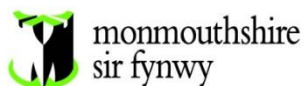


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Wednesday, 9 September 2015

## Notice of meeting / Hysbysiad o gyfarfod:

### Children and Young People Select Committee

Thursday, 17th September, 2015 at 10.00 am,  
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA

#### AGENDA

Item No	Item	Pages
1.	Declarations of Interest.	
2.	Apologies for Absence.	
3.	Public Open Forum.	
4.	To confirm the minutes of the following meetings:	
4.1.	Special meeting of the Children and Young People Select Committee - 23rd June 2015.	1 - 8
4.2.	Children and Young People Select Committee - 9th July 2015.	9 - 20
5.	Scrutiny of Performance Reports on Youth Service Income Generation:	
5.1.	Monmouthshire Youth Service Mandate Update.	21 - 36
5.2.	Monmouthshire Youth Service - European Structural Fund (ESF) Projects.	37 - 58
6.	Pre-Decision Scrutiny of Monmouthshire NEET Reduction Strategy.	59 - 68
7.	Work Programming:	
7.1.	Children and Young People Select Committee Work Programme.	69 - 72
7.2.	Cabinet and Council Forward Planner.	73 - 80
8.	To confirm the date and time of the next meeting.  Special Children and Young People – 15 <sup>th</sup> October 2015	

	Special Children and Young People – 21 <sup>st</sup> October 2015 Special Children and Young People – 2 <sup>nd</sup> November 2015 Children and Young People – 12 <sup>th</sup> November 2015	
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**Paul Matthews**  
**Chief Executive / Prif Weithredwr**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

P. Clarke  
P. Jones  
P. Farley  
L. Guppy  
R. Harris  
M. Hickman  
S. Howarth  
D. Jones  
M. Powell  
M Fowler (Parent Governor Representative)  
C Robertshaw (Parent Governor Representative)  
Dr S James (Church in Wales Representative)  
K Plow (Association of School Governors)

**Added Members**

**Members voting on Education Issues Only**

M Fowler (Parent Governor Representative)  
C Robertshaw (Parent Governor Representative)  
Dr S James (Church in Wales Representative)  
Vacant (Catholic Church)

**Added Members**

**Non Voting**

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

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### Welsh Language

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# 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 goals.

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

#### Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

#### Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

### Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

### Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

**Minutes of the Children and Young People Select Committee  
held at County Hall, Usk on Tuesday 23<sup>rd</sup> June 2015 at 2.00 p.m.**

**PRESENT:** County Councillor P. Jones (Chairman)

County Councillors: P.R. Clarke, P.S. Farley, L. Guppy, R.G. Harris, M. Hickman and S. Jones.

County Councillors E.J. Hackett Pain and V.E. Smith attended the meeting by invitation of the Chairman.

**CO-OPTED MEMBERS:**

Mr. M. Fowler - Parent Governor Representative

**OFFICERS IN ATTENDANCE:**

Ms. S. McGuinness - Chief Officer, Children and Young People  
Ms. S. Randall-Smith - Children and Young People Directorate  
Ms. T. Jelfs - Head of Children's Services  
Ms. J. Rodgers - Safeguarding and Quality Assurance Manager  
Mr. M. Lloyd - Data Analyst  
Ms. S. Hayward - Digital and ICT Manager  
Mrs. N. Wellington - Finance Manager  
Ms. H. Ilett - Scrutiny Manager  
Mr. R. Williams - Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillors D. Evans, S.G.M. Howarth and M. Powell and from Canon Dr S. James, Mr. R. Robertshaw, Mr. K. Plow, and Mr. S. Burch.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**3. PUBLIC OPEN FORUM**

There were no Members of the public present.

**4. ICT IN SCHOOLS INVESTMENT**

The Economy and Development Select Committee was invited to attend the meeting to scrutinise this agenda item.

Context:

To scrutinise the Outline Business Case for investing in the upgrade and renewal of the ICT infrastructure in schools, enhancing the teaching and learning experience and

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the Children and Young People Select Committee held at County Hall, Usk on Tuesday 23<sup>rd</sup> June 2015 at 2.00 p.m.

bringing schools up to a common standard in line with Welsh Government and 21st Century Schools aspirations.

#### Key issues:

- Last year the Authority launched its vision for ICT through its [iCounty Strategy](#) which provides a direction of travel for Monmouthshire in relation to its digital ambitions.
- The Authority's 21<sup>st</sup> Century Schools programme sets out a vision for ICT where ICT 'contributes sustainable and meaningful change to teaching and learning in Monmouthshire schools that will prepare students for further education, training and to live and work in a digital world'.
- In order to achieve this vision, the Authority's schools require a sustainable, resilient and robust ICT platform that meets the needs of the 21st teaching and learning environment.
- School Equipment is outdated. Outdated servers need to be brought into line with the 21<sup>st</sup> Century Schools Programme.
- A financial investment was required to put in place a baseline standard of connectivity for primary schools of 100MB.
- The SIMS system (School Information Management System) would be rolled out to schools.
- A collective tendering process would be entered into.
- If the investment is made, all schools will be required to sign up to a Service Level Agreement. The Schools recognise this investment is essential and is supported by schools, The Children and Young People Directorate's Departmental Management team and the Digital Board.
- The Digital Board is prepared to make the investment and had suggested that option 3 be presented to Cabinet. Also, the Board recommends that Cabinet recommends to Council that a prudential borrowing arrangement is entered into and for this to be incorporated into the Medium Term Financial Plan.

#### Member scrutiny:

- Existing equipment will be brought up to Windows 7. All schools will be brought up to a common standard.
- A voucher scheme will be established allowing schools to have equipment replaced to the value of £5000.



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- In response to an Economy and Development Select Committee Member's question, it was noted that orders for PSBA lines have not been made so the installation costs can't be identified. Some schools will cost more than others to install the lines.
- Training of teaching staff in digital teaching and learning will be required and will be the schools' responsibility.
- Four technicians will be appointed for a two year period in order to implement the rollout. This will allow all school to migrate to the Shared Resource Service (SRS) via this dedicated team.
- Under the proposed new system, all schools will migrate to the SRS making support maintenance and upgrades much easier for schools than at present.
- Quality Assurance – An escalation process will be established ensuring that the SRS is providing a good service to the schools and standards are being met. The Children and Young People Select Committee will monitor whether the standards are being met via progress report updates.
- School clusters will determine the order in which schools are upgraded.

#### **Committee's Conclusion**

The Chair summed up as follows:

The Select Committee acknowledges the importance of upgrading ICT provision in Monmouthshire's Schools. The Select Committee requested a further update in due course regarding details of the financial package and quality assurance.

#### **Committee's recommendation:**

We resolved:

- (i) to receive the report and the draft Outline Business Case.
- (ii) to endorse the proposed ICT investment of £885,775 into Monmouthshire's schools.

## MONMOUTHSHIRE COUNTY COUNCIL

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#### 5. PROVIDING MEMBERS WITH AN EVALUATION OF THE EFFECTIVENESS OF SAFEGUARDING WITHIN MONMOUTHSHIRE

##### Context:

To receive information and analysis regarding the safeguarding of children and young people. Comprehensive strategic and operational information is provided via a suite of four cross referenced reports:

- i. **Strategic Report for Safeguarding April 2015** - this provides an evaluative overview for Members on progress, areas for further work and includes case studies.
- ii. **Safeguarding Report Card April 2015** - this provides detailed evidence and analysis for Members wishing to review safeguarding performance in more depth.
- iii. **Service Improvement Plan for Safeguarding 2015 – 2016** - this is the annual plan for the safeguarding unit and lists the priorities and actions for the year.
- iv. **Children's Services Improvement Plan 2015 – 2016** - this contains the priorities and actions for Children's Services, including the actions in response to the CSSIW inspection.

##### Key issues:

Safeguarding children and young people is a key responsibility for the Council. These duties apply to all officers and members of the Council and include the specific child protection duties carried out via Children's Services; the corporate parenting responsibilities of the Council and the whole authority duty to ensure children are safeguarded across all services areas.

In November 2012, Estyn carried out an inspection of the Local Authority and found that the arrangements for safeguarding were unsatisfactory. A monitoring visit in February 2014 found that whilst the Local Authority had made some good initial progress, the shortcomings identified in the strategic management of safeguarding had not been addressed well enough. This judgement was echoed by a Welsh Audit Office inspection in March 2014. It was partly as a result of this that the current suite of reports were commissioned to ensure that Members had access to comprehensive and thoughtful analysis of the state of safeguarding in Monmouthshire.

CSSIW carried out inspections of Monmouthshire Children's Services in April and November 2014. Whilst confirming that children involved in the child protection process were safeguarded, CSSIW did identify some key deficits and areas for improvement including the consistency and quality of management oversight within Children's Services and the effective embedding of performance management and quality assurance arrangements.

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#### Member scrutiny:

- Summary of the Key Areas of Activity and Score Table – Key Priority Area 8 – Best Safeguarding Practices – The evaluation figure for April 2014, September 2014 and April 2015 has remained the same. This is an area that requires attention and focus across the whole Authority, and specifically within Children’s Services. The Directorate is aware of the work required in this area and has consequently used a conservative approach with the evaluative score. This is a whole Authority approach and a conservative approach has been taken.
- Professional allegations and concerns – In response to a Select Committee Member’s question, it was noted that there is a link between training and best practice in generating referrals related to individual children / professional issues. The requirement to refer professional concerns is emphasised in training sessions. The number of allegations has remained consistent. The professional concerns process is a way of working with other organisations to ensure wider safeguarding is in place.
- The Directorate is looking to establish training sessions for Elected Members in the coming months.
- In response to a Select Committee Member’s question regarding volunteer involvement, a volunteer handbook is being created for volunteers who work for the Authority. Links with the Gwent Association of Voluntary Organisations (GAVO) have been established regarding safeguarding issues. However, it was noted that GAVO was being restructured. The Directorate was aspiring to create links with all voluntary sectors within Monmouthshire in due course.
- Staffing levels – It is anticipated that a part time post will be recruited over the Summer of 2015 to provide more capacity. However, it was noted that the current post of Safeguarding and Quality Assurance Manager has regional responsibilities under the South East Wales Safeguarding Children Board.
- The Key areas requiring development over 2015/16 would be better located at the beginning of the report.
- The percentage of initial child protection conference held within 15 days of the strategy discussion was 75%, which was short of the target of 93.4%. It was noted that the percentages were affected by the low numbers, i.e., if one conference was missed then the percentage would drop considerably; large sibling groups and the balance over delay and ‘getting the right people round the table’

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the Children and Young People Select Committee held at County Hall, Usk on Tuesday 23<sup>rd</sup> June 2015 at 2.00 p.m.

