hannah Jones, MCC Youth and Engagement Coordinator

10. CONTACT DETAILS:

Tel: 01873 833200

E-mail: hannahjones@monmouthshire.gov.uk

The “Equality Initial Challenge”

Appendix 1

Name: Hannah Jones Service area: CYP, Youth Service Date completed: 16 th April 2015		Please give a brief description of what you are aiming to do. To drive forward the Monmouthshire NEET Reduction Strategy which sets out its commitment to creating better outcomes for young people aged 11-25 through increasing engagement and progression of existing and future provision, with the aspiration of creating a NEET free county	
Protected characteristic	Potential Negative impact Please give details	Potential Neutral impact Please give details	Potential Positive Impact Please give details
Age		X	X – all young people in key stage 3, 4 and 5 will be identified when requiring additional support to support them achieving the desired qualifications, work placement and employment
Disability		X	
Marriage + Civil Partnership		X	
Pregnancy and maternity		X	
Race		X	
Religion or Belief		X	
Sex (was Gender)		X	

Sexual Orientation		X	
Transgender		X	
Welsh Language		X	

Please give details about any potential negative Impacts .	How do you propose to MITIGATE these negative impacts
➤	➤
➤	➤
➤	➤
➤	➤

Signed

Designation

Dated

EQUALITY IMPACT ASSESSMENT FORM

What are you impact assessing	Service area
NEET status of young people currently in Monmouthshire	CYP Youth Service
Policy author / service lead	Name of assessor and date
Hannah Jones	

1. What are you proposing to do?

The strategy sets out its commitment to creating better outcomes for young people in Monmouthshire through increasing engagement and progression of existing and future provision. It aims to ensure that all young people successfully move into immediate post- 16 education, employment or training with the aspiration of creating a NEET free county. It recognises that early identification and intervention are vital in supporting young people in their learning and enabling them to reach their potential beyond 16

2. Are your proposals going to affect any people or groups of people with protected characteristics in a **negative** way? If **YES** please tick appropriate boxes below.

Age		Race	
Disability		Religion or Belief	
Gender reassignment		Sex	
Marriage or civil partnership		Sexual Orientation	
Pregnancy and maternity		Welsh Language	

3. Please give details of the negative impact

There should be no negative impact on the protected characteristics above

4. Did you take any actions to mitigate your proposal? Please give details below including any consultation or engagement.

There is no proposed change to service delivery currently, however full consultation with skateholders has been undertaken in line with the Engagement and Progression Framework to ensure that young people in Monmouthshire have access to services to prevent them becoming NEET.

5. Please list the data that has been used to develop this proposal? eg Household survey data, Welsh Govt data, ONS data, MCC service user data, Staff personnel data etc..

- 14 -19 Local Area Network
- 14 -19 Curriculum Group
- Keeping In Touch Group
- Post 16 Steering Group
- Integrated Youth Offer Group
- Careres Wales Data

Signed...Hannah Jones Designation...Engagement and Progression Coordinator...Dated...16-4-15.....

The “Sustainability Challenge”

Name of the Officer completing “the Sustainability challenge”		Please give a brief description of the aims proposed policy or service reconfiguration	
Name of the Division or service area		Date “Challenge” form completed	
Aspect of sustainability affected	Negative impact Please give details	Neutral impact Please give details	Positive Impact Please give details
PEOPLE			
Ensure that more people have access to healthy food			
Improve housing quality and provision			
Reduce ill health and improve healthcare provision			
Promote independence			

Encourage community participation/action and voluntary work			
Targets socially excluded			
Help reduce crime and fear of crime			
Improve access to education and training			
Have a positive impact on people and places in other countries			
PLANET			
Reduce, reuse and recycle waste and water			
Reduce carbon dioxide emissions			
Prevent or reduce pollution of the air, land and water			
Protect or enhance wildlife habitats (e.g. trees, hedgerows, open spaces)			

Protect or enhance visual appearance of environment			
PROFIT			
Protect local shops and services			
Link local production with local consumption			
Improve environmental awareness of local businesses			
Increase employment for local people			
Preserve and enhance local identity and culture			
Consider ethical purchasing issues, such as Fairtrade, sustainable timber (FSC logo) etc			
Increase and improve access to leisure, recreation or cultural facilities			

What are the potential negative Impacts	Ideas as to how we can look to MITIGATE the negative impacts (include any reasonable adjustments)
➤	➤
➤	➤
➤	➤
➤	➤

The next steps

- If you have assessed the proposal/s as having a **positive impact please give full details** below

- If you have assessed the proposal/s as having a **Negative Impact** could you please provide us with details of what you propose to do to mitigate the negative impact:

Signed

Dated

Children and Young People's Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
(Jointly scrutinised at Adults Select on 14 th April)	Annual Council Reporting Framework (ACRF) Report	ACRF report on Social Services to be discussed jointly with Adults and CYP Select Committees. Out of the 8 key areas, officers to identify those relevant for further scrutiny.	Simon Burch	Statutory Reporting
Special Meeting TBC	Home to School Transport Policy	Cross party advisory panel established, recommendations to be considered by select and their feedback incorporated into the consultation process.	Richard Cope	Policy Development
16 th April 2015	Estyn Inspection Letter	Update on improvements so far and key areas for future focus.	Clive Phillips, Estyn	Performance Monitoring
	CSSIW Report on Fostering Inspection	Report on the Fostering Inspection 2014	Tracy Jelfs Ann Ferris	Statutory Reporting
	CSSIW Report on Children's Services together with Children's Services Position Report	Report on the November 2014 inspection of Children's Services from CSSIW together with a position update from the department.	Tracy Jelfs Bobbie Jones	Statutory Reporting
	Month 9 Capital Budget Monitoring	Review of finance position for directorates and schools, identifying risks/trends in underspends and overspends.	Mark Howcroft	Budget Monitoring
21 st May 2015	Youth Service	<ul style="list-style-type: none"> ▪ Outline of the service and performance update of income generating projects ▪ MCC NEET Strategy ▪ European Social Fund monies for Pre and post 16 support, intervention and employment opportunities. 	Tracey Thomas	Performance Monitoring

