

<b>Children and Young People Select Committee</b>		
Title	Select Committee work programme 2015-16	
Contributor	Scrutiny Manager	Item 4
Class	Part 1 (open)	22 April 2015

## **1. Purpose**

To ask Members to discuss and agree an annual work programme for the Children and Young People Select Committee.

## **2. Summary**

This report:

1. Informs Members of the meeting dates for this municipal year.
2. Provides the context for setting the Committee's work programme.
3. Invites Members to decide on the Committee's priorities for the 2015-16 municipal year.
4. Informs Members of the process for Business Panel approval of the work programme.
5. Outlines how the work programme can be monitored, managed and developed.

## **3. Recommendations**

The Select Committee is asked to:

- Note the meeting dates and terms of reference for the Children and Young People Select Committee.
- Consider the provisional work programme at appendix B.
- Consider adding further items to the work programme, taking into consideration the criteria for selecting topics; information about local assembly priorities; information about the Young Mayor's priorities; and items already added to the provisional work programme.
- Note the key decision plan, attached at appendix F, and consider any key decisions for further scrutiny.
- Agree a work programme for the municipal year 2015/16.
- Review how the work programme can be developed, managed and monitored over the coming year.

## **4. Meeting dates**

4.1 The following Committee meeting dates for the next municipal year were agreed at the Council AGM on 26 March 2015:

- 22 April 2015
- 13 May 2015
- 23 June 2015

- 8 September 2015
- 20 October 2015
- 18 November 2015
- 12 January 2016
- 1 March 2016.

## **5. Context**

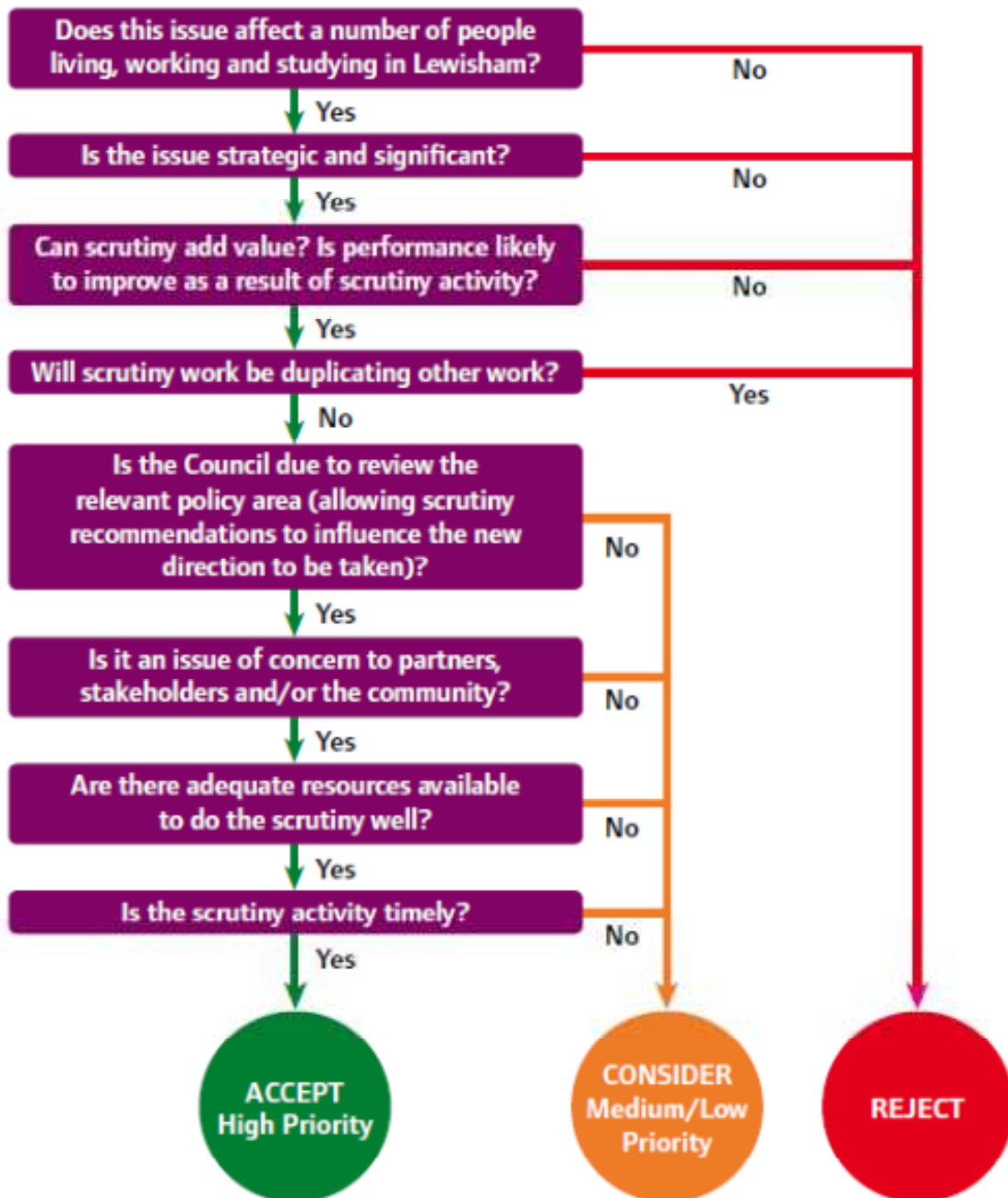
- 5.1 The Committee has a responsibility for carrying out the duties of the Overview and Scrutiny Committee as they relate to the social care of children and young people up to the age of 19 years of age. It can make comments and recommendations on the provision of education, training and learning by those with special educational needs up to the age of 25.
- 5.2 The Committee's terms of reference include examining issues relating to: child protection; early years provision; special needs provision; schools; youth service; young offending; leaving care services; and any other matters relating to children and young people. The Committee's terms of reference are set out in appendix A.
- 5.3 The Committee's terms of reference also include receiving and considering referrals from Healthwatch Lewisham in so far as they relate solely to people under 19 years of age. Otherwise, such referrals would be made to the Healthier Communities Select Committee.

