



City of Westminster

Children, Sport & Leisure Policy and Scrutiny
Committee

Date:	9 th May 2016
Classification:	General Release
Title:	Annual Work programme 2016/17
Report of:	Director of Policy, Performance and Communications
Cabinet Member Portfolio	Cabinet Member for Children and Young People and Cabinet Member for Sports and Leisure
Wards Involved:	All
Policy Context:	City for Choice / Aspiration
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1. Executive Summary

This report presents to Committee the responsibilities and scope of the committee's work and draft work programme for the year. The report also provides some criteria that the committee may wish to consider in prioritising its work programme.

2. Key Matters for the Committee's Consideration

The Committee is asked to:

- Note the terms of reference and duties of the committee
- Discuss the criteria suggested for prioritising items
- Discuss and agree a version of the work programme that is achievable, bearing in mind the need for some flexibility throughout the year.

3. Background

3.1 The Remit of the Committee

Under Section 21 of the Local Government Act 2000 local authorities are required to appoint at least one committee to provide overview and scrutiny. In Westminster these are termed Policy and Scrutiny committees, recognising their contribution to pro-active policy development as well as reviews of existing services and policies.

The Children, Sport and Leisure Committee is the designated scrutiny of Education committee. Due to the Education remit of this Committee, the Council has a duty to ensure that this Committee shall include in its membership the following representatives:

- (a) 1 Church of England diocese representative;
- (b) 1 Roman Catholic diocese representative; and
- (c) 2 parent governor representatives.

A further two co-optees are headteachers from both a primary and secondary schools.

The Committee scrutinises the broad range of important issues that make up the portfolios of the Cabinet Member for Children and Young People and the Cabinet Portfolio for Sports and Leisure.

They examine executive decisions, monitor performance and develop and review policy on the Council's education function for children and young people, including the opportunities for education, training and learning outside the school environment and pre-school learning. The Committee also considers the development of strategies and works with partner organisations and groups to be a 'critical friend' to Council departments and Cabinet Members.

The Committee's remit also includes the Sports and Leisure portfolio, which includes our libraries and registration service, neighbourhoods and civic engagement including ward budgets, volunteering and advice services, the Olympic legacy, Localism Act (community rights), parks and open spaces, cemeteries and mortuaries, arts and culture, Queen's Park Community Council.

Policy & Scrutiny Task Groups

At Westminster, Task Groups are a more focused and intensive tool of the Overview and Scrutiny function. Task Groups offer Members an opportunity to work in small groups, supported by officers, to collate and assess evidence in a cross-party environment and make recommendations based on a substantial amount of collected evidence. Task Groups are supported by Scrutiny Officers.

Pre-Decision Task Groups – those that meet to input and influence strategies in development, prior to a decision being made by the Cabinet Member (e.g. Cycling Strategy Task Group, Highways and Transportation Contract Re-Let Task Group)

Research Task Groups – where a group of Members meet, in person or virtually, to undertake a research project and report back to the Committee for endorsement (e.g. Sex Workers).

Single-Member Studies (SMS) – where a Member is granted approval by a Committee Chairman to undertake research and report back to the Committee for endorsement (e.g. Party Drugs, Childhood Obesity)

Tri-Borough Task Groups – where a group of Members (commissioned by a Chairman) meet from across the three Boroughs to undertake site visits or research on a shared concern (e.g. Imperial College Healthcare NHS Trust)

3.2 Devising a Scrutiny Work Plan

The Centre for Public Scrutiny published a report called “A cunning plan?” in 2011 which discusses the ways and criteria that may be used to devise a work programme which adds value to the authorities work. This notes that:

- Gut instinct can be as effective as complicated feasibility criteria in coming up with shortlists for review
- Having a proper discussion about the work programme can work better than a set of criteria
- If on balance criteria are used, it is important to have them as simple and comprehensive as possible
- Work programming should be a member led process
- Ensure that there is a balance between different methods of work
- Close working with the executive is important to avoid duplication

The report highlights a set of criteria used by South Cambridgeshire which the committee are asked to consider and apply if agreed.

Public Interest: the concerns of local people should influence the issues chosen for scrutiny (City for All annual resident survey)

Ability to change: priority should be given to issues that the committee can realistically influence.

Performance: priority should be given to the areas in which the Council or other agencies are not performing well. (Consideration of KPI's and other performance data)

Extent- priority should be given to issues that are relevant to all or large parts of the City

Replication: work programmes should take account of what else is happening in the areas being considered to avoid duplication or wasted effort.

Appendix 2 provides guidance previously provided to this committee to help you establish a work programme. This guidance is still relevant today.

3.4 Draft Work Programme

This is attached as Appendix 1 for discussion

**If you have any queries about this Report or wish to inspect any of the
Background Papers please contact Anne Pollock x2757**

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APPENDICES:

Appendix 1- Guidance on establishing a work programme

Appendix 2 -Draft Work Programme for 2016/17

BACKGROUND PAPERS

A cunning plan? Devising a scrutiny work programme –published 2011 by the
Centre for Public Scrutiny.

<http://www.cfps.org.uk/publications?item=113&offset=0>

ESTABLISHING A WORK PROGRAMME - SELECTION CRITERIA

The following guidance on selection criteria has been designed to assist the Committee in its task of choosing topics for the work programme, in terms of both judging the individual issues proposed and the shape of the overall programme of topics being scrutinised. It is intended as guidance only and is not prescriptive.