#### **Committee's Conclusion:**

The Chair summed up as follows:

The Select Committee had received a comprehensive report. However, a reference point within future reports would be useful. Estyn, CSSIW and Wales Audit Office had identified some shortfalls within the service. However, having scrutinised the report the Select Committee recognised the improvements that had been and the improvements that were being made. Strong Leadership ensures that children and young people in Monmouthshire are safe and that they are being listened to and that Safeguarding is culturally embedded across the whole authority. On the whole, the progress being made outweighs the shortfall.

#### **Committee's recommendation:**

That a further update report be presented to the Select Committee before the next Estyn visit.

#### **6. REVIEW OF SCHOOL EXAMINATION PERFORMANCE AT KEY STAGES 4 AND 5 AND SPECIFIC PUPILS GROUPS ACROSS ALL KEY STAGES DURING ACADEMIC YEAR 2013/14**

##### Context:

To provide a summary of:

- Performance of pupils at the end of Key Stages 4 and 5
- A breakdown of performance all key stages for the following groups:
  - Girls and Boys.
  - Pupils who are eligible for free school meals (eFSM).
  - Pupils who are looked after by a Local Authority (LAC).
  - Pupils for whom English is an additional language (EAL).
  - Pupils with Additional Learning Needs (ALN).

##### Key issues:

The key issues identified related to pupil performance at Key at Stage 4, Key Stage 5, and Pupil Group Performance. Pupil Group Performance provided details in respect of pupils' eligible for Free School Meals, gender, Looked After Children, English and an additional language and Additional Learning Needs.

There will be three Members' Seminars to be held in July, October and December 2015 to provide an update on progress since the Estyn Inspections. All Members will be invited to attend. The second seminar would be to look at unverified data and to assess the trends.

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the Children and Young People Select Committee held at County Hall, Usk on Tuesday 23<sup>rd</sup> June 2015 at 2.00 p.m.

Select Committee Members were informed that unverified data would be presented to the Select Committee for Scrutiny purposes before the end of 2015.

#### Member scrutiny:

- The examination results contained within the report referred to examinations that had been sat one year ago. The report therefore had been received too late in order to undertake any constructive scrutiny.
- The Education Achievement Service (EAS) was present when the report was presented to Select Committee last year. The Select Committee feels very strongly that the EAS should be present at Committee alongside this report.
- We requested for early Autumn 2015, to receive unverified examination results for 2015 in order to scrutinise the data with the EAS representatives being present.
- Parents of children eligible to receive Free School Meals (FSM) were required to apply for this service. Work was being undertaken with Monmouthshire's schools to encourage parents that were eligible to take up the offer of FSM for their children. However, some parents were choosing not to take up this offer.
- Unverified data for Foundation Phase, Key Stages 2 and 3 was indicating an uplift in pupil performance. For example, there is almost a 2% uplift in Key Stage 3 Science this year.
- The Children and Young People Directorate was keen to share unverified data with the Select Committee as soon as possible.

#### **Committee's Conclusion:**

The Chair summed up as follows:

The data received had been received too late in order to undertake effective scrutiny.

#### **Committee's Recommendation:**

We resolved that the unverified data would be presented to the Children and Young People Select Committee in early Autumn 2015 and that representatives of the Education Achievement Service (EAS) would be invited to attend the meeting.

## 7. SCHOOL BUDGET FINANCE FORUM

We resolved that County Councillor P.R. Clarke would be the Select Committee's representative serving on the School Budget Finance Forum.

**MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the Children and Young People Select Committee  
held at County Hall, Usk on Tuesday 23<sup>rd</sup> June 2015 at 2.00 p.m.**

**8. DATE AND TIME OF NEXT MEETING**

We resolved to change the time of the next meeting to commence at 2.00pm on Thursday 9<sup>th</sup> July 2015.

**The meeting ended at 4.01 pm.**

**Minutes of the Children and Young People Select Committee  
held at County Hall, Usk held on  
Thursday 9<sup>th</sup> July 2015 at 10.00 a.m.**

**PRESENT:** County Councillor P. Jones (Chair)

County Councillors: P. Farley, D. Jones, R. Harris, S. Howarth and M. Powell.

Also in attendance Councillor E Hackett Pain

**CO-OPTED MEMBERS:**

K. Plow, C. Robertshaw, M. Fowler

**OFFICERS IN ATTENDANCE:**

S. McGuinness	-	Chief Officer, Children and Young People
S. Randall Smith	-	Head of Achievement and Attainment
S. Hall	-	Early Years Manager
M. Jones	-	Access Unit Manager
T. Thomas	-	Youth & Community Manager
R. Austin	-	Principal Officer Inclusion
T. Jelfs	-	Head of Children's Services
M. Howcroft	-	Assistant Head of Finance
N. Wellington	-	Finance Manager
T. Stokes	-	Finance Manager
T. Norris	-	Policy & Performance Officer
H. Ilett	-	Scrutiny Manager
S. King	-	Senior Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillors P. Clarke, L. Guppy and M. Hickman, and Canon Dr. S James.

**2. DECLARATIONS OF INTEREST**

County Councillors P. Farley, D. Jones, P. Jones, R. Harris, S. Howarth and M. Powell declared personal non prejudicial interests pursuant to the Members Code of Conduct as LEA appointed school governors.

**3. PUBLIC OPEN FORUM**

No members of the public addressed the Committee as part of the public open forum.

**4. MINUTES**

Members confirmed and signed the minutes of the Children and Young People Select Committee meeting held on 21<sup>st</sup> May 2015.

# MONMOUTHSHIRE COUNTY COUNCIL

## Minutes of the Children and Young People Select Committee held at County Hall, Usk held on Thursday 9<sup>th</sup> July 2015 at 10.00 a.m.

### 5. SCRUTINY OF FINANCE REPORTS

#### i) DRAFT REVENUE & CAPITAL OUTTURN 2014/15

##### Context:

Members scrutinised the Draft Revenue & Capital Outturn 2104/15 report, presented by the Assistant Head of Finance.

The purpose of the report was:

- To provide Members with information on the outturn position of the Authority for the 2014/15 financial year. The position is regarded as draft prior to external audit of Statement of Accounts.
- To provide summary information about the Council's reserve position as a consequence of year end movements and given recent reports in last quarter that have significant future implications.
- To be considered by Select Committees as part of their responsibility to,
  - assess whether effective budget monitoring is taking place,
  - monitor the extent to which budgets are spent in accordance with agreed budget and policy framework,
  - challenge the reasonableness of projected over or underspends, and
  - monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.

##### Key issues:

Directorate accountants highlighted specific details contained within reports which were identified as:

- Revenue & Capital outturn report presented the replenishment of £152,000 to school balances and the transfer of bottom line surplus to Council Fund of £31,000.
- It was intended that further consideration was given to how grant considerations could be aggregated by the Authority, alongside general school accounts, so that the combined position was reported.
- The Children and Young People Select Committee were referred to appendix 7, which was directorate specific and included the remit of the select committee.

##### Member Scrutiny:

- A member raised a query regarding an overspend in Passenger Transport department for SEN pupils and asked whether there was dialogue between two directorates. The committee recognised that the issue had been raised by another select committee, which included the passenger transport remit and relevant officers had been invited to address the committee. The Children and



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### Minutes of the Children and Young People Select Committee held at County Hall, Usk held on Thursday 9<sup>th</sup> July 2015 at 10.00 a.m.

Young People Select Committee were advised that the authority were responsible for transport of children.

- A member welcomed the positive approach in a notable change, which created the first cluster base reserve for the Chepstow area as a practical example of how schools intended to share ideas and resources.

#### **Committee's Conclusion:**

Chair's Summary:

The Children and Young People Select committee recognised the hard work that had been undertaken and commended the £31k surplus.

It was agreed that this would be conveyed to directorates and heads of services who had achieved savings.

The Chairman expressed thanks to Finance Officers, for the clear, concise and lengthy report.

#### **Report Recommendation:**

The report requested that the Committee agree the following recommendations:

- i) That Members consider the information contained within this report noting that the figures may be subject to adjustment through the external audit process.
- ii) That Members consider the position concerning revenue monitoring outturn resulting in the favourable replenishment of Council Fund reserves by £31,000 compared to the budgeted draw of £296,000.
- iii) That Members agree to the review of earmarked reserves resulting in the following adjustments:  
Single status and Equal pay reserve - £1.052 million, redistributed to the following reserves:
  - a. Fixed Assets disposal reserve - £257k
  - b. Pension and Redundancy reserve - £600k
  - c. Schools library reserve - £195k to extinguish a deficit balance
- iv) That Members approve the redundancy payments identified in paragraph 3.1.6 included within the outturn figures
- v) That Members consider the position concerning school balances and the implications on 2015-16 school budgets.
- vi) Members note the progress concerning the delivery of the saving mandates in 2014/15 and seek further reports to identify alternate savings and virements proposed by Directors to replace original proposals to ensure further pressure on the 2015/16 budget is reduced.
- vii) That Members consider the position concerning outturn capital monitoring resulting in an overall underspend

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the Children and Young People Select Committee held at County Hall, Usk held on Thursday 9<sup>th</sup> July 2015 at 10.00 a.m.