## **6. Deciding on items for the work programme**

- 6.1 When deciding on items to include in the work programme, the Committee should have regard to:
- items the Committee is required to consider by virtue of its terms of reference;
  - the criteria for selecting and prioritising topics;
  - the capacity for adding items;
  - the context for setting the work programme and advice from officers;
  - suggestions already put forward by Members.

6.2 The following flow chart, based on the Centre for Public Scrutiny (CfPS) advice for prioritising topics is designed to help Members decide which items should be added to the work programme:

## Scrutiny work programme – prioritisation process



## **7. Different types of scrutiny**

7.1 It is important to agree how each work programme item will be scrutinised. Some items may only require an information report to be presented to the Committee and others will require performance monitoring data or analysis to be presented. Typically, the majority of items take the form of single meeting items, where members:

- (a) agree what information and analysis they wish to receive in order to achieve their desired outcomes;
- (b) receive a report presenting that information and analysis;
- (c) ask questions of the presenting officer or guest;
- (d) agree, following discussion of the report, whether the Committee will make recommendations or receive further information or analysis before summarising its views.

7.2 For each item, the Committee should consider what type of scrutiny is required and whether the item is high or medium/low priority (using the prioritisation process). Allocating priority to work programme items will enable the Committee to decide which low and medium priority items it should remove from its work programme, when it decides to add high priority issues in the course of the year.

### In-depth review

7.3 Some items might be suitable for an in-depth review, where the item is scrutinised over a series of meetings. Normally this takes four meetings to complete:

- Meeting 1: Scoping paper (planning the review)
- Meetings 2 & 3: Evidence sessions
- Meeting 4: Agreeing a report and recommendations

7.4 If the Committee wants to designate one of its work programme items as an in-depth review, this should be done at the first meeting of the municipal year to allow sufficient time to carry out the review.