Monmouthshire's Scrutiny Forward Work Programme 2015

Children and Young People's Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
	Gwent Music Service	Detail TBC	Emma -Gwent Music	
	Education Achievement Service (EAS)	<ul style="list-style-type: none"> ▪ Quarters 3 and 4 - Foundation Phase Key Stage 4 and 5 outcomes Report ▪ Specific Groups of Pupils Performance Report ▪ Education Target Setting (single report of these 2 issues presented jointly) 	Matthew Lloyd Sharon Randall Smith and Nicola Allan, EAS	Performance Monitoring
Special June 2015 (before June Council) TBC	Performance on Safeguarding Children	Scrutiny of performance via following reports: - Summary Report - Strategic Overview - Performance Scorecard - Service Improvement Plan	Jane Rodgers	Performance Monitoring
	ICT in Schools	Pre-decision scrutiny	Peter Davies Sian Hayward	Pre-decision Scrutiny
9th July 2015	Improvement Plan 2014-2017 and Outcome Agreements	Full year 2014-15 scrutiny of performance against the Improvement Objectives and the statutory 'all Wales performance indicators'.	Teresa Norris	Statutory Reporting
	Revenue and Capital Budget Monitoring - Outturn Reports and Budget Monitoring report (month 2)	To review the financial situation for the directorate, identifying trends, risks and issues on the horizon with overspends/underspends).	Mark Howcroft	Budget Monitoring

Monmouthshire's Scrutiny Forward Work Programme 2015

Children and Young People's Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
17 th Sep 2015	Integrated Youth Offer (delivers Partnership Youth Support Service)	<u>Partnership Scrutiny:</u> Single Integrated Plan Theme 2 - Improving Attainment Youth Service to lead, scrutiny of Action Plan	Tracey Thomas Nicola Bowen	Performance Monitoring
	Links to Estyn Recovery	<u>Partnership Scrutiny:</u> Single Integrated Plan Theme 2 - Improving Attainment CYP directorate to lead, scrutiny of Action Plan	Sharon Randall- Smith Nicola Bowen	Performance Monitoring
12 th Nov 2015	TBC			
Joint Special Meeting with Adults Select Committee November 2015 TBC	Anti-poverty Families First Programme Various Family Support Programmes Joint Assessment Family Framework (JAFF)	<u>Partnership Scrutiny:</u> Single Integrated Plan Theme 3 - Anti-poverty (Children's Services and partnership team)	Tracey Jelfs Nicola Bowen Will Mclean	Performance Monitoring
Special Dec	TBC			

Monmouthshire's Scrutiny Forward Work Programme 2015

Meeting Dates to be confirmed for:

- × **ICT in Schools** - Report on supporting future needs and requirements. POSTPONED from 25th March 2015.
- × **Corporate Parenting Report** - Annual scrutiny together with discussion on the issues, actions proposed and strategies in place to manage placements and reduce MCC's dependency upon external agencies.
- × **School Meals** - Pre-decision scrutiny.
- × **Categorisation of schools and results of target setting process**
- × **Review of Collaborative Arrangements** - proposed reduction in spending on 16-17 and 17-18.
- × **Schools Funding Formula** - discussed 27th January 2015, to return in 6 months to discuss implications of the change.
- × **Adoption Process (pan Gwent)** - Progress of the joint process.

Items to be emailed to Committee:

- × **Youth Offer Annual Report**
- × **Early Years Offer Policy Revision**
- × **Youth Offending Service Annual Report**
- × **Post Estyn Inspection Plan (PIAP) and minutes of the Internal Monitoring Board**



Council and Cabinet Business – Forward Plan

Monmouthshire County Council is required to publish a Forward Plan of all key decisions to be taken in the following four months in advance and to update quarterly. The Council has decided to extend the plan to twelve months in advance, and to update it on a monthly basis.

Council and Cabinet agendas will only consider decisions that have been placed on the planner by the beginning of the preceding month, unless the item can be demonstrated to be urgent business

Subject	Purpose	Consultees	Author
26TH MARCH 2015 – COUNCIL			
Corporate Strategy		SLT Cabinet	Matt Gatehouse/ Will McLean
Self Evaluation Draft		Cabinet SLT	Sarah McGuinness
Engagement framework evaluation report		Cabinet SLT	Will McLean
Senior Officer Pay award and corporate pay policy		SLT Cabinet	Sally Thomas Peter Davies
Monmouthshire engages		Cabinet SLT	Will McLean / Abby Barton
Council diary		Cabinet SLT	Tracey Harry
Presentation from Jonathon Morgan IMB			Will McLean/IMB
8TH APRIL 2015 – INDIVIDUAL CABINET MEMBER DECISION			
Extension to the 30mph speed limit Chepstow			Paul Keeble

Subject	Purpose	Consultees	Author
15TH APRIL 2015 – CABINET			
Taking Forward Service Transformation in Adult Social Care and Health	A review of Community Coordination and Small Local Enterprise		Nicola Needle
Invest to redesign funding			Kellie Beirne
S106 Chepstow Area			Cath Sheen
MOU Housing Solutions			Ian Bakewell
Schools disciplinary policy		Cabinet SLT	Sally Thomas
Education performance framework			Matt Gatehouse
ALN report			Stephanie Hawkins / Sharon Randall Smith
Strategic Equality Plan	3 rd annual monitoring report		Alan Burkitt
22ND APRIL 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
Funding of Major Play area and open space maintenance		SLT Cabinet	Tim Bradfield
Recreational and public open space developer contributions			Tim Bradfield
23RD APRIL 2015 – SPECIAL COUNCIL			
White paper – power to local people	Response to the white paper		Paul Matthews
Improvement Plan 2015/16 and feedback from Wales Audit Office	To approve the improvement plan for 2015/16		Matt Gatehouse
Official inspection letter			Paul Matthews
People and Organisational Development Strategy (Final)			Peter Davies