- viii) That Members approve the slippage schedule as identified in Appendix 2, building upon the recommendation at month 9 to review these at outturn.
- ix) Members approve the planned capital financing position as reported in para 3.7.
- x) That Members approve the use of the capital outturn underspend to fund the capital priorities identified in 3.5.6 and therefore obviate the need for 2015/16 capital budgets to be top sliced.

#### ii) **REVENUE AND CAPITAL MONITORING 2015/16 PERIOD 1 OUTTURN FORECAST STATEMENT**

##### Context:

Members scrutinised the Revenue and Capital Monitoring 2015/16 Period 1 Outturn Forecast statement report, presented by the Assistant Head of Finance.

The purpose of the report was:

- To provide Members with information on the forecast revenue outturn position of the Authority at the end of period 1 which represents month 2 financial information for the 2015/16 financial year. Revenue and Capital forecasting is being brought forward by a month against the usual timescale to provide members with relevant financial information before summer recess.
- To be considered by Select Committees as part of their responsibility to,
  - assess whether effective budget monitoring is taking place,
  - monitor the extent to which budgets are spent in accordance with agreed budget and policy framework,
  - challenge the reasonableness of projected over or underspends, and
  - monitor the achievement of predicted efficiency gains or progress in relation to savings proposals.

##### Key Issues:

Directorate accountants highlighted specific details contained within reports which were identified as:

- £742k potential overspend continued to be mitigated by anticipated net Council Tax receipts and favourable treasury considerations.
- School balances had exhibited a fluctuating trend, with some schools showing a continued reduction in school balances. Officers had worked in conjunction with schools in deficit position, and with schools in a surplus position, this ensured that budgets were used correctly.

##### Member Scrutiny:

- The committee recognised and welcomed the timely presentation of the report.

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- It was requested that figures contained within the report were simplified and consistent, in terms of presentation. Officers confirmed that this would be addressed in future.
- A member enquired as to the amount that was acceptable for school reserves. In response, Welsh Government guidelines had stated £50k for Primary and £100k for Secondary. Previous guidelines had stated 5%.

#### **Committee's Conclusion:**

##### Chair's Summary:

The Chairman expressed thanks to Finance Officers and welcomed the timely nature of the reports.

#### **Report Recommendation:**

The report requested that the Committee agree the following recommendations:

- i) That Members consider the position concerning the first period of revenue monitoring in 2015/16 (£252,000 deficit) and seek assurance of the action Chief Officers are taking to address the over spends in their service areas.
- ii) A caveated use of reserves is sought in relation to redundancy costs incurred by services this year totalling £13,000, whilst services will continue to find compensatory savings additional to the mandates to mitigate the net cost pressure by end of financial year.
- iii) Members consider the position concerning period 1 capital monitoring with a revised budget of £58.406 million for the 2015/16 financial year.

#### **6. SCRUTINY OF THE PERFORMANCE OF THE CHILDREN AND YOUNG PEOPLE DIRECTORATE - CHIEF OFFICER'S ANNUAL REPORT**

The Chief Officer, Children and Young People presented the annual report.

##### **Member Scrutiny:**

1. **Your self-evaluation suggests that you feel there was a degree of complacency three years ago and highlights the progress made on the journey thus far. How would you describe the position now and how do you evidence this?**
  - Officers were confident that results would reflect progress. There was external validity, which was previously not in place and the directorate was constant scrutiny. The department had clear direction, robust processes and procedures in place, strategic planning is good, practices were proactive rather than reactive.

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### Minutes of the Children and Young People Select Committee held at County Hall, Usk held on Thursday 9<sup>th</sup> July 2015 at 10.00 a.m.

- Relationships had developed with schools, outcomes had improved and members were better informed, through challenge.
- Changes had occurred in terms of school leaders, cultures and accountabilities.

**In your report, you identify key priorities for the forthcoming year such as;**

- **to improve access to education for vulnerable groups**
- **to address key factors to underachievement**
- **to ensure greater challenge and accountability to schools**

**Do you think your report is clear enough on the specific activities that will be carried out to deliver each of these?**

2.
  - A number of actions were in place to address priorities e.g. collaborative arrangements, development of 21<sup>st</sup> Century Schools.
  - Vision is focused on the children and how schools are operated
3. **A key focus within your report is “closing the gap in attainment and opportunity” and Estyn have also highlighted the need to improve the performance of FSM eligible pupils. Your own report highlights that “the performance of FSM eligible pupils in the core subject indicator at the end of KS2 has declined over 3 years and is greater than Wales as a whole”. What specific actions will you be taking to ensure the gap is closed?**

Significant work being undertaken and looking at models of best practice.

4. **Your directorate’s closet partner is the EAS and you say that the relationship is “central to success in improving attainment and providing challenge to schools”. How well do you think the Quality Assurance Framework is challenging the EAS to improve achievement levels? How are you ensuring value for money from EAS?**
  - Recognised this as a crucial question, value linked to standards and outcomes.
  - Challenge was in place through SE Wales consortium directors, and challenge advisor meetings.
  - Evaluated against outcomes at end of Key stages.
  - Content and extremely pleased with service that we and children are getting from EAS.
5. **A key focus within your report is “closing the gap in attainment and opportunity” and Estyn have also highlighted the need to improve the performance of FSM eligible pupils. Your own report highlights that “the**

## MONMOUTHSHIRE COUNTY COUNCIL

### Minutes of the Children and Young People Select Committee held at County Hall, Usk held on Thursday 9<sup>th</sup> July 2015 at 10.00 a.m.

**performance of FSM eligible pupils in the core subject indicator at the end of KS2 has declined over 3 years and is greater than Wales as a whole". What specific actions will you be taking to ensure the gap is closed?**

- Discussions held regarding tracking systems for pupils and work being undertaken to ensure teaching practice in primary and secondary schools are aligned.
- Work commissioned with the EAS to look at consistency and comparisons across the region.
- Tracking of children is fundamental aspect in understanding where they go next and where they come from, to ensure seamless approach for transition.

**6. We still have 5 schools running at a financial deficit (a reduction in 1 from 6 to 5 schools). What actions will you and your directorate be taking to ensure schools are operating within a financially sound budget? What specific actions will you take to ensure schools are not carrying a surplus budget or operating with a deficit?**

- The directorate had looked at raising standards and how SIMS would be implemented and rolled out in classrooms.
- Increased contributions from schools, which will increase training given through sims and will be prioritised to feature at front of programme of work.
- Pilot at Shirenewton school, issues with firewalls have been looked at by SRS. Hoping technical roll out will be quick, teachers will need windows 7 and it is part of priority and benchmark for all equipment in schools. Training will be required, to ensure that teachers are well equipped.
- Planning is an important factor to ensure that budgets would be financially sound.

**7. The Select Committee have documented long-standing concerns about the need for an individual pupil tracking system in schools. This was also highlighted by Estyn who said "schools' access to management information systems is inconsistent". We now understand that there will be a capital investment to deliver SIMS via a Cabinet Member decision. Given that this has been a key concern for this Committee, can you explain how this will be delivered, who will lead on it and can you commit to a timescale for implementation?**

- There is a minimum expectation that pupil progress meetings would be undertaken with parents at key points through the year.
- Transition meetings for primary secondary are robust and Welsh Government guidelines will be considered.
- Accurate identification of free school meal pupils are a focus point, challenging targets have been set.

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- Reports provided on pupil progress, specifically free school meals, pupil deprivation grant used and pupils identified much earlier. Pivotal to eligibility, is early identification at earliest possible age. Greater focus for free school meal children and focus through use of MySid (programme developed by the consortium), this would support teachers and demonstrate value for money.
8. **The Select Committee has recently scrutinised the Youth Service and their model of future service delivery and concluded that the service needs to provide robust financial detail to convince the Select Committee that the future model will be sustainable and will deliver the overall objective of the service. How confident are you as Cabinet Member that this will both:**
- a) **deliver the intended budget savings**
  - b) **provide a consistent and high quality service to young people**
- Action would be taken on over/underspend and accountability is alongside. Directorate continue to work hard and support settings. Robust measures in place and want to provide best possible support.
9. **How confident are you that the policy changes to the ALN service (based on the SLA with schools) will identify the appropriate pathways for intervention for young people with SEN?**
- Welsh Government guidelines provision to stop statementing children, implementing change in ALN policy. Revised policy transforms needs of children. Communication and engagement with parents and children to identify needs.
10. **The third Estyn visit highlighted that the quality of reporting still requires improvement if it is to sufficiently identify underperformance. The Select Committee has fed back to you directly that reports are not always helpful in terms of clarifying the key issues of concern. What are you doing to address this? How will you ensure there is consistency and quality of reporting within your directorate?**
- Reporting issues were being addressed and Estyn had highlighted that some reports required improvement.
  - Training had been rolled out to the CYP directorate in relation to report writing.
  - Approval for content and quality is considered at each stage of reporting. Work undertaken in collaboration with the policy and performance unit, where advice has been provided.
  - Improvement in process has been recognised, it was anticipated that this would be developed into satisfactory reporting.

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The Chief Officer informed the committee that work would be continued with the EAS, which would evaluate quality and importance of challenge advice.

#### **Committee's Conclusion:**

Chair's Summary:

The Chairman expressed thanks to the Chief Officer and recognised that key priorities had been highlighted, which were to be addressed.

The committee welcomed receipt of the updated report, when presented to Council.

Concerns were highlighted regarding performance and the select committee recognised the work being undertaken to improve aspects within Monmouthshire County Council, such as ALN strategy on reduced statements and out of county placements.

The committee were reassured that the directorate had an action plan in place and looked forward to future reports, which specifically defined actions that would be addressed.