## **8. Provisional 2015/16 work programme**

8.1 The Scrutiny Manager has drafted a provisional work programme for the Committee to consider, which is attached at appendix B. This includes:

- suggestions from the Committee in the previous year;
- suggestions from officers;
- issues arising as a result of previous scrutiny;
- issues that the Committee is required to consider by virtue of its terms of reference;
- items requiring follow up from Committee reviews and recommendations;
- standard reviews of policy implementation or performance, which is based on a regular schedule;

8.2 The Committee should also give consideration to:

- issues of importance to Local Assemblies
- issues of importance to the Young Mayor and his advisors.
- decisions due to be made by Mayor and Cabinet (appendix F).

#### Suggestions from the Committee

8.3 At its last meeting of the 2014/15 municipal year, the Committee agreed that the following suggestions would be put forward for consideration as part of the work programme for this year:

- Child sexual exploitation.
- Progress to university/employment from key stage 5.
- Monitoring of implementation of the children's centres/early intervention savings proposal.
- Secondary school improvement monitoring.

8.4 The committee also identified looking at the plans for an employee led mutual for the youth service and suggested that any proposed scrutiny on the transition of children with complex needs into adulthood, could include an element of joint working with the Healthier Communities Select Committee.

8.5 These suggestions have been incorporated into the draft work programme at appendix B.

#### Suggestions from officers

8.6 The following is an additional suggestion from officers:

- GCSE 2014/15 results;

8.7 The medium term financial strategy reported to Mayor and Cabinet in July 2014 estimated that £85m of savings were still required for the period 2015/16 to 2017/8. In order to achieve savings, the Council has embarked on a series of thematic and cross-cutting reviews to fundamentally review the way it delivers services. This will mean that savings will be delivered over longer periods and will need to be agreed and taken as and when they are identified. Officers have committed to regular interactions with Members in order to facilitate scrutiny of the specific savings proposals arising from the major change programmes. The Select Committee will need to retain capacity in its work programme to consider these as is necessary.

8.8 These suggestions have been incorporated into the draft work programme at appendix B.

#### Issues arising as a result of previous scrutiny

8.9 At Business Panel on 27<sup>th</sup> January 2015, it was recommended that the Children and Young People Select Committee should be kept updated on the implementation of the proposal to extend the scope of the educational psychology support traded with schools to generate more income. It was also recommended that any plans to increase SLA income from schools should be reviewed by the committee. At the

same meeting of business panel on the 27<sup>th</sup> January, it was recommended that the Children and Young People Select Committee receive a report on the diversity of governing bodies once the date was available.

- 8.10 These suggestions have been incorporated into the draft work programme at appendix B.

Issues that the Committee is required to consider by virtue of its terms of reference

- 8.11 Items added to the provisional work programme under this heading include:

- Lewisham Safeguarding Children's Board
- Safeguarding Update
- Corporate Parenting and Looked After Children Update
- Schools' Capacity Planning

- 8.12 These suggestions have been incorporated into the draft work programme at appendix B.

Items requiring follow up from Committee reviews and recommendations

- 8.13 During the 2014/15 the committee carried out an in-depth review into Young People's Mental Health. The Committee will hear a response to their recommendations and an update on this within the 2015/16 programme.

Standard reviews of policy implementation or performance, which is based on a regular schedule

- 8.14 In previous years, Members of the Committee have agreed to consider the following items on a regular cycle:

- Children and Young People's Plan
- Community education annual report
- Annual safeguarding report
- Secondary School Improvement Monitoring

