

Meeting:	Children and young people scrutiny committee
Meeting date:	15 July 2019
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 agrees the work programme in appendix a for 2019/20 and proposes any additional items of business or topics for scrutiny.**

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. 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.
- 4 The current version of the work programme is attached as appendix a .

Constitutional Matters

Task and Finish Groups

- 5 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. The work programme attached at the appendix proposes a number of topics for spotlight reviews including: child sexual exploitation and slavery; peer on peer sexual abuse; and elective home education. If these spotlight reviews are approved as part of the committee's work programme scoping documents will be drafted and presented to future meetings for approval.
- 6 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.
- 7 Three task and finish groups reported recommendations to the meeting of the children and young people scrutiny committee at its meeting on 8 March 2019. The three task and finish groups concerned: Special Education Needs and Disability

(SEND) Provision; Pupil Referral Units (PRU) Referrals; and Court judgements relating to children and families. The executive responses to these recommendations will be provided at the next meeting of the committee on 16 September.

- 8 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

- 9 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.
- 10 The Committee is asked to consider whether it wishes to exercise this power in respect of any matters in the work programme.
- 11 The council is required to appoint certain education representatives onto the scrutiny committee at which educational matters are considered; in Herefordshire's case this is the children and young people scrutiny committee. Specifically the council must co-opt representatives from parent governors and relevant diocesan representatives (Church of England and Roman Catholic). There is a statutory election process by which the parent governor representatives are selected, with one representative being sought from each of the primary, secondary and special school sectors. Each relevant diocese has been asked to nominate their diocesan representative. The education co-optees on the committee are listed below:

Diocese of Hereford representative	tbc
Archdiocese of Cardiff representative	Pat Burbidge
Parent governor elected from the primary school sector	Nicola Kinson
Parent governor as elected by the secondary school sector	Vacancy
Parent governor as elected by the special school sector	Andy James

Tracking of recommendations made by the committee

- 12 A schedule of recommendations in the current administrative Council term will be appended to forthcoming work programme reports.

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:

Community impact

- 14 The topics selected for the scrutiny committee's work programme should have regard to what matters to residents.

Equality duty

- 15 The topics selected for the scrutiny committee's work programme need to have regard for equality and human rights issues.

Resource 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 a scrutiny function.

Risk management

- 18 There is a reputational risk to the council if the 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 and statutory scrutiny officer.

Appendices

Appendix A – Work Programme 2018/19

Background papers

- None identified.