Subject	Purpose	Consultees	Author
6th MAY 2015 – CABINET			
Y Prentis			Cath Fallon
Developing a Business Improvement District in Abergavenny	To seek endorsement of a new BID in Abergavenny town centre	SLT Cabinet	Deb Hill Howells
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2014/15, meeting 7 held on the 26 th March 2015		Dave Jarrett
Schools Pay Policy		Cabinet SLT	Sally Thomas
Children services update			Tracey Jelfs
Adoption of LA policy on use of reasonable force			Richard Austin
Caldicot Town Team Funding requests			Colin Phillips
14th MAY 2015 – COUNCIL			
WAO Stage 2 Improvement Plan		Cabinet SLT	Will McLean/ Matt Gatehouse
Partnership Agreement		Cabinet SLT	
Chief Officer Report			Simon Burch
Chief Officer Report			Kellie Beirne
Caldicot 3G Ptich			Mike Moran
20th MAY 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
Draft supplementary planning guidance (SPG) Primary Retail Frontages	To endorse draft SPG to issue for consultation	SLT Planning Cabinet	Jane Coppock
Vibrant and viable places loan applications	To determine applications as they are received (ongoing ICMD)		Ian Bakewell
Vibrant and viable places loan scheme			Rachel Rawlings
Modernising trade waste			Rachel Jowitt

Subject	Purpose	Consultees	Author
services			
Proposed waiting restrictions Magor			Paul Keeble
Leasing of land at Burnt Barn Road, Bulwark to Chepstow			Gareth King
Establishment of LA nursery at Ysgol Gymraeg y fenni			Sue Hall
3rd JUNE 2015 – CABINET			
Council Tax Reduction Fraud Prosecution Policy	To provide Monmouthshire with a policy that will prevent, deter and/or detect Benefit Fraud		Ruth Donovan
MTFP and Budget Process 2016/17	To highlight the context within which the Medium Term Financial Plan (MTFP) will be developed for 2016/17 to 2019/20.		Joy Robson
Revenue Outturn report	To provide Members with information on the revenue outturn position of the Authority at the end of the 2014/15 financial year.		Mark Howcroft
Capital Outturn report	To present the draft capital outturn expenditure for 2014/15 compared to the total budget for the year.		Mark Howcroft
Local development strategy RDP			Cath Fallon
Play sufficiency audit report			Nicola Bowen / Ian Saunders
Programme board update			Kellie Beirne
Merton Green, Caerwent S106 Funding			Mike Moran
Croesonen S106 funding			Mike Moran
Supporting Monmouthshire Businesses' competitiveness	To assist Monmouthshire businesses to improve their competitiveness and online trade	SLT Cabinet	Peter Davies
Commercial obstruction on			Roger Hoggins

Subject	Purpose	Consultees	Author
the carriageway			
CMC ² Strategic Review and Year 4 Business Plan	To endorse the review of CMC ² and future business strategy and approve year ahead business plan	Cabinet SLT	Peter Davies Sian Hayward
Welsh Language Monitoring Report			Alan Burkitt
10th JUNE 2015 – INDIVIUDAL CABINET MEMBER DECISIONS			
Draft supplementary planning guidance (SPG) Landscape	To endorse draft SPG to issue for consultation	SLT Planning Cabinet	Jane Coppock
Access fund for music	To set up a fund to support pupils within our schools to have access to music provision via the Gwent Music Service		Nikki Wellington
24th JUNE 2015 – INDIVIUDAL CABINET MEMBER DECISIONS			
25th JUNE 2015 – COUNCIL			
Chief Officer Report			Sarah McGuinness
Monmouth Pool			Kellie Beirne / Simon Kneafsey
Safeguarding report			Jane Rodgers
Solar Farm Business Case	To secure financial approval for the construction of an Authority owned solar farm at Oak Grove Farm, Crick		Ben Winstanley / Ian Hoccom
The Future Food Waste Treatment Strategy: Outline Business Case & Inter Authority Agreement	for the Council to consider the inclusion of MCC in the Heads of the Valleys Anaerobic Digestion Procurement. To agree the Outline Business Case and the Inter Authority Agreement which commits the Council to the procurement and partnership and a 15-20 year contract.	SLT Cabinet	Rachel Jowitt
8th JULY 2015 – INDIVIUDAL CABINET MEMBER DECISIONS			
15th JULY 2015 – CABINET			
Effectiveness of Council			Matt Gatehouse

Subject	Purpose	Consultees	Author
Services: quarterly update			
Income Generation Strategy	To provide a strategy for maximising the income opportunities available to the Council		Joy Robson
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 1 on the 25 th June 2015.		Dave Jarrett
MTFP and Budget Proposals for 2016/17	To provide Cabinet with revenue budget proposals for 2016/17 for consultation purposes		Joy Robson
Budget Monitoring report – month 2	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2015/16 financial year.		Joy Robson/ Mark Howcroft
Evaluation of community Coordination			Matt Gatehouse
Monmouthshire Crowdfunding platform	To seek approval for the development of a crowdfunding platform that together with Authority loan finance will support business growth and job creation	Cabinet SLT Member Seminar Pre-scrutiny	Peter Davies
Raglan – Proposed Community Hall	To inform members of the progress that the Raglan Village Hall Association has made in developing plans for a new village hall within the Raglan Community	Cabinet SLT	Deb Hill Howells
Major Events Strategy	To set out a Major Events Strategy through which to co-ordinate all local community and organised events in the county	SLT Cabinet	Ian Saunders
ICT in schools			Peter Davies/Sian Hayward
22nd JULY 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
SPG Programme annual review	To endorse draft SPG programme for 2015/16	SLT Planning Cabinet	Jane Coppock
30th JULY 2015 – COUNCIL			
Cultural Service Review			Ian Saunders