#### **Recommendation:**

We agreed to recommend:

1. Performance data be reviewed alongside EAS and prior to Estyn review.
2. Officer to be invited to discuss delivering SIMS, progress and transition.

#### **7. SCRUTINY OF PERFORMANCE REPORT: 2014/15 IMPROVEMENT OBJECTIVES AND OUTCOME AGREEMENT**

##### **Context:**

The Policy and Performance Officer presented the 2014/15 improvement objectives and outcome agreement, the purpose of the report was:

- To present the end of year data for 2014/15 on the Improvement Objective and Outcome Agreement themes under the remit of the Children and Young People's Select Committee:
  - Improvement Objective 1: We will provide an improved education provision for Monmouthshire
  - Outcome Agreement theme 1: Improving school attainment
  - Outcome Agreement theme 3: Tackling Poverty
  - Outcome Agreement theme 5: Improving early years' experiences

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### Minutes of the Children and Young People Select Committee held at County Hall, Usk held on Thursday 9<sup>th</sup> July 2015 at 10.00 a.m.

- To present the wider set of key performance measures and targets under the committee's remit as published in the Council's strategic performance plans.

#### Key issues:

Children and Young People had adopted a more structured regime in its meetings to manage the directorate's business. This has ensured a more robust approach to business planning, monitoring and reviewing performance and securing intervention in services as needed.

Performance on education was identified as accurate, it was noted that the score had been cautious due to the period of special measures.

The committee were invited to scrutinise all performance information provided and raise any concerns.

#### Member Scrutiny:

- The Chair thanked officers for presenting the report.
- In response to a query regarding why targets had not been achieved. Members were assured that target setting processes were increasingly robust and were considered in conjunction with the Education Achievement Service. However, some targets had been aspirational. The committee were informed that the refinement of processes had informed further refinement in targets. Further information was available, if required.
- The committee were informed that the Outcome Agreement was with the Welsh Government for a three year period and the council were required to deliver on performance activity and associated targets. The current agreement covered 2013-2016, the council was awarded funding each year based on the performance achieved.

#### **Committee's Conclusion:**

Chair's Summary:

The Chairman expressed thanks to the Officer.

It was recognised that the committee had discussed and scrutinised many of the subjects.

We welcomed the detail within the report and commended officers for the work that had been involved in the document being developed.

#### Report Recommendation:



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The report requested that the Committee agree the following recommendations:

1. That members scrutinise the information to assess progress and performance against the objective and themes.
2. That members identify any areas of concern in relation to future activities and seek clarity from those responsible on whether performance can improve.
3. That members consider the accuracy of the evaluation scores based on the evidence provided.
4. That members scrutinise the targets and any revisions to those originally set on key performance indicators.

#### **8. WORK PROGRAMMING**

We received and noted the Children and Young People Select Committee work programme.

#### **9. DATE AND TIME OF NEXT MEETING**

We noted the next Children and Young People's Select Committee Meeting would be held on 17<sup>th</sup> September 2015 at 10.00am

**The meeting ended at 4.30 pm**

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**SUBJECT: MONMOUTHSHIRE YOUTH SERVICE MANDATE UPDATE**

**MEETING: CHILDREN AND YOUNG PEOPLE SELECT**

**DATE: 17<sup>th</sup> September 2015**

**DIVISION/WARDS AFFECTED: ALL**

## **1. PURPOSE:**

1.1 To scrutinise the performance report on progress made on Monmouthshire Youth Service's income generation and savings (Members are referred to budget Mandate 42.) In the Children and Young People Select meeting on 21<sup>st</sup> May 2015, Members requested an update on progress in September 2015.

## **2. RECOMMENDATIONS:**

2.1 To receive the performance report and take account of its content in decisions that may affect young people in Monmouthshire.

## **3. KEY ISSUES:**

3.1 In the 2015-16 approved budget Monmouthshire Youth Service has to find £200k to sustain current provision whilst improving services to young people in Monmouthshire.

3.2 Income generating programmes have been developed so that the Youth Service is less dependent on local authority funding but continues to provide a high quality service to young people in Monmouthshire. The Youth Service has taken a creative approach to exploring funding streams from external sources although these sources are reducing and becoming more competitive in the current financial climate. These programmes are outlined in Appendix 2 and the separate ESF report to be presented at this meeting.

3.3 Income generation is not sustainable in the long term if we are to continue delivery of services in the same way to young people.

3.4 Annual grants are not confirmed for 2016/17. If these grants are not received we could find ourselves with a larger shortfall.

3.5 Members may be aware of the National Youth Service Strategy (2014-2017) and Youth Engagement and Progression Framework which form the basis of the Monmouthshire Youth Services's Service Improvement Plan outlining the national and local outcomes expected from

each local authority's Youth Service provision, as well as the local aims outlined in Monmouthshire's Single Integrated Plan 2013-2017, and the Youth Service's Service Improvement Plan for 2015-16.

#### **4. REASONS:**

4.1. To inform Members of the ongoing pressures affecting progress and their impact on services to young people in Monmouthshire as requested by Members in the Children and Young People Select meeting on 21<sup>st</sup> May 2015.

#### **5. RESOURCE IMPLICATIONS:**

5.1 Monmouthshire Youth Service additional target of £200k income.

5.2 Officer time in programme management (all full-time Youth Service staff giving at least 20% of their time.)

#### **6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

6.1 The report seeks to contribute to the aims of the Single Integrated Plan 2013-2017 and the county's economic and social sustainability.

#### **7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

7.1 The report outlines the Youth Service's aims to continue services in order for them to remain accessible, safe, available and relevant to the young people of Monmouthshire.

#### **8. CONSULTEES:**

8.1 DMT

8.2 Youth Service Manager

8.3 Youth Service staff

#### **9. BACKGROUND PAPERS:**

Please see link to site for appropriate papers for

- Principles and Practices of Youth Work in Wales
- Youth Engagement and Progression Framework
- Youth Service Strategy 2014-17

<http://www.wlqa.gov.uk/youth-service>

- Income generation projects Appendix 2
- Overall income and grants Youth Service currently receives Appendix 3

**10. AUTHOR:**

Tracey Thomas, Youth Service Manager

**11. CONTACT DETAILS:**

**Tel:** 01873 833200

**E-mail:** [traceythomas@monmouthshire.gov.uk](mailto:traceythomas@monmouthshire.gov.uk)

# The “Equality Initial Challenge”

# Appendix 1

Name: Tracey Thomas Service area: CYP, Youth Service Date completed: 23 <sup>rd</sup> July 2015		Please give a <b>brief description</b> of what you are aiming to do.  To establish projects with income generating options to ensure 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 <b>Negative</b> impact Please give details	Potential <b>Neutral</b> impact Please give details	Potential <b>Positive</b> 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	

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

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Signed

**Designation** Youth Service Manager

**Dated** 23<sup>rd</sup> July 2015



### EQUALITY IMPACT ASSESSMENT FORM

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

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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

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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... *G. House* ..... Designation... Youth Service Manager..... Dated... 23-07-15.....




monmouthshire  
sir fynwy

**MONMOUTHSHIRE YOUTH SERVICE**  
**GWASANAETH IEUENCTID SIR FYNWY**

Project	<i>Propel</i>	<i>Wellbeing</i>	<b>European Structural Fund for Pre and Post 16</b>	<i>Community Kitchen</i>	<i>Skate shop in Abergavenny Youth and Community Centre</i>
<p><b>Rationale</b></p> <p>Propel is a high quality training and development business that specialises in providing bespoke training and accredited courses for professionals and young people. Propel offers a wide range of training and staff development opportunities for professionals.</p> <p>Offering a range of bespoke courses under the three strands of Propel:</p> <ul style="list-style-type: none"> <li>▶ <b>Training</b> – specialist and bespoke non-accredited training opportunities</li> <li>▶ <b>Accreditation</b> – accredited learning programmes leading to recognised qualifications</li> </ul> <p><b>Employability</b> – accredited and non-accredited development opportunities to prepare 14 – 25 year olds for the labour market</p> <p>The benefits of Propel are to enhance professional development, deliver relevant and current needs-</p>	<p>The Wellbeing project exists to provide specialist work to groups of young people within Monmouthshire. Further, it also intends to offer training and awareness raising workshops within therapeutic working to other professionals. The project is bound ethically by the guidelines of BACP.</p> <p>Provide specialist intervention within two main areas;</p> <p><b>Area 1-</b> Bespoke packages that are written and delivered in accordance to the needs of the client group.</p> <p><b>Area 2-</b> Training offered to professionals around working therapeutically or around issues such as attachment theory.</p>	<p>We have sourced and applied for ESF monies. This programme will provide individual support and intervention to young people who are at risk of becoming NEET. By addressing the barriers to engagement and participation enable young people to attain better qualifications pre 16 ad post 16 and sustain the transition into further education, employment and training.</p>	<p>We have established a community café in Abergavenny Youth and Community centre to generate an income to ensure building costs are cost neutral to MYS and Adult Education. Received 5 star rating from Environmental Health Food Safety.</p> <p>The café will provide refreshments for both staff and footfall of customers through building.</p> <p>There will be training opportunities and work placements for young people and adults who wish to venture in catering.</p> <p>The café will also provide bespoke buffets; children's parties and pre-ordered lunch deals.</p>	<p>We are currently exploring a franchise with Free Style Skate shop to sell merchandise within the centre and receive a % of profits on each item.</p> <p>The shop will initially be open 2 days a week for a 3 month trial period to ascertain footfall and local need.</p>	