Judging an individual suggestion

- Is the suggestion **specific** enough? For effective scrutiny to take place, a task group/committee will need to pin down exactly what they are scrutinising.
- Is the suggestion **achievable**? Consider what resources are required and assess whether the limitations of time; the O&S budget; and Officer and Member capacity will prevent a suitable outcome being achieved.
- Will scrutiny of the suggested item produce **tangible results**?
- Is the suggestion appropriate for **engaging the public**? Is this an issue of importance to Westminster residents? Is this an area where a lot of bad press or complaints are received?
- Will scrutiny of the suggested item have sufficient **impact**? To maximise outcomes it is often better to concentrate on issues of concern that impact upon the well-being of a large number of people.
- Does the suggestion **duplicate** work that is already being carried out? Is the service about to be inspected by an external body? Are there any major legislative or policy initiatives already resulting in change or about to impact on the service?

Assessing the Committee's Overall Programme

- Is the work programme **balanced**? Is the planned work evenly spread over the municipal year and are the topics balanced in terms of the scope of the Committee's remit?
- Is the work programme too **onerous**? It is important to hold some capacity in reserve for any urgent issues that might arise.

Appendix 2

ROUND ONE - 20 June 2016 Main Theme – Sport, Leisure and Open Spaces/ Children and Young People		
Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member questioning	To hold to account and give ‘critical friend’ challenge to the portfolio holder.	Cabinet Member for Sport, Leisure and Open Spaces
Prevent	Community Cohesion Commission will publish a report on its findings in Sept/Oct and placement in June will enable the Committee to feed into the Prevent elements included in the report.	Mark Chalmers
Focus on Practice Programme – Year review	Phase 1 is now complete but it was noted that WCC is now a partner in Practice with DoE. We can bid for more funding and will know in the Summer if this bid has been successful.	Julie Rooke

ROUND TWO - 17 October 2016 Main Theme – Children and Young People		
Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member questioning	To hold to account and give ‘critical friend’ challenge to the portfolio holder.	Cabinet Member for Children and Young People
Annual Looked After Children Report	Look at different meeting to change the issues – no single social care meeting. This update was also requested at Committee on 15 th April 2015.	Glen Peache Jean Daintith
Annual Safeguarding Review	To examine the work of the Safeguarding Board in the last year and the plans for the following year. This could examine any recent Serious Case reviews and trafficking.	Tri Borough Safeguarding Officers Board chair: Jean Daintith

ROUND THREE – 28 November 2016
Main Theme – Children and Young People

Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member questioning	To hold to account and give 'critical friend' challenge to the portfolio holder.	Cabinet Member for Children and Young People
Annual Education Report	The committee will evaluate the key areas of success and areas to be developed in the Annual Education Report.	Ian Heggs
Libraries Transformation	To analyse the libraries transformation programme.	Mike Clarke

ROUND FOUR – 6 February 2017
Main Theme – Sport, Leisure and Open Spaces

Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member questioning	To hold to account and give 'critical friend' challenge to the portfolio holder.	Cabinet Member for Sport, Leisure and Open Spaces
Community Engagement	To review the new programme and its first year, including Open Forums.	Neil Wholey
Troubled Families Year 2	To review Year 2 of the Troubled Families Service and suggest areas to be developed.	Melissa Caslake

ROUND FIVE – 13 March 2017
Main Theme – Children and Young People

Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member questioning	To hold to account and give 'critical friend' challenge to the portfolio holder.	Cabinet Member for Children and Young People
SEN 6-Month Milestone Report	To review the SEN Programme	Ian Heggs
Families of Service Personnel Update (For Information – Briefing note)	An annual update on the service was requested by the Committee in February 2016.	Steve Bywater

ROUND SIX – 15 May 2017
Main Theme – Children and Young People

Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member questioning	To hold to account and give 'critical friend' challenge to the portfolio holder.	Cabinet Member for Children and Young People
Access to the Cultural Offer in Westminster for Young People	To examine the uptake of the cultural offer by Young People and how the relationships with partner organisations work with the institutions based in Westminster.	Mike Clarke
School Meals Contract/Healthy Schools (Briefing Note for information)	School meals contract mobilised in Westminster in April 2016. AHPP examining Healthy Schools in March 2017.	Annabel Saunders

Unallocated items

Review of Youth Services/ Young Westminster Foundation	To analyse the changes to the Youth Services (Rachael Wright-Turner)
Reduction in Fostering Numbers/Regionalisation of Adoption	Changes to the adoption and fostering services to be tracked through Cabinet Member updates to the Committee (Annabel Saunders)
Action for Change	To examine the work with organisations from Italy/Romania/UK/Hungary on mothers affected by domestic violence and the impact on their children (see RBKC). (Natasha Bishopp)
The Two Year-Old Offer in Early Intervention	To examine the promotion of the two year old offer and an update on uptake. A regular update to the Committee on this was agreed at P&S in January 2015.
GCSE to 'A' Level School Transition	To examine the promotion of the two year old offer and an update on uptake. A regular update to the Committee on this was agreed at P&S in February 2016.
The Role of Social Workers	To examine the role of Social Workers, as requested at P&S in March 2016.
Local Area Inspection Self-Assessment and Action Plan	To analyse the local area inspection self-assessment and action plan.

Other Committee Events & Task Groups

Group/ Issue	Update	Type
Youth Mental Health	Meeting dates tbc.	T/G