Subject	Purpose	Consultees	Author
26th AUGUST 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
2nd SEPTEMBER 2015 – CABINET			
Local Development Plan – annual monitoring report	To seek approval to submit the first AMR on the LDP to the Welsh Government	SLT Planning Cabinet	Jane Coppock
Capital Budget Proposals	To outline the proposed capital budget for 2016/17 and indicative capital budgets for the 3 years 2017/18 to 2019/20		Joy Robson
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 2 held on 30 th July 2015		Dave Jarrett
Review of allocation policy		Cabinet Members Leadership Team Appropriate Officers	Ian Bakewell
9th SEPTEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
SPG Programme annual review	To endorse draft SPG programme for 2015/16	SLT Planning Cabinet	Jane Coppock
23rd SEPTEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
SPG Programme annual review	To endorse draft SPG programme for 2015/16	SLT Planning Cabinet	Jane Coppock
24th SEPTEMBER 2015 - COUNCIL			
MCC Audited Accounts 2015/16 (formal approval)	To present the audited Statement of Accounts for 2014/15 for approval by Council		Joy Robson
ISA 260 report – MCC Accounts	To provide external audits report on the Statement of Accounts 2015/16		WAO
Local Development Plan – annual monitoring report	To seek approval to submit the first AMR on the LDP to the Welsh Government	SLT Planning Cabinet	Jane Coppock

Subject	Purpose	Consultees	Author
7th OCTOBER 2015 – CABINET			
14th OCTOBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
28th OCTOBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
4TH NOVEMBER 2015 – CABINET			
Budget Monitoring Report – Month 6	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2015/16 financial year.		Joy Robson/ Mark Howcroft
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 3 held on 24 th September 2015		Dave Jarrett
Effectiveness of Council Services: quarterly update			Matt Gatehouse
11th NOVEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
25th NOVEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
2nd DECEMBER 2015 – CABINET			
Council Tax Base 2016/17 and associated matters	To agree the Council Tax Base figure for submission to the Welsh Government, together with the collection rate to be applied for 2016/17 and to make other necessary related statutory decisions.		Sue Deacy/ Ruth Donovan
Reviews of Fees and Charges	To review all fees and charges made for services across the Council and identify proposals for increasing them in 2016/17		Joy Robson
Revenue & Capital Budget final proposals after public consultation	To present revenue and capital budget proposals following receipt of final settlement		Joy Robson

Subject	Purpose	Consultees	Author
23RD DECEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales) Regulations 1995	To seek approval of the proposals for consultation purposes regarding payments to precepting Authorities during 2016/17 financial year as required by statute.		Joy Robson
6TH JANUARY 2016 - CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 4 held on 19 th November 2015.		Dave Jarrett
21ST JANUARY 2016 - COUNCIL			
Final Budget Proposals			Joy Robson
27TH JANUARY 2016 – INDIVIDUAL CABINET MEMBER DECISIONS			
Local Government (Wales) Act 1994 The Local Authorities (Precepts)(Wales) Regulations 1995	To seek Members approval of the results of the consultation process regarding payments to precepting Authorities for 2016/17 as required by statute		Joy Robson
3RD FEBRUARY 2016 - CABINET			
Budget Monitoring report – month 9	The purpose of this report is to provide Members with information on the forecast outturn position of the Authority at end of month reporting for 2015/16 financial year.		Joy Robson/Mark Howcroft
Welsh Church Funding Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 5 held on the 17 th December 2015.		Dave Jarrett

Subject	Purpose	Consultees	Author
25TH FEBRUARY 2016 - COUNCIL			
Final Composite Council Tax Resolution	To set budget and council tax for 2016/17		Joy Robson
Treasury Management Strategy 2016/17	To accept the annual treasury management strategy		Joy Robson
2ND MARCH 2016 - CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16 meeting 6 held on the 21 st January 2016		Dave Jarrett
2015/16 Education & Welsh Church Trust Funds Investment & Fund Strategy	The purpose of this report is to present to Cabinet for approval the 2016/17 Investment and Fund strategy for Trust Funds for which the Authority acts as sole or custodian trustee for adoption and to approve the 2015/16 grant allocation to Local Authority beneficiaries of the Welsh Church Fund.		Dave Jarrett
13TH APRIL 2016 - CABINET			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 7 held on the 25 th February 2016		Dave Jarrett
4TH MAY 2016 - CABINET			
Welsh Church Fund	The purpose of this report is to make		Dave Jarrett

Subject	Purpose	Consultees	Author
Working Group	recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 8 held on the 24 th March 2016		



SUBJECT: SCH New System

MEETING: SCH DMT

DATE: 16/04/2014

DIVISION/WARDS AFFECTED:

1. PURPOSE:

To consider the future of Monmouthshire's Social Care and Health IT systems

2. RECOMMENDATIONS:

For DMT to discuss the risks highlighted and accept the following recommendations

- Replace our current swift/ICS/FISH system with a system Developed through CMC2 by the 31st of October 2014
- Notify Northgate that we will not be renewing the contract after 31st of October 2014, saving £62,000 pa
- Notify the Consortium that we will not be renewing the contract after 1st of April 2015 saving £32,000 pa
- Consider the amount that will be reinvested into the new build over the next 5 years
- Consider the resources needed for successful implementation within the timescales

3. KEY ISSUES:

The proposed new build will be take place during 2014.

Month	Action
April	Prototype
May	Build/refine
June	Build/refine
July	Build/refine
August	Testing/refine
September	Implementation
October	Implementation

Our contract with Northgate ends on the 31st of October 2014. At this stage it is unclear what this means – i.e.

- can we use an unsupported product and not pay any maintenance
- can we negotiate a short term extension

There is a meeting early in May 2014 with, Monmouthshire County Council, Trevor Banks from the consortium and Northgate to discuss this. At this point in time, Trevor is the lead negotiator for our contracts with Northgate. Trevor was keen to renew with Northgate for an extended period (3-5 years) as he believes we will get a discount in doing so. Monmouthshire County Council has informed Trevor that we are not interested in renewing for such a long period and have asked for prices on a shorter period (maximum one year) and the implications of not having a contract.

