

<b>Children and Young People Select Committee</b>		
Title	Select Committee work programme 2019-20	
Contributor	Scrutiny Manager	Item 5
Class	Part 1 (open)	30 April 2019

## **1. Purpose**

- 1.1. To ask members to agree an annual work programme for the select committee.

## **2. Summary**

- 2.1. This report:

- summarises the committee's work in 2018-19
- Provides the context for setting the 2019-20 work programme
- Suggests priorities for the 2019-20 municipal year
- Sets out the process for Business Panel approval of the work programme
- Suggests how the work programme can be monitored and developed

## **3. Recommendations**

- 3.1. The Select Committee is asked to:

- Note the meeting dates and committee terms of reference
- Agree a work programme for 2019/20.

## **4. Meeting dates**

- 4.1. The meeting dates below were agreed at the Council AGM on 3 April 2019:

- 30 April 2019
- 12 June 2019
- 11 July 2019
- 17 September 2019
- 16 October 2020
- 5 December 2020
- 23 January 2020
- 10 March 2020

## **5. The role of the select committee**

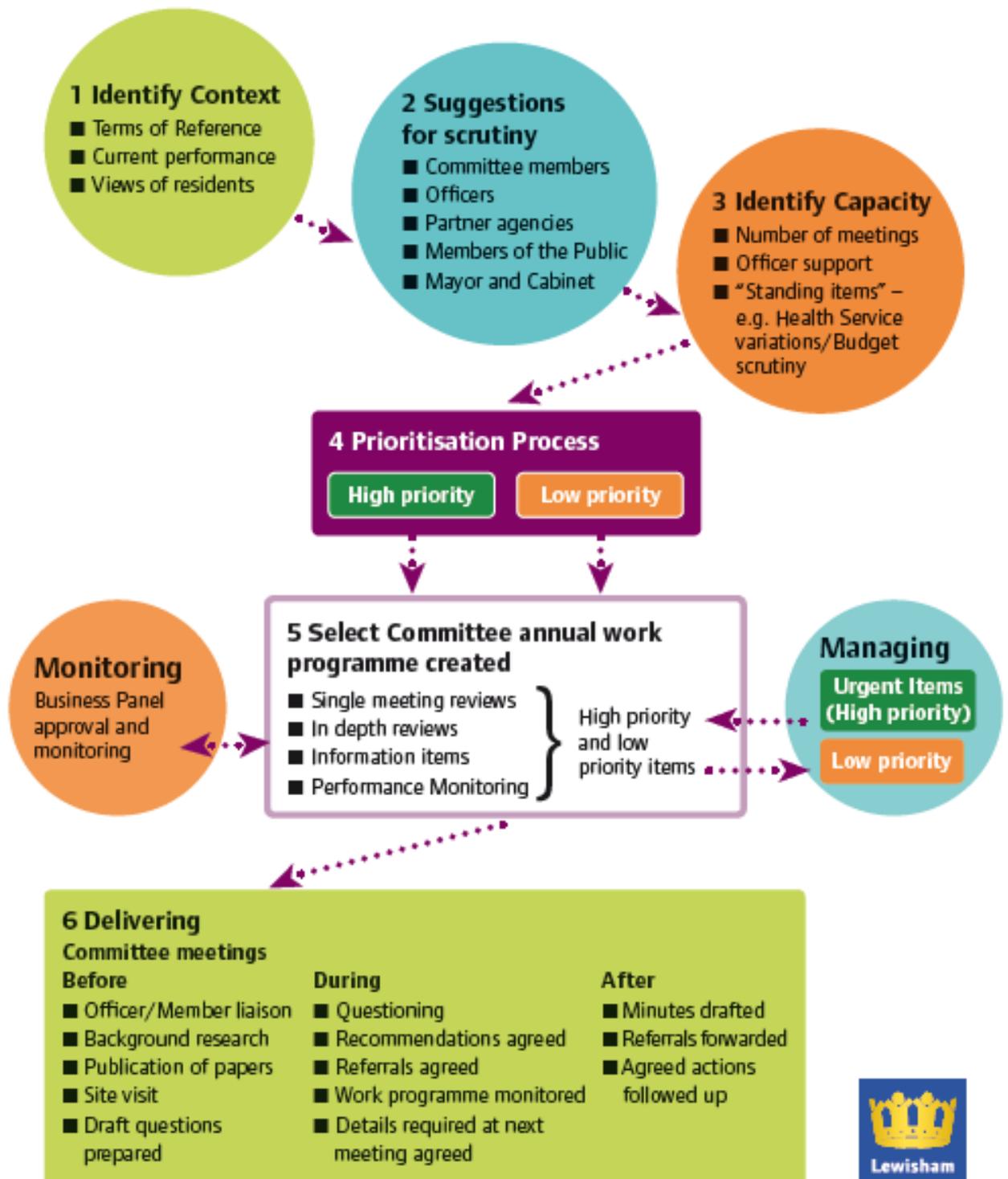
- 5.1. The Children and Young People (CYP) Select Committee is responsible for fulfilling all the overview and scrutiny functions in relation to the education, safeguarding and social care of children and young people in the borough.
- 5.2. The CYP Select Committee consults and comments on the Council's budget as far as it relates to the remit of the Committee.
- 5.3. To ensure effective scrutiny, the Committee can invite expert witnesses to provide evidence to the Committee on specific topics. While many witnesses welcome the chance to speak to the Committee, they are not obliged to attend. Types of past witnesses have included local young people, voluntary organisations, leading experts, academics, etc.
- 5.4. The Committee's terms of reference are set out in Appendix A.

