

Committee: Children and Young People Overview and Scrutiny Panel

Date: 17 September 2013

Wards: All

Subject: Task Group - Scoping Report

Lead officer: Rebecca Redman, Scrutiny Officer

Lead member: Cllr Jeff Hanna, Chair of the Children and Young People Overview and Scrutiny Panel

Contact officers: Rebecca Redman, Scrutiny Officer

Recommendations:

That Members consider and approve the proposed Terms of Reference, timescales, sources of evidence, and witnesses for the review of School Leadership Succession.

1. PURPOSE OF REPORT

- 1.1 To make proposals to Members for their forthcoming task group review of School Leadership Succession, and to seek agreement on the proposed Terms of Reference, timescales, sources of evidence and witnesses for the review.

2. DETAILS

- 2.1 At the meeting of the Children and Young People Overview and Scrutiny Panel held on 4th July 2013, Members considered and agreed their Work Programme for the 2013/2014 municipal year. Members proposed that the planning of school leadership succession be the focus of a Task Group review.
- 2.2 The following Members were nominated to sit on the Task Group: Cllr Agatha Akyigyina (Chair), Cllr James Holmes (Chair), Cllr Iain Dysart, Cllr Linda Taylor.
- 2.3 On the 12th September 2013, the Task Group will hold its first meeting to decide on the scope of the Task Group review. As this meeting falls after the paper publication date for the Panel's meeting on 17th September, the scoping report will be provided as far in advance of the 17th as possible.

3. AIM OF REVIEW

- 3.1 The aims of the task group review as decided at the Task Group meeting on the 12th September will be tabled at the meeting on the 17th September.

4. TERMS OF REFERENCE FOR THE REVIEW:

- 4.1 The terms of reference of the task group review as decided at the Task Group meeting on the 12th September will be tabled at the meeting on the 17th September.

5. POTENTIAL SOURCES OF EVIDENCE AND WITNESSES FOR THE REVIEW

5.1 Members can request a range of evidence and comparative information throughout the course of the review. Members can also invite a variety of people to attend to assist in the forming of evidence-based recommendations to the Executive, and where appropriate, to partner organisations.

5.2 Members may wish to consider the following in this review: -

- Detailed officer reports supplemented by verbal evidence;
- Best practice from neighbouring Local Authorities;
- Government legislation and guidance (national, regional and local policy);
- Site visits;
- Evidence from partner organisations and stakeholders;
- Research reports/briefing papers; and
- Consultation activities

5.3 It is proposed that the Task Group consult the following stakeholders in this review:

6. OFFICER SUPPORT

6.1 Members of the School Leadership Succession Task Group will be supported by:

Rebecca Redman, Scrutiny Officer

Rebecca.redman@merton.gov.uk, 020 8545 4035

7. ALTERNATIVE OPTIONS

7.1 The Panel may choose to agree a different scope and terms of reference to those proposed in this scoping report.

8. CONSULTATION UNDERTAKEN OR PROPOSED

8.1 Members are asked to give consideration to if, and how, they would like to engage witnesses in this review.

9. TIMETABLE

9.1 It is envisaged that the Task Group will undertake and complete its review within 6 months. The final report and recommendations from the review will be presented to the Children and Young People O&S Panel for endorsement at its meeting on 29th April 2014.

9.2 The following reporting timescale should be borne in mind when conducting the review to ensure completion by April 2014: -

12 th September 2013	First meeting of the Task Group – Setting the Scene presentation and draft scope/evidence requirements
17 th September 2013	Scoping report to Children and Young People O&S

	Panel to formally approve
October 2013 – January 2014	Future meetings of the task group
29th April 2014	Final task group report to Children and Young People O&S Panel to endorse submission to Cabinet
June 2014	Final Task Group report to Cabinet for consideration and to relevant partner organisations, outlining any recommendations to partners, which require a response to be submitted to the Sustainable Communities O&S Panel.
September 2014	Executive Response and Action Plan submitted to O&S Panel/Commission. Task Group Champion to be appointed to monitor implementation of Action Plan and determine intended outcomes of review are achieved.

10. CO-OPTION

- 10.1 Members are asked to give consideration to co-opting representatives onto the Task Group for part, or the duration, of the review to assist the Task Group. In accordance with the Constitution any representative co-opted onto the Panel or Task Group will be a non-voting member of the Task Group and will be required to adhere to the Council's Code of Conduct for Members.

11. PUBLICITY

- 11.1 Members can publicise the review to encourage and facilitate resident and partner engagement and to promote the outcomes of the review upon completion. The following mechanisms for promotion/publication may be utilised throughout the review: -

- Press release in local press;
- My Merton;
- Community Forums;
- Merton council website;
- Ward councillors;
- Posters/materials in libraries and Merton Link;
- Staff bulletin board and plasma screens in civic centre; and
- Residents' panel and Centre for Public Scrutiny (outcomes)

12. FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 12.1 There are none specific to this report. Any financial, resource and property implications arising from the review will be accounted for in the Task Group's Final Report.

13. LEGAL AND STATUTORY IMPLICATIONS

- 13.1 None for the purposes of this report. Any legal and statutory implications arising from the review will be accounted for in the Task Group's Final Report.

14. HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

14.1 None specific to this report. Any human rights, equalities and community cohesion implications arising from the review will be accounted for in the Task Group's Final Report.

15. CRIME AND DISORDER IMPLICATIONS

15.1 None specific to this report. Any crime and disorder implications arising from the review will be accounted for in the Task Group's Final Report.

16. RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

16.1 None for the purposes of this report. Any risk management and health and safety implications arising from the review will be accounted for in the Task Group's Final Report.

17. APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

17.1 None

18. BACKGROUND PAPERS

18.1 None