Decisions due to be made by Mayor and Cabinet

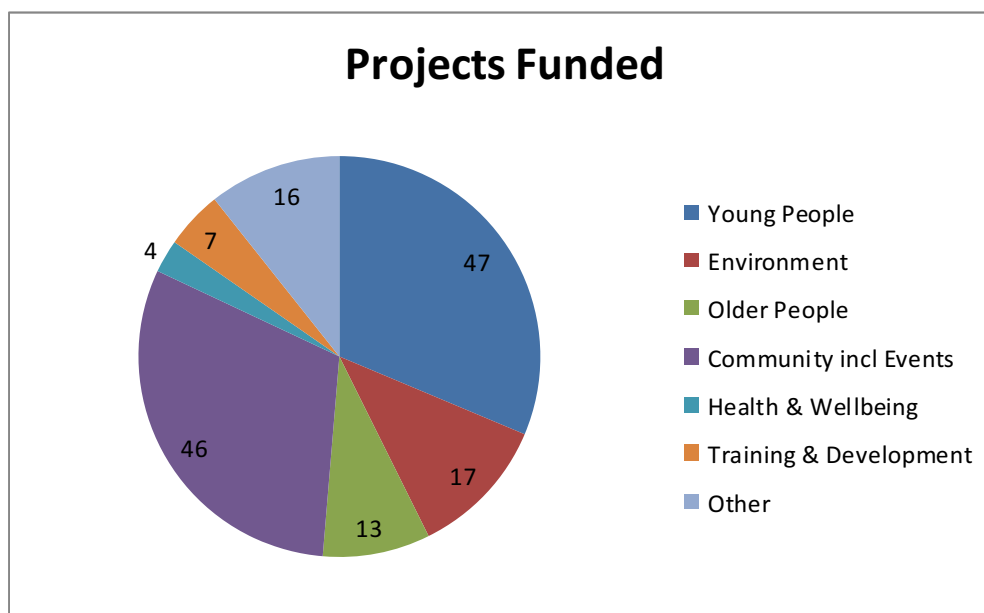
- 8.15 Members of the committee are asked to review the most recent notice of key decisions (at appendix F) and suggest any additional items for further scrutiny.

Consideration of issues of importance to Local Assemblies

- 8.16 A list of assembly priorities is included at appendix D. Members are asked to consider whether there are issues of importance arising from their interactions with their ward assembly that should be considered for further scrutiny.

- Fourteen of the ward assemblies have priorities relating to children and young people.
- These include youth provision, child poverty and youth engagement.

- 8.17 At its meeting on 3 February 2015, the Safer Stronger Communities Select Committee scrutinised an annual update from officers about the assemblies programme. Members received the following breakdown of assembly funding for local projects:



- 8.18 It is up to the Committee to agree the provisional work programme, outlined at appendix B and decide which additional items should be added.

#### Consideration of issues of importance to the Young Mayor and Advisors

- 8.19 During meetings with the Young Mayor and Advisors, the Young Mayor's Team has noted the following in relation to the Children and Young People Select Committee.

- The continued importance of the Young People's Steering Group in ensuring the concerns of young people are listened to and addressed.

- 8.20 Overview and Scrutiny will continue to liaise with the Young Mayor's Office and the Young Mayor and Young Advisors, to ensure they can share ideas with Scrutiny through the Select Committees.

### **9. Approving, monitoring and managing the work programme**

- 9.1 In accordance with the Overview and Scrutiny Procedure rules outlined in the Council's constitution, each select committee is required to submit their annual work programme to the Overview and Scrutiny Business Panel. The Business Panel will meet on 28 April 2015 to consider provisional work programmes and agree a co-ordinated Overview and Scrutiny work programme, which avoids duplication of effort and which facilitates the effective conduct of business.

- 9.2 The work programme will be reviewed at each meeting of the Committee. This allows urgent items to be added and items which are no longer a priority to be removed. Each additional item added should first be considered against the criteria outlined above. If the committee agrees to add additional items because they are high priority, it must then consider which medium/low priority items should be

removed in order to create sufficient capacity. The Committee has eight scheduled meetings this municipal year and its work programme needs to be achievable in terms of the amount of meeting time available.

- 9.3 At each meeting of the Committee, there will be an item on the work programme presented by the Scrutiny Manager. When discussing this item, the Committee will be asked to consider the items programmed for the next meeting. Members will be asked to outline what information and analysis they would like in the report for each item, based on the outcomes they would like to achieve, so that officers are clear on what they need to provide.

## **10. Financial implications**

There may be financial implications arising from some of the items that will be included in the work programme (especially reviews) and these will need to be considered when preparing those items/scoping those reviews.

## **11. Legal implications**

In accordance with the Council's Constitution, all scrutiny select committees must devise and submit a work programme to the Business Panel at the start of each municipal year.

