
COMMITTEE'S WORK PROGRAMME 2016 -17

Purpose of the Report

1. The Council's Constitution states (Scrutiny Procedure Rule 7) that each Scrutiny Committee will set its own work programme. The Children & Young People Scrutiny Committee's terms of reference provide the Committee with the responsibility for the scrutiny of a number of specific service areas. The Committee is also responsible for the scrutiny of a number of policies and strategies that affect children and young people in Cardiff, plus it can undertake investigations into any matters relating to the children and young people of Cardiff.
2. This report provides the Committee with the outcome of the Members' consideration of the many issues that it could scrutinise. At the July Committee meeting Members reviewed the possible items and the resulting list has been populated into the calendar, attached at **Appendix A**, for the Committee's consideration and approval. The Calendar of meetings only covers the period up to March 2017 as the Council will be in 'purdah' in April 2017 prior to the Council Elections, and a new Council will be elected in May 2017.
3. Members may also wish to approve the commissioning of any or all of the proposed Task & Finish Inquiries, as listed in paragraph 11.

Background

4. Scrutiny plays an essential role in promoting accountability, efficiency and effectiveness in the Council's decision making process and the way in which it delivers services. The main roles of the Scrutiny Committees are:

- Holding the Cabinet and officers as decision-makers to account.
- Being a 'critical friend', through questioning how decisions have been made to provide a 'check and balance' to decision makers, adding legitimacy to the decision making process.
- Undertaking reviews of Council services and policy.
- Undertaking reviews to develop Council services and policies.

5. The Committee at its meeting on 11 July 2016 considered a report setting out the potential items that could be considered during the municipal year. Each item was reviewed by the Members and prioritised using a list of items developed from a number of specific areas:

- i) Prior Year Committee agendas
- ii) Requests from previous Committee meeting letters
- iii) Governance items
- iv) Cabinet Forward Plan
- v) Inspection report recommendations
- vi) Suggestions from Committee Members
- vii) Suggestions from Council Directors
- viii) Suggestions from external stakeholders (eg C3SC / Youth Council / Looked After Children)
- ix) Items carried forward from last year's work programme.

6. The Members also took into consideration the Wales Audit Office (WAO) Corporate Assessment (September 2014) and the subsequent advice to scrutiny committees. This advice aimed to achieve Committee meetings that last no longer than three hours, whilst maintaining robust and appropriate levels of scrutiny across the terms of reference, by ensuring agendas are of a manageable size and that work occurs outside Committee meetings. Members agreed with this approach, with the option to consider additional items, if required.

7. The Committee also agreed that to aid in focussing the agendas more effectively and maximising the impact of the scrutiny of each item at Committee, Members would adapt the way that issues would be scrutinised in the future to include:

- Reports and briefings to be sent to Members prior to the Committee meeting for their consideration and comment. Should any concerns or questions be raised these would be highlighted at the Committee meeting to enable Cabinet Members and Officers to respond in a timely manner.
- Budget monitoring reports to be scrutinised by a Committee Panel, meeting throughout the year. The Panel would regularly report back to Committee with their comments, concerns or requests for further investigation at full Committee, to enable Cabinet Members and Officers to respond.

8. To enable the work programme to reflect this more focused approach the Members identified those issues which they had jointly prioritised and further determined whether it would be most appropriate to scrutinise each item either at:

- i) Full Committee
- ii) Briefing report to Committee Members, prior to Committee
- iii) Task & Finish Investigation
- iv) Informal Member Panel, meeting through the year.

9. The resultant list of items was then inputted into the work programme calendar attached at **Appendix A** to form a work programme for the full year. The schedule of items detailed below includes the task identified under the four work areas of the Committee, namely:

- **Corporate Plan and budget development and delivery** – This enables Members to review, challenge and analysis of the Council’s key policy documents affecting Children & Young People.
- **Performance and Improvement** – These reports enable the Committee to receive inspection reports, regularly review service area performance information, identify

areas for further investigation and appraise the effectiveness of improvement actions and their implementation.

- **Reports from external bodies** – These reports enable the Committee to receive draft copies of partnership, consortium and joint working annual reports, to review objectives and outcomes and assess the impact of the partnerships' work.
- **Reshaping Services** – These reports enable the Committee to receive draft proposals, progress reports and draft plans for the development of alternative methods for the delivery of service for children & young people in Cardiff.