## **6. Provisional 2019-20 work programme**

- 6.1. A provisional work programme for the committee to consider is at Appendix B.
- 6.2. The provisional work programme currently includes:
  - items suggested by the committee in the previous year
  - items suggested by council officers
  - issues arising as a result of previous scrutiny
  - items the committee is required to consider by its terms of reference
- 6.3. The committee should also give consideration to:
  - issues of importance to Local Assemblies (Appendix C)
  - decisions due to be made by Mayor and Cabinet (Appendix E)
- 6.4. It is suggested that rather than undertaking an in-depth review, the committee uses its time to input to the Early Help Review.
- 6.5. The committee will need to retain capacity in its work programme to consider budget cuts, as required. It should also retain capacity for any issues that may arise throughout the course of the year.
- 6.6. The flowchart below (available on the [Members Information Site](#)) and following section set out further guidance on the steps involved in setting, monitoring, managing and delivering the work programme:

# Work Programme: Setting, monitoring, managing and delivering

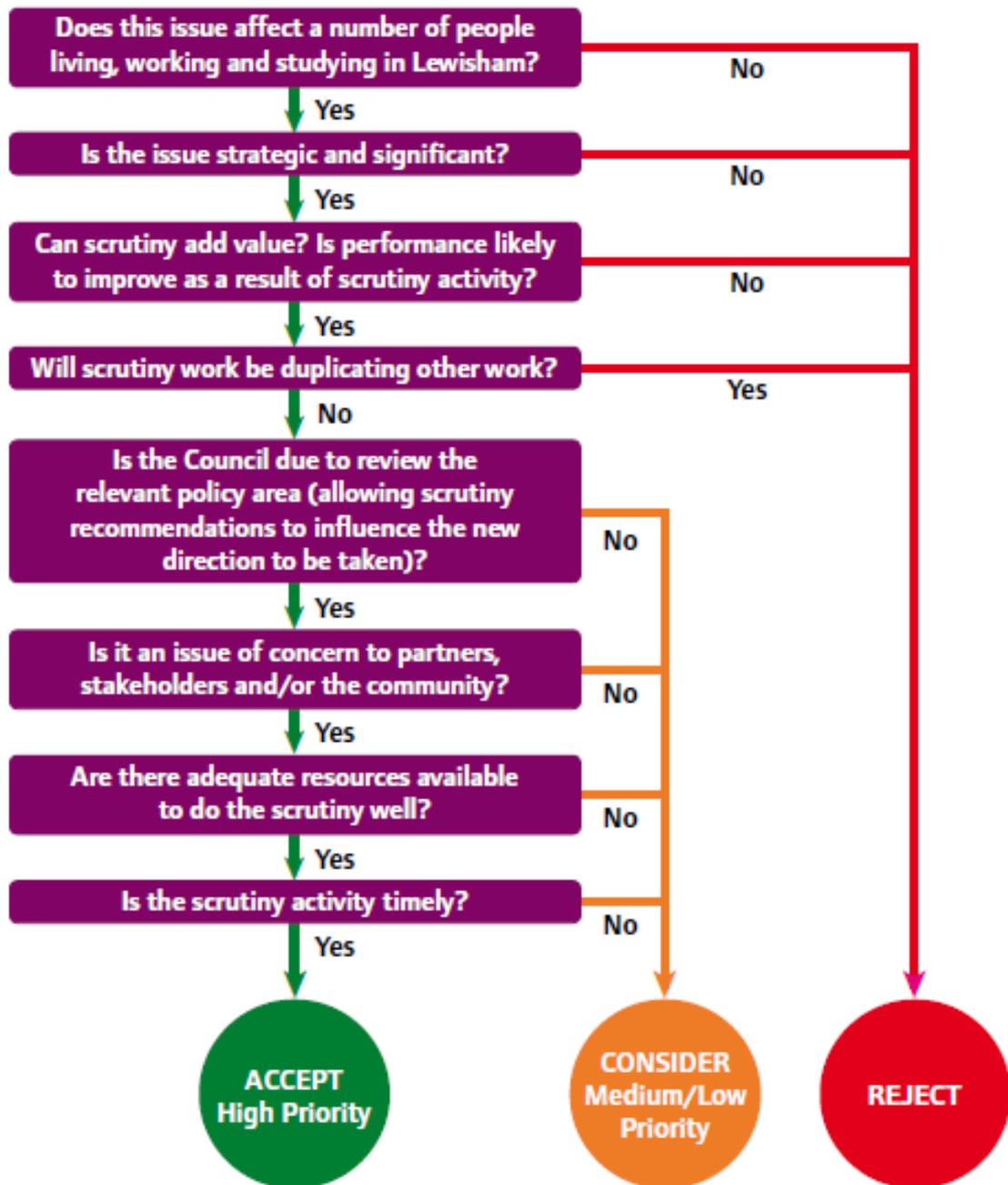
## Setting



## **7. Deciding items to add to the work programme**

- 7.1. When agreeing items to include in the work programme, the committee should consider:
  - the key services, programmes and projects within the committee's remit
  - the criteria for selecting and prioritising topics (see flowchart below)
  - the capacity for additional items (see paras 10.5 to 10.8 below)
- 7.2. Prioritising potential work programme items helps the committee to decide which items to include and which items it could remove or postpone if any urgent high-priority issues present over the course of the year.
- 7.3. Low priority items should not be included on the work programme.
- 7.4. The flowchart below (available from the [Members Information Site](#)) provides guidance on prioritising topics for scrutiny:

## Scrutiny work programme – prioritisation process

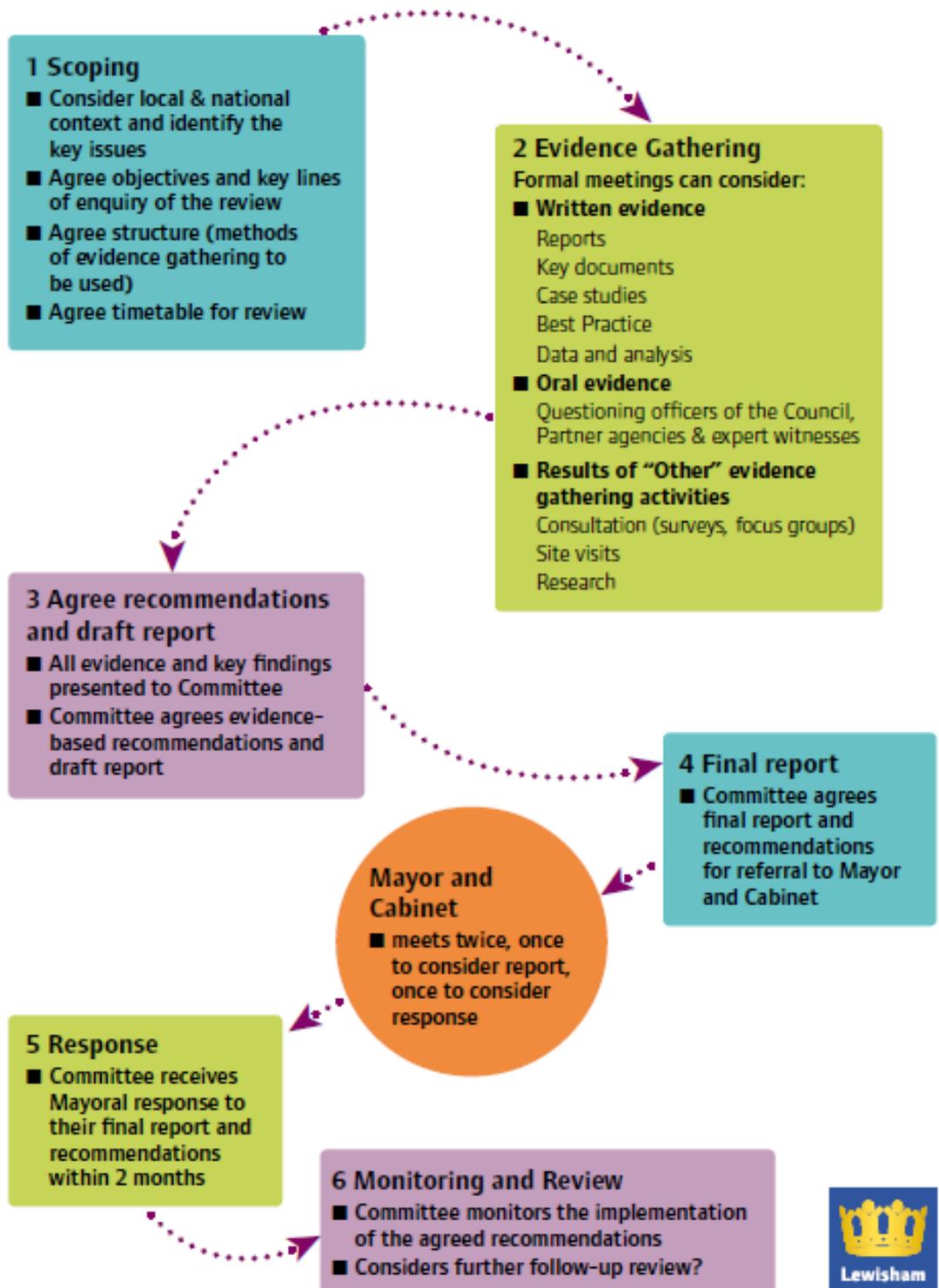


## **8. Different types of scrutiny**

- 8.1. There are a number of ways to carry out scrutiny and it is important to consider which type of scrutiny is the most appropriate and proportionate for each item on the work programme.
- 8.2. Some of the main ways of carrying out scrutiny are described below.
- 8.3. The committee should also note the comments submitted by scrutiny to the council's *Local Democracy Review* on how scrutiny can be even more effective, participative and open. Ideas and suggestions included:
  - Focusing on fewer issues more closely linked to council priorities
  - Formal questioning of cabinet members at committee meetings
  - More engagement with the public outside of formal meetings
  - Individual scrutiny members leading on defined topic areas
  - Contributing to new policy proposals at an early stage
- 8.4. Standard items
- 8.5. The majority of work programme items tend to be standard items, where scrutiny is carried out as part of a single meeting and members:
  - agree what information and analysis they wish to receive
  - receive a report presenting that information and analysis
  - ask questions of the presenting officer or guest
  - agree, following discussion of the report, whether the committee will make any recommendations or receive further information.
- 8.6. Information Items
- 8.7. Information items are not discussed at a formal committee meeting. Information items are appropriate where the subject is low/ medium priority or providing a progress update.
- 8.8. If Members need clarification on the information item, email any questions to the Scrutiny Manager who will coordinate an officer response.
- 8.9. Members may also request subject briefings. These do not appear on the agenda, and are intended to help Members develop their subject knowledge.
- 8.10. In-depth reviews
- 8.11. For issues that require more detailed analysis and more extensive evidence gathering, the committee may decide to carry out an in-depth review over a series of meetings.