## **12. Equalities implications**

- 12.1 The Equality Act 2010 brought together all previous equality legislation in England, Scotland and Wales. The Act included a new public sector equality duty, replacing the separate duties relating to race, disability and gender equality. The duty came into force on 6 April 2011. It covers the following nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 12.2 The Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
  - advance equality of opportunity between people who share a protected characteristic and those who do not.
  - foster good relations between people who share a protected characteristic and those who do not.
- 12.3 There may be equalities implications arising from items on the work programme and all activities undertaken by the Committee will need to give due consideration to this.

## **13. Crime and disorder implications**

There may be crime and disorder implications arising from some of the items that will be included in the work programme (especially reviews) and these will need to be considered when preparing those items/scoping those reviews.



## **Background documents**

Lewisham Council's Constitution  
Centre for Public Scrutiny: The Good Scrutiny Guide

## **Appendices**

Appendix A – Committee's terms of reference  
Appendix B – Provisional work programme  
Appendix C – CfPS criteria for selecting scrutiny topics  
Appendix D – Local assembly priorities  
Appendix E – How to carry out reviews  
Appendix F – Terms of reference of the Health and Wellbeing Board  
Appendix G – Key decision plan (May-August 2015)

## Appendix A

The following roles are common to all select committees:

### (a) General functions

To review and scrutinise decisions made and actions taken in relation to executive and non-executive functions

To make reports and recommendations to the Council or the executive, arising out of such review and scrutiny in relation to any executive or non-executive function

To make reports or recommendations to the Council and/or Executive in relation to matters affecting the area or its residents

The right to require the attendance of members and officers to answer questions includes a right to require a member to attend to answer questions on up and coming decisions

### (b) Policy development

To assist the executive in matters of policy development by in depth analysis of strategic policy issues facing the Council for report and/or recommendation to the Executive or Council or committee as appropriate

To conduct research, community and/or other consultation in the analysis of policy options available to the Council

To liaise with other public organisations operating in the borough – both national, regional and local, to ensure that the interests of local people are enhanced by collaborative working in policy development wherever possible

### (c) Scrutiny

To scrutinise the decisions made by and the performance of the Executive and other committees and Council officers both in relation to individual decisions made and over time

To scrutinise previous performance of the Council in relation to its policy objectives/performance targets and/or particular service areas

To question members of the Executive or appropriate committees and executive directors personally about decisions

To question members of the Executive or appropriate committees and executive directors in relation to previous performance whether generally in comparison with service plans and targets over time or in relation to particular initiatives which have been implemented

To scrutinise the performance of other public bodies in the borough and to invite them to make reports to and/or address the select committee/Business Panel and local people about their activities and performance

To question and gather evidence from any person outside the Council (with their consent)

To make recommendations to the Executive or appropriate committee and/or Council arising from the outcome of the scrutiny process

(d) Community representation

To promote and put into effect closer links between overview and scrutiny members and the local community

To encourage and stimulate an enhanced community representative role for overview and scrutiny members including enhanced methods of consultation with local people

To liaise with the Council's ward assemblies so that the local community might participate in the democratic process and where it considers it appropriate to seek the views of the ward assemblies on matters that affect or are likely to affect the local areas, including accepting items for the agenda of the appropriate select committee from ward assemblies.

To keep the Council's local ward assemblies under review and to make recommendations to the Executive and/or Council as to how participation in the democratic process by local people can be enhanced

To receive petitions, deputations and representations from local people and other stakeholders about areas of concern within their overview and scrutiny remit, to refer them to the Executive, appropriate committee or officer for action, with a recommendation or report if the committee considers that necessary

To consider any referral within their remit referred to it by a member under the Councillor Call for Action, and if they consider it appropriate to scrutinise decisions and/or actions taken in relation to that matter, and/or make recommendations/report to the Executive (for executive matters) or the Council (non-executive matters)

(e) Finance

To exercise overall responsibility for finances made available to it for use in the performance of its overview and scrutiny function.

(f) Work programme

As far as possible to draw up a draft annual work programme in each municipal year for consideration by the overview and scrutiny Business Panel. Once approved by the Business Panel, the relevant select committee will implement the programme during that municipal year. Nothing in this arrangement inhibits the right of every member of a select committee (or the Business Panel) to place an item on the agenda of that select committee (or Business Panel respectively) for discussion.