Issues

10. The work programme for each Scrutiny Committee identifies various types of scrutiny investigations. Members of the Committee have consistently committed to regularly monitor and review corporate strategies, budget proposals and their delivery, performance and improvement reports, governance reports and reshaping services proposals. The Members agreed to continue this approach as detailed below:

Corporate Plan and Budgetary development and delivery

- Draft Budget / Corporate Plan – at full Committee in February 2017.
- Children's Services Budgeted Savings – at a quarterly Committee panel– to review the work undertaken to achieve the identified saving in the 2016/17 budget, based on financial data, including the impact of the savings on services.
- Education Budgeted Savings – at a quarterly Committee panel – to review the work being undertaken to achieve the identified saving in the 2016/17 budget, based on financial data including the impact of the savings on services.

Performance and Improvement - information and monitoring reports

Education

- Cardiff 2020 – to review of progress in implementing and performance monitoring, at full Committee in December 2016 and March 2017.
- Performance of Cardiff Schools –, Annual statutory performance report with consortium, at full Committee in January 2017.
- Quarterly Performance monitoring reports, at full Committee, September 2016, December 2016 and March 2017.
- Closing the gap, FSM outcomes and Consortium update, at full Committee in November 2016, could be moved to January 2017.
- Update on the implementation of the Committee's Governor's Reports recommendations, at Committee, December 2016.
- Education provision for asylum seekers and refugees, paper to Members December 2016.

Children's Services

- Children Services Quarterly performance reports at full Committee, September 2016, December 2016 and March 2017.
- Social Care Director's Statement. This will be a joint Committee meeting with Community and Adult Service Scrutiny Committee, in December 2016.
- Progress report on the implementation of the CHAD report recommendations, at full Committee in October 2016.
- Mental Health service & partnership working, funding and refugees, at full Committee, in October 2016.
- Progress report on the implementation of the Child Sexual Exploitation recommendations, at Committee in March 2017.
- Briefing on the Multi Agency Safeguarding Hub, paper to Members in November 2016.

- Briefing on progress being made in implementing Well-Being, paper to Members in December 2016.

Reports from external bodies monitoring

- South Central Consortium annual report, at full Committee in November 2016, could be moved to January 2017.
- Families First progress report with comments from the Youth Council, at full Committee in October 2016.
- Adoption Service annual report, paper to Members October 2016.

Reshaping Services

The Committee has already been made aware of a key service reshape being undertaken. Members expressed their desire to be able to scrutinise the proposal before any decisions have been made. These will be considered as and when necessary prior to the appropriate Cabinet meeting.

Inquiries– to be undertaken by Task & Finish Groups

The Committee Members, at the Forum meeting, suggested a number of issues that the Committee could include as scrutiny Inquiries. The Members identified three potential Inquiries and requested scrutiny officers discuss benefits of each with the service area, an additional Inquiry was suggested by Council. The items are:

- **School Term Times**

To consider and agree whether or not to:

- a. Hold a short Inquiry into the possibility of shortening the summer school holiday and increasing a half term holiday to two weeks, as requested by Council;

- b. Undertake a review of the information available from the Welsh Government, English Local Authorities to determine a general way forward for the Cabinet to consider.
- c. To undertake detailed consultation across all Cardiff's maintained Schools, to determine the preferred option for school terms dates for consideration by the Welsh Government as part of its consultation in December / January, covering:
 - i. parents, guardians and pupils;
 - ii. school Staff, head teachers and governors.
 - iii. Other local authorities in Wales;
 - iv. representatives from third sector organisations.
 - v. representatives from teachers' and head teachers' unions.
 - vi. Any other relevant groups.
- d. To suggest that the issue is considered by the new Administration's Children & Young People Scrutiny Committee as part of its work programme for 2017/18.

▪ **Female Genital Mutilation (FGM)**

To Consider and agree whether or not to:

- a. Hold an Inquiry focusing on the robustness of the processes and procedures in place to tackle, support and advice women on FGM.
- b. To invite the following stakeholders to give evidence to the Inquiry:
 - i. relevant Cardiff Council Cabinet Members and officers, including Children Services and Education, to understand what the level of training and awareness raising is undertaken for the identified ethnic groups;
 - ii. relevant South Wales Police officers, Police and Crime Commissioners.
 - iii. relevant Welsh Government, Public Health and Health Board officers;
 - iv. representatives from third sector organisations working to tackle FGM including BAWSO and NSPCC

- c. To review the data available on the number of FGM cases in Cardiff, and the processes in place to capture the data;
- d. Review the operation of the All Wales FGM Clinical Pathway across primary care, secondary care, tertiary care and community care services.
- e. To report the inquiries findings to the Council's Cabinet, Welsh Government, Public Health Wales and Cardiff & Vale University Health Trust.