	lead training while creating opportunities within the labour market.				
<b>Progress to date &amp; future challenges</b>	<p>Progress to date:</p> <p>Propel business plan redrafted</p> <p>Affiliations are in places with the following awarding bodies: Agored Cymru, City &amp; Guilds, Pearson Edexcel and the British Safety Council</p> <p>Cost of courses calculated (taking into account competitors' pricing)</p> <p>Redrafted delivery calendar in place (intended to commence Sept 2015)</p> <p>Some course materials produced Marketing in place (including flyers &amp; website, linked to The Talent Lab)</p> <p><b>Future Challenges:</b></p> <p>Time to upskill staff / write courses</p> <p>Staff capacity to fulfil roles and responsibilities.</p> <p>Staff leaving the authority / being moved to other projects / areas of work</p> <p>Competition - Other training providers delivering similar courses Custom - Customer organisations not having the money to pay for courses / accreditation</p>	<p>Progress to date:</p> <p>Constantly updating the business plan. Course packages written and costs calculated.</p> <p>Flyers produced.</p> <p>Bookings taken for both training and specialist work (see below).</p> <p><b>Future Challenges:</b></p> <p>Staff capacity- not having enough staff to fulfil demand if it continues to develop.</p> <p>Time- not having sufficient time to develop new and different courses to the ones we are currently offering.</p>	<p>Bid successful at first three stages.</p> <p>All secondary schools on board with new programme</p> <p>Bid application is now at final stage awaiting confirmation of funding</p> <p>Hannah Jones is lead as Engagement and Progression Coordinator for MCC.</p> <p>Newport CC is taking the main lead on this 4 way LA bid for administration and point of contact for WEFO.</p> <p><b>Future Challenges:</b></p> <p>Ensuring beneficiary outcomes are met to receive funding</p>	<p>Progress to date:</p> <p>5 star rating received from Environmental Health</p> <p>Staff trained in Level 3 Food Hygiene</p> <p>Kitchen fully fitted and operational</p> <p>Marketing of services available completed</p> <p>Buffet orders taken</p> <p>Lunch order taken regularly</p> <p>Children's Party completed</p> <p><b>Future Challenges:</b></p> <p>Ensure customer footfall by being competitive whilst still income generating</p> <p>Staff capacity to fulfil all elements of business operation</p>	<p>Progress to date:</p> <p>Shop kitted out</p> <p>Legal contract sorted Audit and account set up</p> <p>Insurance cover in place</p> <p><b>Future Challenges:</b></p> <p>Staff capacity to run both shop and carry out employed role</p> <p>No customer demand meaning no stock sold</p> <p>% of profit does not provide the income required</p>

Courses/training /service being offered and when	Predicted courses from September 2015 – March 2016: <ul style="list-style-type: none"> <li>• 6 x LGBT+ Awareness</li> <li>• 6 x LGBT+ Awareness</li> <li>• 3 x BSC L2 H&amp;S in the workplace</li> <li>• 3 x L2 Award in YW Practice</li> <li>• L3 Outreach &amp; Detached Skills</li> <li>• 3 x L3 Supervision Skills</li> <li>• 3 x L3 Support YP who are LGBT</li> <li>• 1 x L3 Award in Assessing</li> <li>• 2 x L3 Award in Education &amp; Training</li> </ul>	See attached Wellbeing Profit and Loss sheet	Pre and Post 16 support to increase attainment; attendance and employment, training and education opportunities to those in KS3, 4, and 5	5 day a week food service available and refreshments for users of centres  Buffets through orders taken  Childress Parties through order taken	2 day a week service from 1 <sup>st</sup> August selling all merchandise and requirement to skate community
Gross income to be made on each course	See attached Propel Course Costing sheet	See attached Wellbeing Profit and Loss sheet	N/A	10k anticipated income from August 2015 – March 2016	5k anticipated income from 1 <sup>st</sup> August – March 2016 (if 3 month trial period succeeds)
Projected Net income to be made from April 2015 – March 2016	Unhypothecated NET target of £30k split between: <ul style="list-style-type: none"> <li>▶ 10% Non-accredited Training Courses (£5k)</li> <li>▶ 80% Accredited Training (£20k)</li> <li>▶ 10% Employability Packages (£5k)</li> </ul>	NET target of £25k. <ul style="list-style-type: none"> <li>➤ 12.5k for Area 1.</li> <li>➤ 12.5k for Area 2.</li> </ul>	N/A	6k target after paying suppliers and equipment	5k as all monies returned to us are profit made so not outlaying costs attached
Income raised to date from courses offered	To date: £0.00 (Programme intended to commence Sept 2015)	Area 1- £1500.00 Area 2- £940.00  Due to run from Sep 2015; Area 1- £720.00 Area 2- £2500.00	1 <sup>st</sup> March 2016 income expected 10.5K  Annual income is over a financial year however project runs academic year	1 <sup>st</sup> July to date = £430.00	Income raised to date: 0.00 as not operational at time of writing report
<b>Totals:-</b> Expected Income for 2015/16: £141,000.00 Income generated to date: £5400.00					

NB: Where possible savings will be made through staff naturally leaving and reduced building use

**PROPEL COURSE COSTING OVERVIEW:**

	Course Title	Length of course in hours	Number of staff required	Number of trainees	Enrolment fee (plus £10pp admin fee per course flat rate)	Number of IV hours needed	Cost of room rental	Cost of refreshments	Cost to MYS according to the calculator	Price we are looking to charge	Competitors' pricing	NET Profit per course	Gross profit per course
<b>Non- accredited</b>	LGBT+ Awareness	3	1	10	Non-accredited				£160	£300 per 10		£300 per 10	£140
	BSC L2 H&S in the workplace	5	1	10	£13.95				£339.50	£350 per 10		£350 per 10	£10
<b>Page 33 accredited</b>	L2 Award in YW Practice	16????	1	1	£37	2			£417	£500 per person	£525-£650 per person	£500 per person	£73pp
	L3 Cert in YW Practice	25	1	1	£75	4			£685	£700 per person	£750-£775 per person	£700 per person	£15pp
	L3 Outreach & Detached Skills	12	1	10	£24.48 (two units)	4			£684.80	£700 per 10		£700 per 10	£16.20
	L3 Supervision Skills	12	1	10	£12.24	4			£562.40	£600 per 10		£600 per 10	£38.60
	L3 Support YP who are LGBT	9	1	10	£9.18	4			£471.80	£600 per 10		£600 per 10	£139.20
	L3 Award in Assessing	20	1	1	£35	2			£495	£550 per person	£638-£1020 per person	£550 per person	£55pp
	L3 Award in Education & Training	20	1	1	£58	4			£568	£600 per person	£328-£695 per person	£600 per person	£44pp
	L4 Cert in Education & Training	30	1	1	£100	4			£810	£850 per person	£800-£1417 per person	£850 per person	£40pp

## Best Case Scenario- first year profit for Wellbeing Project

### Therapeutic weekends.

8 weekends per year Apr-Apr.

10 young people per weekend, charged at £200 per place= £2000 per weekend.

Expenditure for weekend= £1000/ leaving £1000 profit.

£1000 profit x 8 weekends over the year= £8000

### Training

Counselling skills training, charged at £100 per day, per delegate.

15 places on the course charged at £100 per day= £1500

Expenditure for room hire/ staffing cost (7 hour delivery)= £300

£1200 profit x 10 training days over the year= £12,000

### ASD therapy support groups

Support group, charged at £5 per session, per person.

10 places x once a week x 8 week course= 10 x £5.00= 50 per week x 8 week course= £400

6 x 8 week courses= £3200

### Room hire- sensory facilities

6 slots per week available x £10 per hour for charge= £60

30 weeks running per year x weekly charge= £1800

Overall total for year one- £25,000.00

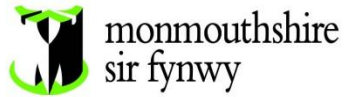


**Monmouthshire Youth Service Budget of Income/ Expenditure 2015 – 2016**

**Appendix 3**

<b>Income</b>		<b>Current Expenditure</b>	
Core received from LA 2015/16	£596,884	Staffing	£998,590.00
<b>Grants/Income for 2015/16</b>		Other costs – buildings and running costs; resources; transport	£124,701.00
Families First	£88,601		
WG Revenue and Training Grant for Youth Work	£85,000		
14 – 19 BTEC	£800.00		
Torfaen Training Contact	£93,879.00		
WG Youth Engagement & Progression Grant	£50,000.00		
Halloween grant	£6,000.00		
Wooden Spoon	£10,000.00		
Way into Work(Programme complete)	£23,947.00		
Church Youth Workers	£2,050.00		
Income generated to date:			
ESF Funding (March 16)	£10,500.00		
Wellbeing Project	£2,400.00		
Supporting People Programme	£10,000.00		
All other small money income generated	£16,857.72		
<b>Totals:</b>	<b>£970,594.00</b>	<b>Totals</b>	<b>£1,123,291.00</b>
Additional monies to find for 2015/16:-	£152,697.00		

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**SUBJECT: MONMOUTHSHIRE COUNTY COUNCIL YOUTH SERVICE – EUROPEAN STRUCTURAL FUND (ESF) PROJECTS:**

**Inspire2Achieve and Inspire2Work**

**MEETING: CHILDREN AND YOUNG PEOPLE SELECT**

**DATE: 17<sup>th</sup> September 2015**

## **1. PURPOSE:**

**1.1** Members at the 21<sup>st</sup> May meeting requested a progress report on the Inspire2Achieve and Inspire2Work projects led by Monmouthshire County Council's Youth Service utilising European Structural Fund (ESF) monies to deliver pre and post 16 support, intervention and employment opportunities, subject to final approval from Wales European Funding Office (WEFO).

**1.2** Newport City Council are the lead local authority for the Competitiveness region including Cardiff; Vale of Glamorgan; Newport and Monmouthshire. Members in Monmouthshire need to receive information regarding this programme.

## **2. RECOMMENDATIONS:**

**2.1** To scrutinise the progress report on early work undertaken in relation to the ESF programme. This relates to work on pre and post 16 support, intervention and employment opportunities. (Appendix 1)

**2.2** Members are asked to add to the Councils work plan annual monitoring to scrutinise the ESF programme for Monmouthshire and to ensure a holistic approach to provision for young people. Should ESF regulations require more frequent financial monitoring once approval has been confirmed Members will be advised accordingly.