The Council and the Executive will also be able to request that the overview and scrutiny select committee research and/or report on matters of concern and the select committee will consider whether the work can be carried out as requested. If it can be accommodated, the select committee will perform it. If the committee has reservations about performing the requested work, it will refer the matter to the Business Panel for decision.

The following roles are specific to the Children and Young People Select Committee:

*Children & Young People Select Committee*

- (a) To fulfil all Overview and Scrutiny functions as they relate to the social care of children and young people up to the age of 19 years including but not limited to the following activities:-
- (i) the social services functions of the Council under the Children Act 2004, and all functions of the Council under the National Assistance Act 1948, the Mental Health Act 1983, Children Act 1989, the NHS and Community Care Act 1990, Children Act 2004, Children and Families Act 2014 and all other relevant legislation in force from time to time
  - (ii) to invite representatives of other service providers to children and young people in the area to give account of their performance and to answer questions.
- (b) In so far as they relate to the provision of services for those under the age of 19 years, the exercise of all of the Council's powers under all relevant Education Acts from time to time in force. Without limiting the generality of this, this shall include, in particular, schools and school related services.
- (c) The exercise of the overview and scrutiny powers of the Council in so far as they relate to people under 19 years of age in the provision of opportunities for education, training and learning outside the school environment including pre-school services.
- (d) In so far as they relate to children and young people under 19 years of age, to make comments and recommendations to the Executive on the contents and proposed contents of the plans making up the Council's policy framework.
- (e) In so far as they relate to people under the age of 25 years, to make comments and recommendations on the provision of education, training and learning by those with special educational needs.
- (f) Without limiting the remit of the Select Committee, its terms of reference include the following matters:
- Child Protection - covering provision for vulnerable children including children in need and children looked after, placements, foster care and adoption.
  - Early Years provision
  - Special Needs provision
  - Schools and related services
  - Youth Service,
  - Youth offending and challenging behaviour
  - Transitional services for those leaving care
  - Other matters relating to children and young people
- (g) To receive and consider referrals from the Healthwatch in so far as they relate solely to people under 19 years of age. Otherwise such referrals will be made to the Healthier Communities Select Committee

- (h) Without limiting the remit of the Select Committee to hold the Executive to account for its performance in relation to the delivery of Council objectives in the provision of services to children and young people.

**NB** In the event of there being overlap between the terms of reference of this select committee and those of the Healthier Communities Select Committee, the Business Panel shall determine the Select Committee which shall deal with the matter in question.



## Appendix C – Criteria for selecting topics

The Centre for Public Scrutiny (CfPS) has developed a useful set of questions to help committees prioritise items for scrutiny work programmes:

### General questions to be asked at the outset

- Is there a clear objective for scrutinising this topic – what do we hope to achieve?
- Does the topic have a potential impact for one or more section(s) of the population?
- Is the issue strategic and significant?
- Is there evidence to support the need for scrutiny?
- What are the likely benefits to the council and its customers?
- Are you likely to achieve a desired outcome?
- What are the potential risks?
- Are there adequate resources available to carry out the scrutiny well?
- Is the scrutiny activity timely?

### Sources of topics

The CfPS also suggest that ideas for topics might derive from three main sources: the public interest; council priorities; and external factors. These are described below.

#### Public interest

- Issues identified by members through surgeries, casework and other.
- Contact with constituents.
- User dissatisfaction with service (e.g. complaints).
- Market surveys/citizens panels.
- Issues covered in media

#### Internal council priority

- Council corporate priority area.
- High level of budgetary commitment to the service/policy area (as percentage of total expenditure).
- Pattern of budgetary overspend.
- Poorly performing service (evidence from performance indicators/ benchmarking).

#### External Factors

- Priority area for central government.
- New government guidance or legislation.
- Issues raised by External Audit Management Letters/External Audit reports.
- Key reports or new evidence provided by external organisations on key issue.

