	Children and Young People Services Scrutiny Committee **6 December 2021**

Report Title:	**Children and Young People Services Scrutiny Committee Work Programme**
Cabinet Portfolio	Finance and Governance
Cabinet Member	Councillor Martin Bond
Exempt Report	No
Reason for Exemption	N/A
Key Decision	No
Public Notice issued	N/A
Wards Affected	All
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Borough priorities	Ensure children and young people have a positive start in life	X
	Promote good health, independence and care across our communities	
	Create safe and strong communities and neighbourhoods for all	
	Support a strong, thriving, inclusive and well-connected local economy	
	Create green and vibrant places that reflect our heritage and culture	
	Be a responsible Council	

1. Summary

1.1 This report provides information to the Committee about the work programme setting process. Managing the work programme is an important part of an efficient and effective Overview & Scrutiny Function.

2. Recommendations

(i) **The Children and Young People Services Scrutiny Committee is recommended to review the items listed within the work programme document in light of the current, and likely continuing, Covid pressures and agree priorities and timescales**.

3. Purpose of this Report

3.1 To present the Scrutiny Committee with the revised Work Programme document for review to prioritise items for future consideration.

4. Background

4.1 A comprehensive work programme is fundamental to the effectiveness of the Scrutiny Committees as it enables them to plan and manage their workloads to make best use of the available time and resources, ensure a focus on the Borough's priorities and add the most value to the performance of the Council and outcomes for residents.

4.2 The attached work programme document is designed to record and monitor the activity for the Committee to effectively manage the workload and plan for future meetings. Each column of the work programme table provides key information about each item including a description of the issue and purpose of scrutinising it. The document lists each of the items agreed by the Committee during the work programme setting process undertaken in July 2021.

4.3 Members are requested during this unprecedented period of demand on officer time caused by the COVID-19 Pandemic to give particular consideration to the resource implications and

requirements of the work programme decisions.

5.   Reviewing the Work Programme

5.1   When reviewing the work programme, new items can be added and items that no longer require scrutiny or are not considered to be a priority for action or monitoring can be removed.

5.2   When considering whether to add, remove and prioritise items for consideration Members should be mindful of the following:
*   Would the Committee be able to add value through its work on the issue?
*   Is the issue linked to a Borough Priority?
*   Is the issue a priority/concern for partners, stakeholders and the public?
*   Is the issue related to poorly performing services?
*   Is there a pattern of budgetary overspends?
*   Are there significant levels of public/service user dissatisfaction with the service?
*   Has there been media coverage of the issue?
*   Is the issue related to new Government guidance?
*   Would consideration of the issue be timely?
*   Are there sufficient resources to effectively consider the issue at this time?
*   Would Scrutiny be duplicating work being undertaken elsewhere?
*   Is the matter subject to judicial review (sub judice)?

5.3   The Work Programme Prioritisation Aid attached to this report is designed to assist members in considering whether a suggested addition to the work programme is suitable and meets the necessary criteria. If members consider that a suggestion would not be suitable for scrutiny, the Scrutiny Committee could choose to refer the matter elsewhere. If an item is considered to be an important issue but not a priority at this time an item may be added to the end of the work programme to be monitored for further consideration in the future.

6.   Consideration of Alternatives

6.1   None

7   Conclusions

7.1   The Scrutiny Committee is requested to discuss its work programme and set priorities for future Committee meetings and agree any review work (i.e. task and finish) to be commenced in the near future or scheduled for a later date.

8.   Implications

8.1   Legal Implications

8.1.1   N/A

8.2   Community Impact Assessment (CIA) Implications

8.2.1   Social Value

8.2.1.1 N/A

8.2.2   Sustainability and Environment

8.2.2.1 N/A

8.2.3 <u>Health and Wellbeing</u>

8.2.3.1 N/A

8.2.4 <u>Equality and Human Rights</u>

8.2.4.1 N/A

8.3 <u>Customers and Resident</u>

8.3.1 N/A

8.4 <u>Asset and Property</u>

8.4.1 N/A

8.5 <u>Staffing and Human Resource</u>

8.5.1 N/A

8.6 <u>Risks</u>

8.6.1 Failure to effectively manage the work programme could lead to inefficient use of the Committee's time and resources, negatively affecting the Committee's ability to add value and help the Council achieve its priorities. By examining the work programme regularly and following the prioritisation aid as recommended, the Committee should minimize the risk of using time and resources on ineffective items.

8.7 <u>Finance</u>

8.7.1 N/A

8.8 <u>Policy Framework Implications</u>

8.8.1 N/A

9   Background papers

9.1   None

10.   Appendices

10.1   Work Programme Prioritisation Aid

10.2   Children and Young People Services Scrutiny Committee Work Programme

Appendix 1

Overview and Scrutiny Work Programme Prioritisation Aid

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┌─────────────────────────┐
│ Does this issue have a   │          No
│ potential impact for one │ ──────────────────────────┐
│ or more section (s) of   │                            │
│ the population?          │                            │
└─────────────────────────┘                            │
            │ Yes                                       │
            ▼                                           │
┌─────────────────────────┐                            │
│ Is this issue strategic  │          No                │
│ and significant?         │ ───────────────────────────┤
│                          │                            │
└─────────────────────────┘                            │
            │ Yes                                       │
            ▼                                           │
┌─────────────────────────┐                            │
│ Will the scrutiny        │          No                │
│ activity add value to    │ ───────────────────────────┤
│ the Council's and/or its │                            │
│ partners' overall        │                            │
│ performance?             │                            ▼
└─────────────────────────┘                   ┌──────────────────────┐
            │ Yes                              │ Don't add to WP –    │
            ▼                                  │ refer elsewhere      │
┌─────────────────────────┐          No       │                      │
│ Is it likely to lead to  │ ─────────────────▶│                      │
│ effective outcomes?      │                   └──────────────────────┘
│                          │
└─────────────────────────┘
            │ Yes
            ▼
┌─────────────────────────┐
│ Continue                 │
│ overleaf                 │
└─────────────────────────┘
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┌─────────────────────────┐   Yes
│ Will scrutiny involvement be │ ──────────────────────────────┐
│ duplicating some other work? │                                │
└─────────────────────────┘                                │
            │ No                                            │
            ▼                                               │
┌─────────────────────────┐   No                           │
│ Is it an issue of concern to │ ──────────────────────────┤
│ partners and stakeholders?   │                            │
└─────────────────────────┘                                │
            │ Yes                                           │
            ▼                                               │
┌─────────────────────────┐   No                           │
│ Is it an issue of community │ ───────────────────────────┤
│ concern?                     │                            │
└─────────────────────────┘                                │
            │ Yes                                           │
            ▼                                               │
┌─────────────────────────┐   No                           │
│ Are there adequate resources │ ──────────────────────────┤
│ available to do the activity │                            │
│ well?                        │                            ▼
└─────────────────────────┘                    ┌─────────────────────┐
            │ Yes                               │ Monitor as LOW       │
            ▼                                   │ priority             │
┌─────────────────────────┐   No      ────────▶│                      │
│ Is the scrutiny activity timely? │ ──────────└─────────────────────┘
└─────────────────────────┘
            │ Yes
            ▼
┌─────────────────────────┐
│ Put into work            │
│ programme                │
│ HIGH priority            │
└─────────────────────────┘
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