## **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, ongoing discussions with schools have resulted in an offer of bespoke programmes delivered by the youth service.

- 3.3** If the ESF bid is unsuccessful, this will mean that youth work provision in schools will have to be substantially reduced across the authority. This could result in NEET figures rising and Key Stage 4 students not meeting the level 1 threshold as there will be reduced support from the Youth Service.
- 3.4** If the bid is successful the Youth Service will need to commit match-funding of 55% of the total project costs. The service currently 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 during this financial year to financially support both projects. The Youth Service has been very realistic in setting the project costs to ensure minimal financial pressures and to ensure affordability.
- 3.5** Members have previously been aware that Welsh Government has implemented 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 principles of the framework is embedded in the Inspire2Achieve and Inspire2Work programmes and are designed to secure 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 and reflect the Authority's Single Integrated Plan.
- 3.6** The anticipated start date for the Inspire programmes is 1<sup>st</sup> March 2016. 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 help to improve their 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 Inspire2Work and Inspire2Achieve programmes will work with key partners including Schools, Pupil Referral Service, Melin Homes and Monmouthshire County Council Business Enterprise Team in delivering a good quality provision.

#### **5. RESOURCE IMPLICATIONS:**

- 5.1** 55% of total project costs are to be match-funded by MCC Youth Service

#### **6. SUSTAINABLE DEVELOPMENT AND EQUALITY IMPLICATIONS:**

**6.1** This should improve provision, opportunities and outcomes to those targeted and vulnerable young people including Looked After Children and those eligible for Free School Meals.

**7. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

**7.1** The report outlines the Youth Service's aims to continue pre and post 16 services in order for them to remain accessible, safe, available and relevant to the young people of Monmouthshire

**8. CONSULTEES:**

Youth Engagement and Progression Co-ordinator  
Head Teachers  
Post 16 Steering Group  
14 -19 Curriculum Group  
Skills, Worklessness and Young People's Group  
Competiveness Subgroup

**9. BACKGROUND PAPERS:**

Action Plan Progress Report	(Appendix 2)
Operational Logic Table – Inspire2Achieve	(Appendix 3)
Operational Logic Table – Inspire2Work	(Appendix 4)

**10. AUTHOR:**

**Hannah Jones, MCC Youth Engagement and Progression Coordinator**

**11. CONTACT DETAILS:**

**Tel: 01873 833200**

**E-mail: [hannahjones@monmouthshire.gov.uk](mailto:hannahjones@monmouthshire.gov.uk)**

# The “Equality Initial Challenge”

# Appendix 1

Name: Hannah Jones Service area: CYP, Youth Service Date completed: 23 <sup>rd</sup> July 2015		Please give a <b>brief description</b> of what you are aiming to do.  To establish a new delivery programme supported by ESF monies to ensure continuation of pre and post 16 engagement in Monmouthshire.	
Protected characteristic	Potential <b>Negative</b> impact Please give details	Potential <b>Neutral</b> impact Please give details	Potential <b>Positive</b> Impact Please give details
Age		X Continual monitoring of the financial position of this programme delivered by the youth service will determine changes to future service delivery and therefore may change the EQIA from Neutral to Negative	
Disability		X Continual monitoring of the financial position of this programme delivered by the youth service will determine changes to future service delivery and therefore may change the EQIA from Neutral to Negative	
Marriage + Civil Partnership		X Continual monitoring of the financial position of this programme delivered by the youth service will determine changes to future service delivery and therefore may change the EQIA from Neutral to Negative	
Pregnancy and maternity		X Continual monitoring of the financial position of this programme delivered	

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

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

Please give details about any potential <b>negative Impacts</b> .	How do you propose to <b>MITIGATE</b> these <b>negative impacts</b>
<span style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 42</span>	



**Signed** *G. House* **Designation** Youth Service Manager

**Dated** 23<sup>rd</sup> July 2015

## EQUALITY IMPACT ASSESSMENT FORM

What are you impact assessing	Service area
Pre and Post 16 educational support currently delivered by the youth service within the budget allocated through ESF monies	CYP Youth Service
Policy author / service lead	Name of assessor and date
Tracey Thomas	

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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. To ensure continuation of pre and post 16 educational opportunities for young people in Monmouthshire, the Youth Service has sourced and awaiting approval for a 3 year grant from European Structural Fund to be able to sustain programmes to those young people who have been identified as requiring additional support.

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

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There is a potential risk that if the funding is not approved then the above characteristics could be disadvantaged if the provision of support was not made available to these students. There are discussions ongoing with schools to use PDG monies should this grant not become available to be able to sustain a service for these young people.

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

Discussions are ongoing with schools to look at funding streams to ensure that those vulnerable groups of young people are able to access the support they need within an educational establishment.

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... *G. Alhouse* ..... Designation... Youth Service Manager..... Dated... 23-07-15.....

**Inspire2Work Lead Beneficiaries / Partners**  
 Confirmation is required from proposed joint beneficiaries for the Inspire2Work (I2W.)

**Confirmation from WEFO**  
 Final number of participants and final costings agreed from WEFO for the Inspire projects  
 Start date confirmation required

**KS5 Data Cut**  
 Process being developed in partnership with schools to identify those most at risk of disengagement and becoming NEET in KS5

**Service Level Agreement**  
 A Service Level Agreement is required for the Inspire2Achieve project. Current SLA will need to be updated and approved by schools

**Produce Qualifications for Inspire Project**  
 Qualifications, assessments and schemes of work to be written for the Agored L2 Award through to L2 Certificate

**Detailed Delivery Proposal for I2W / Recruitment for I2W**  
 Detailed course structure containing accreditation and workshop breakdown produced for the 3 I2W project  
 Firm up recruitment process for I2W

**Delivery Team Confirm**  
 Draft job descriptions approved by Personnel, awaiting ESF approval

**Youth Engagement & Progression Framework (YEPF) Monmouthshire Plan**  
 The Inspire Programmes incorporate the YEPF into the delivery models, outcomes and impacts

**Inspire Team Meetings**  
 Developed staff structure, delivery models and staff support. Inspire team meetings will be held on a monthly basis

**LA Early Identification System (EIS)**  
 EIS in place. KS3 and KS4 pupils 'ragged' most at risk of disengagement. Indicators include, attendance, attainment and

**Inspire Staff Training**  
 Training days have been arranged for 30<sup>th</sup> August – Learning Coach / Pastoral  
 23<sup>rd</sup> September – Agored IV / assessing

**Inspire2Achieve Lead Beneficiaries / Partners**  
 Confirmation confirmed and buy in from school partners

**Immediate Attention**

**Behind Target**

**On Target**

**APPENDIX 3: OPERATION LOGIC TABLE Inspire2Achieve**

<b>Operation Title:</b>	Inspire 2 Achieve East Wales
<b>Operation Synopsis (max 50 words)</b>	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.
<b>Programme/Priority/Theme (multiple if appropriate):</b>	ESF Priority Axis 3 – Youth Employment Theme 3 B – Youth Attainment and Engagement
<b>Geographical area within proposed activity would take place:</b>	Cardiff, Monmouthshire, Newport and the Vale of Glamorgan

<b>Which Specific Objectives(s) within the programmes would the proposed operation deliver against</b>	<b>What change will the proposed operation seek to achieve?</b>	<b>How will the proposed operation achieve the changes sought?</b>	<b>Programme output indicators and targets</b>
<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><b>ACTIVITY 1 – Referral Process</b> 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 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"> <li>• Food and Farming- Growth targeted by Welsh Government in the Food and Farming sector across Wales, including East Wales.</li> <li>• Tourism, recreation and Leisure- Opportunities for further growth in tourism in the Brecon Beacons National Park, Glamorgan Heritage coast and</li> </ul>



<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"> <li>• Childcare and support for young carers</li> <li>• Transport support - reimbursing costs or providing transport to specialist provision.</li> <li>• Travel training – work with young people to overcome barriers (perceived and real) to increase their ability to travel out of area for training.</li> <li>• Independent living training – work with young people offering tenancy support/managing your own budget/ running a home/ life skills</li> </ul>	<p>Wye Valley Area of Outstanding Natural Beauty and the cities of Cardiff and Newport.</p> <ul style="list-style-type: none"> <li>• Advanced Manufacturing – Growth planned at St Athan/Cardiff Airport advanced manufacturing/aerospace Enterprise Zone.</li> <li>• Information, Communication and Technology; - Growth of sector and digital economy supported by the roll out of fast fibre broadband.</li> <li>• Financial and Professional Services: Expected growth in Central Cardiff Financial and Professional Services Enterprise Zone and in Newport.</li> <li>• 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, 21<sup>st</sup> Century schools programme.</li> </ul> <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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**APPENDIX 4 OPERATION LOGIC TABLE (FOR ERDF & ESF)**

<b>Operation Title:</b>	Inspire 2 Work East Wales
<b>Operation Synopsis ( max.50 words)</b>	To provide pre-employability and employability programmes to enable young people who are NEET to gain the skills, knowledge and experience needed to access suitable and sustainable employment (including self –employment). In doing so removing the barriers to learning, aiding independence and offering individual tailored support.
<b>Programme/Priority/Theme (multiple if appropriate):</b>	ESF Priority 3 Youth Employment Theme 3B Youth Employment
<b>Geographical area within proposed activity would take place:</b>	Cardiff, Monmouthshire, Newport and the Vale of Glamorgan