- 8.12. The committee can use a range of methods to investigate and gather evidence as part of an in-depth review. This includes:
- inviting expert witnesses and specialists to meetings
  - consulting relevant sections of the community
  - requesting specific information and analysis from council officers
  - individual members participating in meetings, events and visits – and reporting back to the committee
- 8.13. In order to increase public participation in scrutiny, the committee may also decide to ask members of the public to contribute to in-depth reviews by submitting evidence via the council website: [Open Overview and Scrutiny Investigations](#). This is a new tool available to scrutiny committees.
- 8.14. It is important to note that evidence gathering as part of an in-depth review can take place outside of the formal committee meeting setting. In previous years scrutiny committees have:
- carried out visits and fact-finding trips
  - consulted with local resident and special interest groups
  - asked individual members to report on a specific issue
- 8.15. In-depth reviews usually take place over at least four meetings:
- Meeting 1 - scoping and planning the review
  - Meetings 2 to 3 - evidence gathering
  - Meeting 4 - agreeing draft report and recommendations
  - Report sent to Mayor and Cabinet for consideration and response
- 8.16. If the committee would like 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. A scoping paper for the review will then be prepared for the next meeting.
- 8.17. The flowchart below (available on the [Members Information Site](#)) sets out more information on the different stages involved in scoping and carrying out an in-depth review:

# How to carry out an in-depth review



## **Different types of scrutiny (continued...)**

### 8.18. Single-meeting reviews

8.19. A more concise review where evidence is collected at one meeting and a brief report with recommendations produced for the next meeting. This approach allows a quicker turnaround for recommendations.

### 8.20. Policy development

8.21. This usually takes place when the council is due to renew a particular policy. Scrutiny might consider the options available and officer recommendations before a decision is made by Mayor and Cabinet.

8.22. It is important that select committees are engaged early in the process to be able to actively influence and contribute to the new policy.

8.23. For example, in 2019/20 the Select Committee could scrutinise the Early Help Review.

### 8.24. Performance monitoring

8.25. Scrutiny regularly uses performance information and data to examine the effectiveness of specific council services. This includes assessing the delivery of a particular project against a set timescale.

8.26. The council's *guide to overview and scrutiny* (available from the [Members Information Site](#)) provides further information on carrying out scrutiny.

### 8.27. Joint scrutiny

8.28. The Committee may wish to jointly scrutinise cross cutting issues. The Healthier Communities Select Committee (HCSC) has agreed to scrutinise BAME access to mental health provision. This issue will impact on children and young people and therefore this committee may wish to consider this jointly with HCSC.

## **The committee's work in 2018-19**

8.29. A list of the issues the committee considered over 2018-19 is below. Members are asked to take this into consideration when setting the work programme for the coming year.

- Budget Cuts
- Proposed cuts to Health Visiting Service
- Exclusions from school

- Children’s Centres
- Children’s Social Care Sufficiency Strategy
- School Place Planning
- School attendance
- CAMHS waiting times
- School improvement
- Children’s Social Care – Sufficiency and Improvement
- Home Education
- Early Help Review Terms of Reference

#### Referrals to Mayor and Cabinet

- 8.30. Scrutiny committees have the option to refer their views on a particular item to Mayor and Cabinet in the form of a formal “referral”. The Chair or a nominated member of the committee can attend Mayor and Cabinet to present the referral and add additional context to the committee’s views.
- 8.31. The Mayor and Cabinet are required by the council’s constitution to provide a response to a referral within two months. The relevant Cabinet Member or senior officer may attend the committee meeting at which the response is due to be considered in order to present the response and answer questions.
- 8.32. The committee’s previous referrals are on the [council’s website](#).