Each stage, Prototype, Build, Testing, Implementation will require extensive input from the teams, this will enable us to get a system that will work for us. This will be a fast paced agile development that requires key people at certain stages. There will be people involved throughout the whole project – currently Gary Thomas and Steve Beard and there’s also a need for people to drop in and out as required e.g. specialist people for Child Protection etc. and it is important that there is a priority for worker engagement to ensure the system not only follows processes but aids workers/families/volunteers in the delivery of care.

There is a five year plan of continued phased development, this needs to be fleshed out.

The risks below should be considered, the bullet points are for discussion.

Risk Matrix			
Risk	Comments	Likelihood	Impact
Not Meeting Timescales	DMT/Senior Managers will need to prioritise key staff Owner: SCH <ul style="list-style-type: none"> • The more staff involvement from front line to senior managers would help us meet timescales. 	Medium	High
Staff Commitment	This is a high paced project that needs commitment from all staff. It is difficult to keep up with pace and continue with the day job. Owner: SCH <ul style="list-style-type: none"> • Managers should receive regular progress reports via the regular meetings that are currently in place. • The new system could be a regular standing item at meetings. 	Medium	High
Cost (not getting the money)	The initial layout cost will be more in the first year.	Low	High

	<p>Owner: SCH and Corporate</p> <ul style="list-style-type: none"> We will have to negotiate with Chief Executives to find the funding Explore what we would get out of any re-sale 		
Relationships with Northgate	<p>This will only become a problem if we can't meet the 31st of October timescales</p> <p>Owner: SCH</p> <ul style="list-style-type: none"> Meet with The Consortium and Northgate 	Low	Low
Relationships with the Consortium	<p>These will have to change – I see future consortiums that we are involved in being based on practice rather than on the IT system that is used. Welsh Government still see consortium working as the way forward and have put in a lot of money into our consortium arrangements over the years.</p> <p>Owner SCH</p> <ul style="list-style-type: none"> What direction do we want our relationship with the consortium to go? 	Medium	Medium
Relationships with NWIS and Welsh Government	<p>The All Wales System Specification is currently ongoing and is down to the last 3 providers. Steve Davis (who is the lead) has concerns about what we are doing</p> <p>Owner: SCH</p> <ul style="list-style-type: none"> Meet with Steve Davies from NWIS 	Medium	High
Relationships with the SRS	<p>The SRS are being very negative to what we are doing – they are currently still our IT providers and we will need them to carry out some work:</p> <p>Owner SCH and Corporate</p> <ul style="list-style-type: none"> Meet with Matt Lewis and Kath Bevan Seymour 	High	Low
Procurement	<p>There may be legal challenges in the future. This is not just a Social Care and Health issue but Monmouthshire County Council issue.</p> <p>Owner: Corporate</p> <ul style="list-style-type: none"> Meet with Kellie Beirne 	Medium	High
Corporate Priority	<p>Stuart has come into MCC for a complete review – we need to make sure SCH is a priority</p> <p>Owner: SCH and Coporate</p>	High	High

	<ul style="list-style-type: none"> Meet with Kellie Beirne 		
Council Mergers	<p>If this happens it is difficult to see the impact of what system we will use but our new system will be designed from bottom up.</p> <p>Owner: SCH and Corporate</p> <ul style="list-style-type: none"> Do we need to be proactive in this? 	Medium	Low
Fear of new technology	<p>People have got use to paying maintenance contracts to companies and are a little uneasy of having a different relationship with developers</p> <p>Owner: SCH</p> <ul style="list-style-type: none"> Increase our understanding of the new technology 	Low	Low
Proof of concept for other MCC systems	<p>Other systems such as CRM are a little further behind us with their prototype. They will be putting in a proof of concept in May. If they decide not to go with the new development then it may have implications</p> <p>Owner: Corporate</p> <ul style="list-style-type: none"> Meet with Kellie Beirne 	Low	High
Ongoing Support	<p>Who is going to support the product when Stuart Leaves</p> <p>Owner: Corporate and SCH</p> <ul style="list-style-type: none"> SRS One Off Development Contract SLA MCC 	Medium	High
Data Migration	<p>What information is taken over from old swift/ICS/FISH. We have the skills in-house to do this but the time taken will have to be managed</p> <p>Owner: SCH</p> <ul style="list-style-type: none"> Prioritise what needs to be taken over Allocate appropriate resources 	Low	Medium

4. REASONS:

We are currently paying £92,000pa split between Northgate and the South East Wales Consortium for licences and support for swift/FISH/ICS. The price increases year on year.

The current product is missing key features to deliver services. E.g. mobile working, links with partners etc. To get additional functionality there's a one off cost for purchase of each module and then yearly maintenance, usually 20% of the total cost, is charged on top.

Our current system runs on five servers, which are nearing the end of their life. These need to be replaced and this will cost us approximately £20,000 for this work to be carried out. The work will also require between 5 and 10 days of system down time and it's a piece of work that will be part of a 6 month project (with SRS and the consortium) that will require staff commitment from Monmouthshire County Council and SRS.

Northgate chose not to tender for the All Wales Systems Specification. The final three products in the tender process do not offer us anything more than we have at the moment and are very expensive. They are propriety based (which will mean higher licence costs) rather than open source. The Government are encouraging more open source development.

We have a system that we are not using all the functionality. This is for a variety of reasons ranging from the system being too complex to the functionality not working.

Through Stuart Arthur, we have been introduced to a new way of developing, using Open Source technologies. This provides us with a platform for rapid development. When Stuart is presented with a particular area of the system, he can look to trusted resources in the open source community and see if there is an application out there that meets our particular need. This can then be tweaked as required to fully meet our needs and then all the modules are stitched together to provide the users with a seamless experience. Only as a last resort will the developer need to build from scratch. Using this method provides us with the opportunity to meet the 31st of October 2014 timescales.