### Criteria to reject items

Finally, the CfPS suggest some criteria for rejecting items:

- issues being examined elsewhere - e.g. by the Cabinet, working group, officer group, external body;
- issues dealt with less than two years ago;
- new legislation or guidance expected within the next year;

- no scope for scrutiny to add value/ make a difference;
- the objective cannot be achieved in the specified timescale.



## Appendix D – Assembly priorities

### **Bellingham**

- Children and young people.
- Older people's issues
- Community events and festivals
- The promotion and development of Bellingham as a community

### **Blackheath**

- Environment and Community.
- Provision for Older people, Young People and Children
- Parking, Streets and Waste.
- Crime and Anti-Social Behaviour

### **Brockley**

- Creating a high-quality living environment – improving our local living environment and making Brockley a safer, cleaner and greener place to live, work and learn
- Connecting communities – bringing Brockley residents together and fostering a sense of community spirit, mutual understanding and respect, through community projects, events and activities

### **Catford South**

- Streetscape and environment (litter, dog fouling, fly tipping, street furniture).
- Developing local opportunities for children (aged 16 and under) and young people (aged 17–25)
- Increase opportunities for older people
- Improvements to shopping hubs
- Community cohesion

### **Crofton Park**

- Streetscape (litter, dog fouling, fly tipping, street furniture).
- Roads and pavement maintenance.
- Traffic and parking issues.
- Youth provision.
- Community cohesion.

### **Downham**

- Crime and ASB
- Youth Provision
- The Environment
- Provision for the Elderly
- Adult Education

### **Evelyn**

- Young people and children.
- Provision for older people.
- Community support on anti-social behaviour, crime and drug issues.
- Housing issues/developments.
- Community capacity building.

### **Forest Hill**

- youth engagement and provision
- making Forest Hill more attractive
- community events and publicity

### **Grove Park**

- Traffic congestion.
- Community communication.
- Neighbourhood security.
- Cleaner and better environment.
- More activities for the young and elderly

### **Ladywell**

- Environment and landscape.
- Antisocial behaviour and crime.
- Local shops.
- Lack of youth and community facilities.
- Traffic.

### **Lee Green**

- Safe healthy living – improving health services, crime reduction, improved environment, provision of outdoor spaces / exercise spaces, promote measures to reduce air pollution / promoting cleaner air.
- Roads and streets – road safety and traffic calming measures, road maintenance, cleaner streets, tree

planting, rubbish collection, improved road use, provision of cycling tracks, addressing parking and CPZ issues.

- Leisure and amenities – improved parks and open spaces, more meeting spaces / community centres, provision of cycling tracks, improved shops, Leegate, provision of more local events.
- Services and infrastructure – better social housing, provision of jobs locally, more services for the elderly and young people, increased use and access to local use for recreational activities, more school spaces.

### **Lewisham Central**

- Improving health and well-being.
- Cleaner, better environment.
- Better access to activities and facilities for young people.
- Better access to training and employment for all inhabitants of the ward.
- Promoting and improving community cohesion.

### **New Cross**

- Unemployment.
- Child poverty and young people.
- Community facilities.
- Environment.
- Community cohesion and engagement.
- Crime and antisocial behaviour.

### **Perry Vale**

- The environment.
- Roads and traffic.
- Activities for younger people.
- Antisocial behaviour and crime.
- Activities for the whole community.

### **Rushey Green**

- activities for children, young people or older people
- community cohesion (including the Rushey Green Festival)
- culture and the arts
- development of a Rushey Green Community Hub
- local streetscape, environment and ecology

### **Sydenham**

- Bringing the community together – intergenerational and intercultural activities.
- Health, wellbeing and community safety – increasing wellbeing including supporting people who cannot get out as much.
- Vibrant high street.
- Clean and green – helping to keep Sydenham streets clean and appealing.
- Transport improvements

### **Telegraph Hill**

- Safety, crime and antisocial behaviour.
- Youth activities and support projects.
- Traffic calming and transport.
- Community activities.
- Cleaning up dirty streets.

### **Whitefoot**

- Crime and ASB
- Lack of Community Facilities
- Activities for Children and Young people
- Roads and Traffic
- Lack of Community Spirit

## How to carry out an in-depth review