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

- 9.1. it is a constitutional requirement that each select committee submits its annual work programme to the Overview and Scrutiny Business Panel (OSBP).
- 9.2. The OSBP will agree a co-ordinated Overview and Scrutiny work programme, to ensure clarity and efficiency. OSBP will meet on 7 May 2019.
- 9.3. The CYP Select Committee work programme will be reviewed at each meeting of the committee. Any new items must be considered against the priority criteria outlined in this report. When adding items during the

course of the year, the committee should also consider whether any items can be removed or considered as an information item. There are eight meetings in this municipal year and the work programme needs to be achievable given the time available.

9.4. Members have previously requested additional guidance about prioritising and managing work programmes. The Council's constitution (part IV, section E) sets out the procedural rules for overview and scrutiny committees. The following issues were noted in 2014-18 as key issues:

- the length of meetings
- the number of items scheduled for each meeting
- the order of items at meetings

#### Length of meetings

9.5. Committee meetings last for **two and a half hours**. If business is not completed within this time the committee may suspend the Council's standing orders. The Council's constitution also provides the option for meetings to be adjourned by the Chair until a later date (with limitations). The suspension of standing orders and any decision to adjourn a meeting are matters for members of the committee and the Chair.

9.6. If standing orders are suspended, the meeting should continue for no longer than a further 30 minutes. Once a meeting has been in progress for more than three hours, especially if it takes place in the evening, the concentration of participants and the meeting's effectiveness declines.

9.7. The length of each item at Committee meetings will vary based on a number of factors – including the complexity of the subject under scrutiny; the number of issues identified by members and questions put to officers and guests.

#### The number of items scheduled for each meeting

9.8. As a rough guide, Members should limit themselves to considering **three items for each meeting** to allow time for proper consideration and leaves space for urgent business.

#### The order of items at meetings

9.9. The Council's standing orders dictate the following order of business:

- minutes of last meeting
- declarations of interest
- responses to select committees from Mayor and Cabinet

9.10. At the beginning of the municipal year, the committee must appoint a chair and vice chair and to set the work programme.

- 9.11. Convention dictates that where a child or young person is invited to attend in connection with an item, this item will be heard as the first substantive item. Items presented by guests and officers from partner organisations take next priority. This allows guests to be released from the meeting at the earliest opportunity.
- 9.12. The Chair can amend the order of business, where possible with the agreement of the committee.

## **10. Financial Implications**

- 10.1. 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**

- 11.1. 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.

## **Background Documents**

## Lewisham Council's Constitution

### **Appendices**

Appendix A – Committee's terms of reference

Appendix B – Provisional work programme

Appendix C – Local assembly priorities

Appendix D – Centre for Public Scrutiny criteria for selecting scrutiny topics

Appendix E – Notice of forthcoming executive decisions

## **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.

#### *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 legislation pertaining to education 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 39 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 - 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 – helping improve our local living environment and making Brockley a safer, cleaner and greener place to live, work and learn
- Creating development opportunities for Brockley residents
- Connecting communities – bringing Brockley residents together, fostering a sense of community spirit, mutual understanding and respect through community projects, events and activities. These could be art, music, drama or sports based. We are also keen to open up the criteria to include ideas around exciting intergenerational projects.