<b>Which Specific Objectives within the programme would the proposed operation deliver against?</b>	<b>What change will the proposed operation seek to achieve?</b>	<b>How will the proposed operation achieve the changes sought?</b>	<b>Programme output indicators and targets</b>
<i>List the Specific Objective(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 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>
SO1: To reduce the number of 16-24 year olds who are Not in Employment Education or Training (NEET)	To bring about the sustainable integration into the labour market of young people (aged 16-24) who are Not in Employment Education or Training, particularly those who are at risk of social exclusion and young people from marginalised communities.	<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. Although interventions will be based on the needs of the individual, it is recognised that the needs of 16 -18 year olds are sometimes different. For example, this age group may need support to adjust from a ‘school term’ mind-set to that of a normal working day. Interventions will aim to address those needs.</p> <p><b>Activity 1 - Referral Process</b> Participants are referred onto the project through Careers, Job Centre Plus, Schools Youth Service, and Transition Worker. Initial assessment</p>	<p>NEET Participants (16-24 years of age) gaining qualifications upon leaving.</p> <p>NEET Participants (16 -24 years of age) in education/training upon leaving.</p> <p>NEET Participants (16 -24 years of age) entering employment upon leaving.</p>

		<p>(Literacy and numeracy, social emotional well – being) is carried out to determine participants individual needs and programme of engagement.</p> <p>Participants already engaged in Specific Objective 2(Young people at risk of becoming NEET) may progress/transfer into this programme if they fit the eligibility criteria for example, feel confident to work within a small group of learners, wish to set up their own business. There by ensuring interaction of the two projects.</p> <p>The project will identify those young people 18+ that are not in receipt of JSA or ESA through outreach work linking with community groups, organisations and key members of the community, as well as through the use of social media.</p> <p><b>Activity 2 -Pre – employability Programme</b>  <b>Whole Person Assessment</b> - All individuals will undertake a whole person assessment which not only looks at their NEET status and related topics but will cover their whole wellbeing. Upon assessment a worker will be allocated to work with individuals on a one-to-one mentoring basis, offering support, advice and guidance.</p> <p><b>Personal Social Development</b> - For those identified as having a personal or social development need (i.e. confidence, communication, lack of maturity, inappropriate behaviour) a programme of support will be put in place, delivering elements of provision such as literacy and numeracy, digital literacy, confidence building, This will be delivered through the operation and procured within the funding allocation.</p> <p>Provide work focused support for 16-24 year olds to enable them to overcome the barriers which prevent them from entering and sustaining long term employment and to challenge traditional</p>	
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assumptions and stereotypes and to raise participation levels in occupations and sectors where a particular gender or recognised equality groups are under-represented.

**Activity 3 –Employability & Entrepreneurship Programme**

The programme is for those that have been identified, offering a minimum of 2 weeks of 30 hours centre based provision and a minimum of two weeks work experience. The programme will offer a suite of interventions including CV writing and job search support, interview techniques, work specific qualifications, i.e. CSCS, manual handling, first aid etc. and job brokerage – supporting young people to access and sustain employment.

It will engage with employers, local employment partnerships to gather LMI to ensure that the employability course is a demand led programme. This will ensure that the course is flexible and responsive to labour market fluctuations and will support employers to employ more disadvantaged young people.

Additionally, the programme will seek to collaborate with the voluntary and private sector in deliver an enterprise programme offering young people the skills to set up their own business and becoming self-employed. The programme will access Business Wales for business, start up support e.g., writing a business plan, business finance and running a business.

**Activity 4 - Skills and Qualification Support**

		<p>For participants with low skills or qualifications, a curriculum of learning will be put in place to meet their need allowing progression and support, including a range of qualifications and awards to supplement and enhance mainstream curriculum</p> <p>Participants progressing into further learning will be offered course advice and guidance, taster sessions in appropriate subject areas and ongoing mentoring until they have settled into their destination, whether this is FE, HE or Work Based Learning.</p> <p><b>Activity 5 -Tracking and Monitoring</b></p> <p>There will be continuous assessment of progress against the individual’s plan. Half way through the project and before leaving the project an assessment will be carried out to measure distance travelled.</p> <p><b>NB. Evidence from all 4 competitiveness areas has identified that the 16 -18 years differ from 18 -24 years in terms of expectations and aspirations. The specific barriers that inform the need for the operation remain the same for 16 – 18 years and 18 -24 years, it’s the style of delivery that will vary, but content will remain the same. On occasions the two groups will merge, however provision for the age groups will remain separate.</b></p>	
<p><b>Group(s) targeted</b></p>	<p><b>Identifying the barriers</b></p>	<p><b>Overcoming the barriers</b></p>	<p><b>How does the proposed operation fit within the wider investment context as set out in the Economic Prioritisation Framework (EPF)?</b></p>
<p><i>Please identify the specific target group(s) that the proposed operation would seek to support.</i></p> <p>NEET Participants (16 - 24 years of age)</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><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><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>16-18 year olds: Identify young people through the Welsh Government 5 tier model, particularly those who Tier 1 (unknowns) or 2 (unable or have complex barriers).</p> <p>19-24 (YA+E) JSA Claimants (non work programme/ work programme returners)</p> <p>16-24 Vulnerable groups (BME, ESOL, young carers, young parents, homeless, pregnant, care leavers, young offenders) furthest from the labour market</p>	<p><u>Personal and Emotional Barriers</u></p> <p>Confidence Motivation Vision/Aspirations Socialisation / Social Isolation Expectations Participation</p> <p><u>Health and Social Barriers</u></p> <p>Family values Family support Housing Health and wellbeing Community Carer responsibilities</p> <p><u>Economic Barriers</u> Benefits and lack of disposable income Local Economy Lack of opportunities (perceived or real) Transport Childcare</p> <p><u>Employment Skills needed</u></p> <p>Commitment (work ethic) Work experience Literacy Numeracy ICT Qualifications</p>	<p><u>Personal and Emotional Support:</u></p> <p>Young people will have individually tailored support to overcome and address their personal and emotional barriers. This could include one to one support, group work, access to appropriate specialist agencies and training.</p> <p><u>Health and Social support:</u> 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 overcome traditional assumptions and supported to access services to avoid reaching crisis point.</p> <p><u>Economic Support</u> Young people will be supported to understand their economic barriers. Support will include training and skill development for budget management. Other support could include: 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 jobs or training.</p> <p><u>Employment Skills</u> Removing barriers to learning, helping create independence, and providing individual mentoring and advocacy advice to young people. Meet employers needs Increase chances to gain employment Promotes sustained employment This is about providing the right skills – relevant, in demand, sufficient level etc. and the right experience to meet the needs of employers now and in the future</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"> <li>• Food and Farming- Growth targeted by Welsh Government in the Food and Farming sector across Wales, including East Wales.</li> <li>• Tourism, recreation and Leisure- Opportunities for further growth 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.</li> <li>• Advanced Manufacturing – Growth planned at St Athan/Cardiff Airport advanced manufacturing/aerospace Enterprise Zone.</li> <li>• Information, Communication and Technology; - Growth of sector and digital economy supported by the roll out of fast fibre broadband.</li> <li>• Financial and Professional Services: Expected growth in Central Cardiff Financial and Professional Services Enterprise Zone and in Newport.</li> <li>• 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, 21<sup>st</sup> Century schools programme.</li> </ul> <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>
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			<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 local partnership structures which sit within the YEPF.</p> <p>Integrate with actions on youth attainment and engagement (SO2) to support progression through transition points.</p> <p>Acknowledge that there are other operations working to address this objective and will work towards establishing clear processes for referral and support. 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.</p>
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**SUBJECT: MONMOUTHSHIRE COUNTY COUNCIL YOUTH SERVICE –  
MONMOUTHSHIRE NEET REDUCTION STRATEGY**

**MEETING: Children and Young People Select**

**DATE: 17<sup>th</sup> September 2015**

**DIVISION/WARDS AFFECTED: ALL**

**1. PURPOSE:**

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

**2. RECOMMENDATIONS:**

2.1 To receive and scrutinise the draft NEET strategy prior to submission to the Cabinet for approval.

**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 2015 (2<sup>nd</sup> lowest in Wales).

3.3 Whilst the good work achieved in Monmouthshire Schools to date in identifying and preventing disengagement at all stages of their education is acknowledge, 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 reports 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. RESOURCE IMPLICATIONS:**

5.1 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 annually 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. SAFEGUARDING AND CORPORATE PARENTING IMPLICATIONS**

7.1 The report outlines the Youth Service's aims to continue pre and post 16 services in order for them to remain accessible, safe, available and relevant to the young people of Monmouthshire.

## **8. 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

## **9. BACKGROUND PAPERS:**

Please see links to the associated papers for this report:

[Monmouthshire NEET Reduction Strategy](#)

Glossary of terms Appendix 2

## **10. AUTHOR:**

**Hannah Jones, MCC Youth and Engagement Coordinator**

## **11. CONTACT DETAILS:**

**Tel: 01873 833200**

**E-mail: [hannahjones@monmouthshire.gov.uk](mailto:hannahjones@monmouthshire.gov.uk)**

## The “Equality Initial Challenge”

## Appendix 1

Name: Hannah Jones Service area: CYP, Youth Service Date completed: 16 <sup>th</sup> April 2015		Please give a <b>brief description</b> 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 <b>Negative</b> impact Please give details	Potential <b>Neutral</b> impact Please give details	Potential <b>Positive</b> 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	
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Please give details about any potential <b>negative Impacts</b> .	How do you propose to <b>MITIGATE</b> these <b>negative impacts</b>
➤	➤
➤	➤
➤	➤
➤	➤

**Signed**

**Designation**

**Dated**

## EQUALITY IMPACT ASSESSMENT FORM

<b>What are you impact assessing</b>	<b>Service area</b>
NEET status of young people currently in Monmouthshire	CYP Youth Service
<b>Policy author / service lead</b>	<b>Name of assessor and date</b>
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.....**



## **Appendix 2**

### **Glossary of terms**

ALN	Additional Learning Needs
CAP	Common Application Process
DWP	Department of Work and Pensions
EAS	Educational Achievement Service
EIS	Early Identification System
EPC	Engagement and Progression Coordinator
FSM	Free School Meals
GEMS	Gwent Ethnic Minority Service
JAF	Joint Assessment Framework
JWT	Jobs Without Training
KIT	Keeping in Touch
LA	Local Authority
LAC	Looked After Child
LSB	Local Service Board
MAM's	Mult Agency Meetings
NEET	Not in Education, Employment or Training
PRS	Pupil Referral Service
SIP	Single Integrated Plan
TAF	Team Around the Family
YEPF	Youth and Engagement Progression Framework
WASPI	Wales Accord on the Sharing of Personal Information