5. RESOURCE IMPLICATIONS:

The build will cost approximately £150,000 to £200,000 with continued development on a yearly basis. Some of this will be Social Care and Health Money, some will be Monmouthshire County Councils money and there is an opportunity to explore income generation.

Current Cost Matrix if we stay with Northgate

2014/2015	Cost	Comments
Northgate	£62,000	
Consortium	£32,000	
Upgrade	£20,000	5 new servers are needed if we are to stay on swift
File archive facility	£21,000	There is a one off cost with Northgate (plus 20% maintenance) if we wanted to bulk delete records (at the moment you can delete record manually but it is a very labour intensive task which we cannot do without increasing staff).
Total cost for 2014/2015	£135,000	Includes £42,000 one off costs
2015/2016		

Northgate	£69,000	Includes the maintenance for file archive facility plus the 4% uplift Northgate charge
Consortium	£32,000	
Total Costs 2015/2016	£101,000	
2015/2016		
Northgate	£72,760	4% increase
Consortium	£32,000	
Total Costs 2015/2016	£104,760	
2016/2017		
Northgate	£75,672	4% increase
Consortium	£32,000	
Total Costs 2016/2017	£107,672	
2018/19		
Northgate	£78,698	4% increase
Consortium	£32,000	
Total Costs 2018/19	£110,698	
In summary over the next 5 years, if we stay with Northgate it will cost us £559,130 and this does not include any of the extra modules we will need such as remote access, links to health which is additional costs plus additional maintenance.		

Cost Matrix for Self Build

Total Costs for 2014/2015		
Northgate	£31,000	We've already paid until 31 st of October 2014
Consortium	£32,000	This could possibly be halved but would mean we would still have Northgate's product but no support from the consortium
New Build	£200,000	I went with the higher amount and we need to negotiate with Chief Execs about funding or consider Grant Funding
Total Cost for 2014/2015	£263,000	
2015/16		
Development	£50,000	Estimate
Total Cost for 2015/16	£50,000	
2016/17		
Development	£40,000	Estimate
Total Cost for 2016/17	£40,000	
2017/18		
Development	£30,000	Estimate
Total Cost for 2017/18	£30,000	
2018/19		
Development	£30,000	Estimate
Total Costs for 2018/19	£30,000	
Summary five year costs for self-build £413,000 which includes £63,000 to our current contractor's so the relative costs would be £350,000 compared to £559,130		
<ul style="list-style-type: none"> It is difficult to predict the annual development costs but it is important to allocate a financial resource to this as we need continued improvement and initiatives. As the product becomes more embedded then this should decrease but I would hope users will start coming up with fantastic ideas so it would be good to be in a position to act on those. 		

- I haven't factored in savings from corporate under iCounty – I see this product as part of a suite of products which means we will have ample resources to support e.g. creation of forms will be the same in SCH as it would be in Finance.
- I haven't factored in any monies received from possible income generation. Future Government in England have already put themselves forward as a reseller.

The new build will reduce the administrative burden – e.g. new users (including external users) will be able to self-register themselves onto an authorisation process so there will be no need to generate e-forms to IT and wait.

Closure of records will be a one step process (e.g. enter a date, a reason then click save). Currently closing a record down can take 10 minutes for a simple case to 30 minutes.

We will never be able to produce totally accurate information on time saved inputting records but when designing the product the flow, ease of use, together with accessibility of both the system and information is being considered constantly.

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

The significant equality impacts identified in the assessment (Appendix 1) are summarised below for members' consideration:

Complete

The actual impacts from this report's recommendations will be reviewed every **xxx** years and criteria for monitoring and review will include:

Complete

7. CONSULTEES:

Gary Thomas
Partnerships and Engagement Officer
garythomas@monmouthshire.gov.uk

Stuart Arthur
Chief Technical Officer
stu@communitymc2.org.uk

8. BACKGROUND PAPERS:

All Wales Specification

9. AUTHOR:

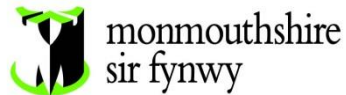
Stephen Beard

Senior Systems Development Officer
Social Care and Health

10. CONTACT DETAILS:

Tel: 07734854897

E-mail: stevebeard@monmouthshire.gov.uk



SUBJECT:	SCH New System
MEETING:	SCH DMT
DATE:	29/04/2015
DIVISION/WARDS AFFECTED:	

1. PURPOSE:

To consider the future of Monmouthshire’s Social Care and Health IT systems post phase 1 of the new Social Care and Health System – Flo for Adults, Plant for Children’s.

2. RECOMMENDATIONS:

For DMT to discuss the risks highlighted and accept the following recommendations

- DMT to certify the fully costed and funded phase 2 development
- Proceed to Phase 2, which is to include
 - Scheduling for Nursing/Home Care
 - POVA
 - Life Story/My Life
 - Outcomes/Engagement for Children
 - Finance
 - Mental Health CPT Plan
 - Enhancements for both Children’s and Adults
 - Adoption
- Ongoing Support
 - Infrastructure to be provided by the SRS
 - Support for Development to remain with the developer until 2016 and options considered towards the end of 2015. Current options are:
 - SRS
 - Consortium
 - Independent Contract with a Developer
- User groups to define and measure success
- To acknowledge the requirement for continued development
- Seek a procurement exemption under contract procedure rules 3.4 -Specialist Provider to contract the existing developer

3. KEY ISSUES:

During the summer of 2014 work started on the development of a New Social Care System. At the time, our contract with Northgate was due to expire on the 31st of October 2014, therefore one of the drivers was to implement the new system before the end of October 2014. We did not meet our October 2014 deadline, however we managed to extend the Northgate contract at a reduced rate until 31st of October 2015.