### Catford South

#### Improving the Catford South Environment

Parking, Idling and CPZs

Improving Cycling Provision

General traffic issues in Catford South

Supporting Local Air Quality Campaigns

#### Improving Catford South for Residents

Fly-tipping, Litter and Bins

Greening through planting trees and flowers

Noise nuisance

Street cleaning

#### Developing more activities for Children and Young People in Catford South

Activity for Teenagers

Activity for Young Adults

Developing activity for under 5s

Activity for Children aged 6-12 years

#### Improving the Cultural offer in Catford South

Developing Community Events

Access to Theatre and Music

Night time offer for adults better

Access the Visual Arts Film

## Increasing opportunities for Older People Catford South Community

Providing activities and events for older people  
Dementia Friendly Community Work  
Improving the health of Older People  
Maintaining the Independence of older people

## General things that matter to Catford South Residents

Volunteering Opportunities  
Crime and Safety  
Supporting Local Business  
Employment and Training

### Crofton Park

- Activities for older people
- Activities for younger people
- The environment
- Health and wellbeing
- Supporting community cohesion

### Downham

- Children and young people
- Older people and intergenerational projects
- Creating a high quality living environment

### Evelyn

- Provision for young people and children
- Provision for older people, people with disabilities and intergenerational activities
- Skills development and access to local employment opportunities
- Community support on anti-social behaviour, crime and drug issues
- Housing issues / developments and improving the built environment
- Community capacity building, cohesion and events

### Forest Hill

- Youth engagement and provision- looking for activities that will appeal and support new and existing schemes young people. These could include those that are Art, Music, Drama and Sports based. We are also keen to open up the criteria to include ideas around exciting intergenerational projects.
- Making Forest Hill more attractive - looking for proposals that will help to keep Forest Hill streets clean and appealing. This could include the planting of trees and flowers or a proposal that would increase street art or improve an area.

- Community events – looking for proposals around events that include celebrations, e.g Christmas or events that engage residents and local groups offering education and relevant information to the Forest Hill area, as well as being fun.
- Supporting local Traders – looking for proposals that could support and promote Forest Hill as a vibrant town centre and the Kirkdale area for local businesses.

### Grove Park

- Improving the town centre
- Crime and antisocial behaviour
- Neighbourliness, community activities, events and cohesion
- Community facilities
- Parking, road safety & traffic calming

### Ladywell

- improving air quality and pollution
- campaigning for the inclusion of genuinely affordable housing in future development
- better provision for youth – including apprenticeships linked to local businesses
- community safety

### Lee Green

- Traffic and pollution: traffic speeds and rat running.
- Parking in areas without restrictions: overparking causing problems for residents.
- Our environment: parks, green spaces, community gardens, streets, flytipping, litter, dog fouling, neglected or empty buildings.
- Community services: community centre and community events.
- Antisocial behaviour and crime: misuse of bikes, noise, drug dealing.
- Transport links and accessibility of railway stations in the ward.

### Lewisham Central

- Improving health and wellbeing.
- Cleaner, better environment.
- Better access to activities for children and young people.
- Better access to activities and opportunities for the elderly.
- Promoting and improving community cohesion.

### New Cross

- Unemployment and skills development
- Activities for older people and tackling social isolation
- Housing developments and the built environment
- Health, wellbeing and community safety

### Perry Vale

- Children and Young People
- Unemployment and skills development
- Older people and intergenerational
- Crime and antisocial behaviour
- Environment and ecology

### Rushey Green

- activities and opportunities for children (under 18) and young people (under 25)
- increasing opportunities for older people (55+)
- community cohesion – including events, activities and projects designed to create a sense of community in Rushey Green
- culture and the arts – with particular reference to improving the wellbeing of people in the Rushey Green Area
- improving your local area – including local 'streetscape', environment and ecology.

The Rushey Green Assembly is also committed to keeping residents informed about the ongoing improvements to Catford town centre.

### Sydenham

- bringing our community together
- health and wellbeing
- vibrant high street
- clean and green
- crime and anti-social behaviour.

### Telegraph Hill

- Unemployment and skills development
- Activities for older people
- Neighbourliness and tackling social isolation.
- Community safety, wellbeing and tackling anti-social behaviour.

## Whitefoot

- Healthy living including fitness, wellbeing and mental health.
- Creative arts – using art to bring Whitefoot residents together and foster a sense of community spirit, mutual understanding and respect.
- Improved parks, play areas and green spaces – helping improve our local living environment, making Whitefoot a safer, cleaner and greener place to live, work, and learn

## **Appendix D – 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