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## Monmouthshire's Scrutiny Forward Work Programme 2015

Children and Young People's Select Committee				
Meeting Date	Subject	Purpose of Scrutiny	Responsibility	Type of Scrutiny
	<b>Links to Estyn Recovery</b>	<u>Partnership Scrutiny:</u>  Single Integrated Plan Theme 2 - Improving Attainment  CYP directorate to lead, scrutiny of Action Plan.	Sarah McGuinness  Nicola Bowen	Performance Monitoring
	<b>Integrated Youth Offer (delivers Partnership Youth Support Service)</b>	<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
	<b>Safeguarding</b>	Report on the half-year update	Jane Rodgers	Performance Monitoring
12 <sup>th</sup> Nov 2015	<b>ALN provision at Deri View</b>	Post-consultation report on future ALN provision at Deri View Primary School.	Stephanie Hawkins	Pre-decision Scrutiny
	<b>Future ALN Provision</b>	Report on the future direction of ALN provision.	Stephanie Hawkins	Policy Development
	<b>Children's Services Annual Complaints Report</b>	Scrutiny of the annual report.	Annette Evans	Performance Monitoring
	<b>Budget Monitoring Report</b>	Scrutiny of Budget Monitoring for period 6	Nikki Wellington	Budget Monitoring
	<b>Play Sufficiency Audit Report - TBC</b>	Performance report - detail TBC	Matthew Lewis	Performance Monitoring
	<b>Youth Offending Team</b>	Inspection Report	Tracey Jelfs	Performance

## *Monmouthshire's Scrutiny Forward Work Programme 2015*

<b>Children and Young People's Select Committee</b>				
<b>Meeting Date</b>	<b>Subject</b>	<b>Purpose of Scrutiny</b>	<b>Responsibility</b>	<b>Type of Scrutiny</b>
				Monitoring
	<b>Childhood Obesity *TBC*</b>	Public Health Wales to consult the Committee on a Childhood Obesity Strategy for Gwent	Public Health Wales	Consultation
<b>Joint Special Meeting with Adults Select Committee</b>  December 2015 *TBC*	<b>Anti-poverty Families First Programme</b>  <b>Various Family Support Programmes</b>  <b>Joint Assessment Family Framework (JAFF)</b>	<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
<b>14<sup>th</sup> January 2016</b>	<b>Annual Report of the Adoption Service pan Gwent</b>	To scrutinise the performance of the South East Wales Adoption Service (SEWAS) via their Annual Report	Tracey Jelfs	Performance Monitoring
	<b>Schools Funding Formula</b>	To consider changes to the Post 16 funding formula together with annual scrutiny of the Review of Funding Formula for Schools.	Nikki Wellington	Policy Review and Performance Monitoring

Meeting Dates to be confirmed for:

## *Monmouthshire's Scrutiny Forward Work Programme 2015*

- x **Home to School Transport** - Cross party advisory panel established, recommendations to be considered by select and their feedback incorporated into the consultation process.
- x **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.
- x **School Meals** - Pre-decision scrutiny.
- x **Categorisation of schools and results of target setting process**
- x **Review of Collaborative Arrangements** - proposed reduction in spending on 16-17 and 17-18.
- x **CYP Self-evaluation** - continued scrutiny

### **Items to be emailed to Committee:**

- x **Youth Offer Annual Report**
- x **Early Years Offer Policy Revision**
- x **Youth Offending Service Annual Report**

## 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
<b>26<sup>th</sup> AUGUST 2015 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Prohibition of sky lantern and mass balloon release on council owned land			Laurence Dawkins
Allocations policy			Ian Bakewell
20 mph and 30 mph limit-various roads, Penpelleni Goytre			Paul Keeble
<b>2<sup>nd</sup> SEPTEMBER 2015 – CABINET</b>			
Review of allocation policy		Cabinet Members Leadership Team Appropriate Officers	Ian Bakewell
Options appraisal future service delivery			Kellie Beirne
Partnership Agreement with DWP (universal credit)			Ian Bakewell
Caldicot Town Team			Colin Phillips

Subject	Purpose	Consultees	Author
Funding			
<b>9<sup>th</sup> SEPTEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Expansion of Ysgol Gymraeg Y Fenni to include a nursery class			Susan Hall
Property Services Admin resource restructure			Mark Jones
<b>23<sup>rd</sup> SEPTEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Remodelling of Mental Health			Julie Boothroyd
Agree to the tenancy renewal of Welsh Church Trust Land at Llanmartin			Gareth King
The sale of land adjacent to 4 Merthyr Road for use as car parking for the adjoining residential properties			Gareth King
Access land to The Hill, Abergavenny			Cerys Halford
Policy and communications team structure			Will McLean
Permanent change to staff structure in planning			Mark Hand
Authorise spend on bat survey			Mark Hand
Release of restrictive covenant at Long Barn			Nicholas Keyse
<b>24<sup>th</sup> SEPTEMBER 2015 – COUNCIL</b>			
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
Corporate Parenting			Gill Cox
Mardy park car park	Approval to add to amend the capital programme to include the car park		Tracey Harry



Subject	Purpose	Consultees	Author
<b>7<sup>th</sup> OCTOBER 2015 – CABINET</b>			
Business Case for Funding for Team Abergavenny	To agree to release S106 funding against Team Abergavenny Business Plan		Deb Hill Howells
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
Education Strategic Review			Cath Sheen
NEETs Strategy			Tracey Thomas
Deri View			Steph Hawkins
Mardy Park			Colin Richings
Future of Llanfair Kilgeddin School			Cath Sheen
Capability policy for school based employees			Sally Thomas
ALN facility	Consultation to establish a 55 place ALN facility at Monmouth Comprehensive School whilst amending the capacity of the mainstream school to 1600.		Debbie Morgan
Caerwent S106 Funding			Mike Moran
<b>14<sup>th</sup> OCTOBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Local Development Plan – Annual monitoring report.	To seek approval to submit the first AMR on the LDP to the Welsh Government.	SLT & Planning	Jane Coppock.
<b>28<sup>th</sup> OCTOBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
<b>4<sup>TH</sup> NOVEMBER 2015 – CABINET</b>			
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 <sup>th</sup>		Dave Jarrett

Subject	Purpose	Consultees	Author
	September 2015		
Effectiveness of Council Services: quarterly update			Matt Gatehouse
Safeguarding			Jane Rodgers
Wye Valley Area of Outstanding Natural Beauty Management plan 2015-20	To seek approval of the review of the Wye Valley AONB Management plan	SLT Cabinet	Matthew Lewis
<b>11<sup>th</sup> NOVEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Expansion of Ysgol Gymraeg Y Fenni to include a nursery class			Susan Hall
<b>19<sup>th</sup> NOVEMBER 2015 – COUNCIL</b>			
Community Governance Review			Kellie Beirne
<b>23<sup>rd</sup> NOVEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
<b>19<sup>th</sup> NOVEMBER 2015 – COUNCIL</b>			
Gambling Policy			Linda O’Gorman
Casinos report			Linda O’Gorman
Safeguarding			Jane Rodgers
<b>2<sup>nd</sup> DECEMBER 2015 – CABINET</b>			
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
Community Infrastructure Levy			Mark Hand

Subject	Purpose	Consultees	Author
Revenue & Capital Budget final proposals after public consultation	To present revenue and capital budget proposals following receipt of final settlement		Joy Robson
Quarter 2 Education Framework			Sharon Randall Smith
Deri View			Steph Hawkins
Affordable Housing SPG			Mark Hand
ALN Deri View			Steph Hawkins
Play Opportunities review	To consider future delivery models for play and inform members of progress in the review of the play sufficiency assessment		Matthew Lewis
<b>23<sup>RD</sup> DECEMBER 2015 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
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
<b>DECEMBER 2015 – COUNCIL</b>			
Community infrastructure levy			Mark Hand
Affordable Housing SPG			Mark Hand
<b>6<sup>TH</sup> JANUARY 2016 – CABINET</b>			
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 <sup>th</sup> November 2015.		Dave Jarrett
<b>21<sup>ST</sup> JANUARY 2016 – COUNCIL</b>			
Final Budget Proposals			Joy Robson
<b>27<sup>TH</sup> JANUARY 2016 – INDIVIDUAL CABINET MEMBER DECISIONS</b>			
Local Government (Wales) Act 1994 The Local	To seek Members approval of the results of the consultation process regarding payments to		Joy Robson

Subject	Purpose	Consultees	Author
Authorities (Precepts)(Wales)Regulations 1995	precepting Authorities for 2016/17 as required by statute		
<b>3<sup>RD</sup> FEBRUARY 2016 - CABINET</b>			
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 <sup>th</sup> December 2015.		Dave Jarrett
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
Waste Strategy			Carl Touhig/ Roger Hoggins
<b>25<sup>TH</sup> FEBRUARY 2016 – COUNCIL</b>			
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
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

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Subject	Purpose	Consultees	Author
Waste Strategy			Carl Touhig/Roger Hoggins
<b>2<sup>ND</sup> MARCH 2016 – CABINET</b>			
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 <sup>st</sup> 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
<b>6<sup>TH</sup> APRIL 2016 - CABINET</b>			
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 <sup>th</sup> February 2016		Dave Jarrett
<b>4<sup>TH</sup> MAY 2016 - CABINET</b>			
Welsh Church Fund Working Group	The purpose of this report is to make recommendations to Cabinet on the Schedule of Applications 2015/16, meeting 8 held on the 24 <sup>th</sup> March 2016		Dave Jarrett

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