

Meeting:	Children and young people scrutiny committee
Meeting date:	16 July 2018
Title of report:	Work programme
Report by:	Governance services

Classification

Open

Key decision

This is not an executive decision.

Wards affected

Countywide

Purpose and summary

To review the committee's work programme.

Recommendation(s)

THAT:

- (a) the committee approves an additional meeting on 15 October and the work programme as set out at appendix a, subject to any amendments the committee wishes to make;**
- (b) the committee approves the draft terms of reference in appendix b for two task and finish groups – i) Special Education Needs (SEN) Provision; and ii) Pupil Referral Unit (PRU) Referrals – and agrees the appointment of chairpersons for the two groups; and**
- (c) the committee agrees the arrangement of a spotlight review on the afternoon of 17 September concerning dental health and childhood obesity; and**
- (d) the committee notes the recommendation tracker in appendix c.**

Alternative options

- 1 It is for the committee to determine its work programme to reflect the priorities facing Herefordshire. The committee needs to be selective and ensure that the work programme is focused, realistic and deliverable within existing resources.

Reasons for recommendations

- 2 The committee needs to develop a manageable work programme to ensure that scrutiny is focused, effective and produces clear outcomes.

Key considerations

Work programme

- 3 The work programme needs to focus on the key issues of concern and be manageable allowing for urgent items or matters that have been called-in. Two additional items have recently been proposed for consideration by the committee; the Youth Justice Plan and the Education Strategy. The Youth Justice Plan is a Policy Framework Item which will be considered by full Council on 12 October and there is a desire to expedite arrangements for the review and finalisation of the Education Strategy. To accommodate these two items it is proposed that they are allocated to the committee meeting arranged on the 17 September
- 4 Should committee members become aware of any issue they think should be considered by the Committee they are invited to discuss the matter with the Chairperson and the statutory scrutiny officer.
- 5 The work programme has been updated following the annual scrutiny work programme workshop on 4 June. The current version of the work programme is attached as appendix a .

Constitutional Matters

Task and Finish Groups

- 6 A scrutiny committee may appoint a task and finish group for any scrutiny activity within the committee's agreed work programme. A committee may determine to undertake a task and finish activity itself as a spotlight review where such an activity may be undertaken in a single session; the procedure rules relating to task and finish groups will apply in these circumstances.
- 7 The relevant scrutiny committee will approve the scope of the activity to be undertaken, the membership, chairperson, timeframe, desired outcomes and what will not be included in the work. A task and finish group will be composed of a least 2 members of the committee, other councillors (nominees to be sought from group leaders) and may include, as appropriate, co-opted people with specialist knowledge or expertise to support the task. In appointing a chairperson of a task and finish group the committee will also determine, having regard to the advice of the council's monitoring officer and statutory scrutiny officer, whether the scope of the activity is such as to attract a special responsibility allowance.

- 8 Two task and finish group have been proposed following discussions at the committee's work programme session on 4 June 2018. A task and finish group relating to SEN Provision has been proposed to assess the allocation of children with SEN to appropriate schools. A further task and finish group has been proposed to investigate the current level of referrals to the PRU. Terms of reference for both task and finish groups are attached at appendix b which the committee is asked to approve and appoint a chairperson for each group. The terms of reference include the scope of the activity to be undertaken desired outcomes and what will not be included in the work. The final membership of the task and finish groups and the timeframes for their operation will be finalised in consultation with group leaders and the chairpersons of the groups following this meeting.
- 9 A spotlight review has also been proposed concerning childhood obesity and dental health. It is proposed that the review takes place in the afternoon of 17 September review following the committee meeting in the morning. The spotlight review will gather evidence from local organisations and bodies with responsibility for obesity and dental health services. Representatives will be invited to answer questions and participate in a roundtable discussion to enable the identification of any gaps and to consider potential recommendations. The programme for the review will be finalised shortly and shared with the committee.
- 10 The Committee is asked to determine any matters relating to the appointment of a task and finish groups and the chairperson and any special responsibility allowance or undertaking a spotlight review including co-option (see below).

Co-option

- 11 A scrutiny committee may co-opt a maximum of two non-voting people as and when required, for example for a particular meeting or to join a task and finish group. Any such co-optees will be agreed by the committee having reference to the agreed workplan and/or task and finish group membership.
- 12 The Committee is asked to consider whether it wishes to exercise this power in respect of any matters in the work programme.

Tracking of recommendations made by the committee

- 12 A schedule of recommendations made since July 2017 and actions in response is attached at appendix c.

Forward plan

- 13 The constitution states that scrutiny committees should consider the forward plan as the chief source of information regarding forthcoming key decisions. The current Forward plan is available to Members through the Councillors' handbook intranet site. Forthcoming key decisions are also available to the public under the forthcoming decisions link on the council's website:

<http://councillors.herefordshire.gov.uk/mqDelegatedDecisions.aspx?RP=0&K=0&DM=0&HD=0&DS=1&Next=true&H=1&META=mqforthcomingdecisions&V=1>

Community impact

14 The topics selected for scrutiny should have regard to what matters to residents.

Equality duty

15 The topics selected need to have regard for equality and human rights issues.

Financial implications

16 The costs of the work of the committee will have to be met within existing resources. It should be noted the costs of running scrutiny will be subject to an assessment to support appropriate processes.

Legal implications

17 The council is required to deliver an overview and scrutiny function.

Risk management

18 There is a reputational risk to the council if the overview and scrutiny function does not operate effectively. The arrangements for the development of the work programme should help mitigate this risk.

Consultees

19 The work programme is reviewed at every committee meeting and during business planning meetings between the Chairperson, Vice Chairperson, Director of CWB and Statutory Scrutiny Officer.

Appendices

Appendix A – Work Programme 2018/19

Appendix B – Proposed task and finish groups– i) SEN Provision ii) PRU Referrals

Appendix C – Recommendations tracker

Background papers

- None identified.