Phase 1 development focussed on the replacement of the current system and will be finalised in May 2015 and implemented during June 2015. For a system to “bed” in, support from the developer will be required. Part of the Phase 2 SLA with the Developer will be support for phase 1. This support will be passed on to a third party on completion of phase 2 development. The third party will be identified towards the end of 2015 and we currently have three options:

- SRS Development
- South East Wales Consortium Development
- Independent Development

Phase 2 development will realise our intention to match the full system requirements as set out in the all Wales Community Care Information System (CCIS) specification. The extended scope deployed in phase 2 will also ensure that FLO/Plant matches and enhances the function and capability of other closed proprietary systems in the marketplace.

Risks identified for Phase 2

Risk Matrix			
Risk	Comments	Likelihood	Impact
Not Obtaining the Exemption	<p>We have submitted the appropriate documentation for an exemption to be approved to continue working with the current developer.</p> <p>This needs to be approved for continuation of the project.</p> <p>Owner: SCH, Corporate</p> <ul style="list-style-type: none"> • We will work with corporate to obtain the necessary exemption 	Low	High
Not Meeting Timescales	<p>The scope of phase 2 is large, DMT/Senior Managers will need to prioritise key staff</p> <p>Owner: SCH</p> <ul style="list-style-type: none"> • The more staff involvement from front line to senior managers would help us meet timescales. • There is also scope to use other developments both external and internal – 	Medium	High

	e.g. connected worker may help with recording actual hours in direct care		
Relationships with NWIS and Welsh Government	<p>The All Wales System Specification is going to be implemented in Bridgend in July. There is pressure on us to sign up to the new system</p> <p>Owner: SCH</p> <ul style="list-style-type: none"> Continue to meet with NWIS and other local authorities 	Medium	High
Resources Developer	<p>We have very limited resources in manpower so we need to be focussed and have support from Senior Managers</p> <p>For Phase 1 completion, to ensure consistency ,we are currently relying one Developer</p> <p>Owner: SCH</p> <ul style="list-style-type: none"> Current staff are committed and ensure that staff we may need to consider bringing more staff in. This will be monitored During phase 2, aspects of Development will be transferred over to other developers in the consortium and the SRS. This will be managed jointly between SCH and the current. Functions have been documented and will be transferred slowly during 2015 e.g. We will start with creation of case notes and gradually more complex functions will be transferred over as the “new” developers are skilled up. 	Medium	High
Not obtaining a development support contract	<p>If we don't obtain a support contract then we would have to arrange ad-hoc development – this would harm continuity and may prove costly</p> <p>Owner: Corporate and SCH</p> <ul style="list-style-type: none"> We are already working closely with SRS and the South East Wales Consortium and a full appraisal will be carried out towards the end of 2015 	Low	High
Phase 2 complexity	<p>The new system is being received well and there is a danger that we ask and expect too much for phase 2</p> <p>Owner: SCH and Corporate</p> <ul style="list-style-type: none"> MCC procedures for new development require us to investigate to see if there is anything currently out there that can be used and plugged in. We will liaise with Corporate, SRS and other partners to make 	Low	Med

	<p>sure this happens E.g. part of phase 2 development requires the recording of direct care actual hours – the SRS have already developed an App entitled connected worker to record time sheets for highways. This can be used with the SCH App thus greatly reducing development time.</p> <ul style="list-style-type: none"> • All phase 2 requirements will be reviewed and prioritised and there is scope to either pull in another developer to speed development up development or to postpone development until the new development contract is in place in 2016 (see 3 Key Issues paragraph 2) 		
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During the development of phase 1 various risks were identified and mitigated against. A summary of these can be found in Appendix 1 and a full “lessons learned” exercise is going to be carried out by Peter Davies upon completion of phase 1.

4. REASONS:

Monmouthshire County Council has been working in partnership with CMC² to design and develop a replacement case management system for social care and health. The first phase of the new FLO system will be deployed in Adult Service’s and Children’s Services during June 2015.

Timeline for Phase 1 and Phase 2

April 2014	DMT report	Position
April – June 2014	Prototype Developed	Complete
July 2014	Cabinet Report releasing funding	Complete
July – September 2014	<p>CMC2 commissioned work to carry out the “heavy lifting”</p> <ul style="list-style-type: none"> • User Story Maps Were Defined • Wireframes Designed • Technology for deployment was Defined • Look and feel of App was Defined 	Complete
October 2014 – May 2015	Working closely with developer/users to design/build/test the product.	Final Stages
June 2015	Implementation Date	
July 2015	Phase 2 Start	
December 2015	Support Provider Decided	
February 2016	Phase 2 Finish	
March 2016	Support Contract In Place	

We now need to consider the success of phase 1 that is what makes phase 1 a success. We know that the new system in its current form has been designed by the users but we need to evidence this and move on to phase 2.

5. RESOURCE IMPLICATIONS:

Description	Estimate
Phase 2 Development (This is a planned commitment for 2015/2016 to be met from the SCH Development Budget)	£70,000
Total for Phase 2	£70,000

6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:

The actual impacts from this report's recommendations will be reviewed every 2 years and criteria for monitoring and review will include:
Complete

7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS

During the development of this system, safeguarding and corporate parenting implications have been considered throughout the process in consultation directly with Children's Services. The new system will further enhance the Council's safeguarding and corporate parenting statutory responsibilities.