▪ **Young People Not in Education, Employment or Training (NEET)**

To consider and agree whether or not to:

- a. Hold an Inquiry focusing on the policies and actions to assess and reduce the number of NEETs in Cardiff, particularly around tier 2 and 3 young people.
- b. To review the data available on the number of Neets from the Career Wales register, school data, and destination analysis.
- c. To invite the stakeholders to give evidence to the Inquiry on the role they are playing in helping to reduce the number of young people in Tier 2 and tier 3.
- d. To identify actions and partnership arrangements to help move young people from tier 2 & 3 to Tier 4 and 5.
- e. To identify any challenges for the future of the service and suggest where possible options for the future of the service
- f. To report the findings to Cabinet and relevant stakeholders to improve the outcomes for Young People likely to become NEET.

▪ **Revised Youth Service.**

To. Consider and agree whether or not to:

- a. Hold an Inquiry into the effectiveness of the revised youth service provision as set out in the 2016/17 Council budget report. "That the Council will continue to support the delivery of youth provision throughout the City, directly supporting provision with targeted Council run services for young people and communities in greatest need"

- b. To assess the impact of the revised service on youth service provision across Cardiff.
- c. To invite the following stakeholders to give evidence to the Inquiry:
 - i. Youth Council representatives;
 - ii. Council Officers and relevant cabinet members;
 - iii. Representatives from two youth centres;
 - iv. Representatives from neighbourhood Partnership Area and Youth Activity Centre (YAC); and
 - v. representatives from third sector organisations working to the youth service;
- d. To identify any challenges for the future of the service and suggest where possible options for the future of the service
- e. To report the inquiries findings to the Cabinet to help inform the future provision of youth services in Cardiff.

▪ **Listening Event with Young People**

Subject to resources, it is proposed to undertake a listening event in partnership with the Cardiff Youth Council or a third sector organisation to establish the views of young people on issues of concern. The listening event will be developed to ensure that its output will be of benefit to the Committee, Council, third sector organisation and young people.

Pre-Decision Scrutiny and Call-in

The Committee may also wish to undertake an evaluation of proposals prior to their consideration by the Cabinet, or prior to their implementation. Under these circumstances the issues can require detailed scrutiny and the Chair of the Committee will identify which items the Committee can have the most impact on. As such the work programme has included sufficient flexibility to enable the Committee to undertake this work effectively. Items already identified on the Cabinet Forward plan include:

- ii) School Organisation Plan proposals, at various times throughout the year.

- iii) Families First Review, at Committee– at full Committee prior to Cabinet
- iv) Schools Admissions Policy and sufficiency of places, at full Committee prior to Cabinet.

WAY FORWARD

11. It is suggested that the Committee considers agreeing the task & finish and pre-decision topics as proposed in **paragraph 11** of this report, and further agrees the draft timetable of issues for the Committee as set out in **paragraph 10** above and summarised in **Appendix A**. Members may also wish to agree to set up Member Panel to monitor and review departmental budgets.

LEGAL IMPLICATIONS

12. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and review matters there are no direct legal implications. However, legal implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any legal implications arising from those recommendations. All decisions taken by or on behalf of the Council must (a) be within the legal powers of the Council; (b) comply with any procedural requirement imposed by law; (c) be within the powers of the body or person exercising powers on behalf of the Council; (d) be undertaken in accordance with the procedural requirements imposed by the Council e.g. Scrutiny Procedure Rules; (e) be fully and properly informed; (f) be properly motivated; (g) be taken having regard to the Council's fiduciary duty to its taxpayers; and (h) be reasonable and proper in all the circumstances.

FINANCIAL IMPLICATIONS

13. The Scrutiny Committee is empowered to enquire, consider, review and recommend but not to make policy decisions. As the recommendations in this report are to consider and

review matters there are no direct financial implications at this stage in relation to any of the work programme. However, financial implications may arise if and when the matters under review are implemented with or without any modifications. Any report with recommendations for decision that goes to Cabinet/Council will set out any financial implications arising from those recommendations.

RECOMMENDATION

The Committee is recommended:

- To consider the information set out in **paragraph 10** of the report and agree the proposed Work Plan Timetable for 2016/17 as set out in **Appendix A**.
- To agree to set up a Performance Member Panel and a Budget Monitoring Member Panel, in accordance with Part 1 of the Scrutiny procedure rules.
- To agree to undertake the Task & Finish Group Inquiries as set out in **paragraph 11**, in accordance with Part 1 of the Scrutiny procedure rules, and to seek nominations for the first inquiry that the Committee agrees to undertake.
- To seek nominations for the membership of the Budget Monitoring Panel as set out in **paragraph 7**.

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21 September 2016