8. CONSULTEES:

Gary Thomas
Lead Systems Analyst
garythomas@monmouthshire.gov.uk

9. BACKGROUND PAPERS:

NA

10. AUTHOR:

Stephen Beard
Senior Systems Development Officer
Social Care and Health

11. CONTACT DETAILS:

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Appendix 1 Risk Matrix Update from DMT Report April 2014

Risk Matrix			
Risk	Comments	Likelihood	Impact
Not Meeting Timescales	<p>DMT/Senior Managers will need to prioritise key staff</p> <p>Owner: SCH</p> <ul style="list-style-type: none"> The more staff involvement from front line to senior managers would help us meet timescales. 	Medium	High
<p>Current Position</p> <ul style="list-style-type: none"> For Phase 1 we did not meet the original timescale of 31st October 2014. We managed to negotiate a reduced contract extension with Northgate. This cost us £14,000 for Oracle and Business Objects Support but no swift/FISH/ICS support (we generally only needed this for upgraded and due to the new build we were not going to upgrade. The contract extension gave us more time to get the product right 			
Staff Commitment	<p>This is a high paced project that needs commitment from all staff. It is difficult to keep up with pace and continue with the day job.</p> <p>Owner: SCH</p> <ul style="list-style-type: none"> Managers should receive regular progress reports via the regular meetings that are currently in place. The new system could be a regular standing item at meetings. 	Medium	High
<p>Current Position</p> <ul style="list-style-type: none"> By using regular team meetings and established groups all staff have had a site of the new product before training/implementation and feedback is very positive. Regular groups such as the swift user group have morphed into Flo/Plant user groups 			
Cost (not getting the money)	<p>The initial layout cost will be more in the first year.</p> <p>Owner: SCH and Corporate</p> <ul style="list-style-type: none"> We will have to negotiate with Chief Executives to find the funding Explore what we would get out of any re-sale 	Low	High
<p>Current Position</p> <ul style="list-style-type: none"> The report to release funding was agreed at Cabinet on the 16th July 2014 			
Relationships with Northgate	<p>This will only become a problem if we can't meet the 31st of October timescales</p>	Low	Low

	Owner: SCH <ul style="list-style-type: none"> Meet with The Consortium and Northgate 		
Current Position <ul style="list-style-type: none"> Northgate are fully aware of our position and have extended our contract until the 31st October 2014 			
Relationships with the Consortium	<p>These will have to change – I see future consortiums that we are involved in being based on practice rather than on the IT system that is used. Welsh Government still see consortium working as the way forward and have put in a lot of money into our consortium arrangements over the years.</p> <p>Owner SCH</p> <ul style="list-style-type: none"> What direction do we want our relationship with the consortium to go? 	Medium	Medium
Current Position <ul style="list-style-type: none"> The South East Wales Consortium are aware of our position and have offered to provide development Support 			
Relationships with NWIS and Welsh Government	<p>The All Wales System Specification is currently ongoing and is down to the last 3 providers. Steve Davis (who is the lead) has concerns about what we are doing</p> <p>Owner: SCH</p> <ul style="list-style-type: none"> Meet with Steve Davies from NWIS 	Medium	High
Current Position <ul style="list-style-type: none"> We have been part of the procurement process of the All Wales System and were fully involved in the scoring demo's during October 2014 Several Meetings have been held with Steve Davies 			
Relationships with the SRS	<p>The SRS are being very negative to what we are doing – they are currently still our IT providers and we will need them to carry out some work:</p> <p>Owner SCH and Corporate</p> <ul style="list-style-type: none"> Meet with Matt Lewis and Kath Bevan Seymour 	High	Low
Current Position <ul style="list-style-type: none"> Since January 2015 SRS have been fully involved in the project. Our system is deployed and the infrastructure is supported by the SRS 			

Procurement	There may be legal challenges in the future. This is not just a Social Care and Health issue but Monmouthshire County Council issue. Owner: Corporate <ul style="list-style-type: none"> Meet with Kellie Beirne 	Medium	High
Current Position			
<ul style="list-style-type: none"> Advice was sort via Peter Davies and Sian Hayward with the councils solicitors and procurement 			
Corporate Priority	Stuart has come into MCC for a complete review – we need to make sure SCH is a priority Owner: SCH and Corporate <ul style="list-style-type: none"> Meet with Kellie Beirne 	High	High
Current Position			
<ul style="list-style-type: none"> We have regular meetings with corporate and SRS and the SCH New Build continues to be a priority project. 			
Council Mergers	If this happens it is difficult to see the impact of what system we will use but our new system will be designed from bottom up. Owner: SCH and Corporate <ul style="list-style-type: none"> Do we need to be proactive in this? 	Medium	Low
Current Position			
<ul style="list-style-type: none"> We regularly meet with other councils for show and tell All our joint teams have seen the product and will have training in preparation for implementation 			
Fear of new technology	People have got use to paying maintenance contracts to companies and are a little uneasy of having a different relationship with developers Owner: SCH <ul style="list-style-type: none"> Increase our understanding of the new technology 	Low	Low
Current Position			
<ul style="list-style-type: none"> We have learned a lot over the last year and are starting to see the benefits of modern technology (e.g. search functionality). After implementation, there will be a 6 month review to gather thoughts of the new technology. 			
Proof of concept for other MCC systems	Other systems such as CRM are a little further behind us with their prototype. They will be putting in a proof of concept in May. If they decide not to go with the new development then it may have	Low	High

	<p>implications</p> <p>Owner: Corporate</p> <ul style="list-style-type: none"> Meet with Kellie Beirne 		
<p>Current Position</p> <ul style="list-style-type: none"> Other systems within the council are still further behind Social care and Health in terms of development and all eyes are on us to deliver. We provide regular progress updates to the Digital Program Board 			
Ongoing Support	<p>Who is going to support the product when Stuart Leaves</p> <p>Owner: Corporate and SCH</p> <ul style="list-style-type: none"> SRS One Off Development Contract SLA MCC 	Medium	High
<p>Current Position</p> <ul style="list-style-type: none"> Infrastructure Support, including disaster/recovery is provided by SRS (which is the same as to our current support model) Development Support is provided by the current Developer until the end of Phase 2 (2016) There are three options for post 2016 Development Support <ul style="list-style-type: none"> SRS South East Wales Consortium Retainer with current Developer 			
Data Migration	<p>What information is taken over from old swift/ICS/FISH. We have the skills in-house to do this but the time taken will have to be managed</p> <p>Owner: SCH</p> <ul style="list-style-type: none"> Prioritise what needs to be taken over Allocate appropriate resources 	Low	Medium
<p>Current Position</p> <ul style="list-style-type: none"> This is currently being worked on 			