

Committee:	Children and Young People Overview and Scrutiny Panel
Date:	24 July 2017
Wards:	All
Subject:	Children and Young People Overview and Scrutiny Panel Work Programme 2017/18
Lead officer:	Annette Wiles, Scrutiny Officer
Lead member:	Cllr Dennis Pearce, Chair of the Children and Young People Overview and Scrutiny Panel
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Recommendations:

That members of Children and Young People Overview and Scrutiny Panel:

- i. Consider their work programme for the 2017/18 municipal year, and agree issues and items for inclusion (see draft in Appendix 1);
 - ii. Consider the methods by which the Panel would like to scrutinise the issues/items agreed;
 - iii. Identify a Member to lead on performance monitoring on behalf of the Panel;
 - iv. Identify a Member to lead on budget scrutiny on behalf of the Panel;
 - v. Agree on an issue for scrutiny by a task group and appoint members to the Task Group;
 - vi. Consider the appointment of co-opted members for the 2017/18 municipal year, to sit on the Panel and/or on the Task Group;
 - vii. Consider whether they wish to make visits to local sites; and
 - viii. Identify any training and support needs.
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PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 The purpose of this report is to support and advise Members to determine their work programme for the 2017/18 municipal year.
- 1.2 This report sets out the following information to assist Members in this process:
 - a) The principles of effective scrutiny and the criteria against which work programme items should be considered;
 - b) The roles and responsibilities of the Children and Young People Overview and Scrutiny Panel;
 - c) The findings of the consultation programme undertaken with Councillors and co-opted members, Council senior management, voluntary and community sector organisations, partner organisations and Merton residents;
 - d) A summary of discussion by Councillors and co-opted Members at a topic selection workshop held on 20 June 2017; and
 - e) Support available to the Children and Young People Overview and Scrutiny Panel to determine, develop and deliver its 2017/18 work programme.
2. **Determining the Children and Young People Overview and Scrutiny Panel Annual Work Programme**

- 2.1 Members are required to determine their work programme for the 2017/18 municipal year to give focus and structure to scrutiny activity to ensure that it effectively and efficiently supports and challenges the decision-making processes of the Council, and partner organisations, for the benefit of the people of Merton.
- 2.2 The Children and Young People Overview and Scrutiny Panel has a specific role relating to children and young people. This includes education, children's social care, child protection and youth services which should automatically be built into their work programmes.
- 2.3 The Children and Young People Overview and Scrutiny Panel may choose to scrutinise a range of issues through a combination of pre-decision scrutiny items, policy development, performance monitoring, information updates and follow up to previous scrutiny work. Any call-in work will be programmed into the corporate calendar as required.
- 2.4 The Children and Young People Overview and Scrutiny Panel has six scheduled meetings over the course of 2017/18, including the scheduled budget meeting (representing a maximum of 18 hours of scrutiny per year – assuming 3 hours per meeting). Members will therefore need to be selective in their choice of items for the work programme.

Principles guiding the development of the scrutiny work programme

- 2.5 The following key principles of effective scrutiny should be considered when the Panel determines its work programme:
- **Be selective** – There is a need to prioritise so that high priority issues are scrutinised given the limited number of scheduled meetings and time available. Members should consider what can realistically and properly be reviewed at each meeting, taking into account the time needed to scrutinise each item and what the session is intended to achieve.
 - **Add value with scrutiny** – Items should have the potential to 'add value' to the work of the Council and its partners. If it is not clear what the intended outcomes or impact of a review will be then Members should consider if there are issues of a higher priority that could be scrutinised instead.
 - **Be ambitious** – The Panel should not shy away from carrying out scrutiny of issues that are of local concern, whether or not they are the primary responsibility of the Council. The Local Government Act 2000 gave local authorities the power to do anything to promote economic, social and environmental well being of local communities. Subsequent Acts have conferred specific powers to scrutinise health services, crime and disorder issues and to hold partner organisations to account.
 - **Be flexible** – Members are reminded that there needs to be a degree of flexibility in their work programme to respond to unforeseen issues/items for consideration/comment during the year and accommodate any developmental or additional work that falls within the remit of this Panel. For example Members may wish to question officers regarding the declining performance of a service or may choose to respond to a Councillor Call for Action request.
 - **Think about the timing** – Members should ensure that the scrutiny activity is timely and that, where appropriate, their findings and recommendations inform wider corporate developments or policy development cycles at a time when they can have most impact. Members should seek to avoid duplication of work carried out elsewhere.

Models for carrying out scrutiny work

2.6 There are a number of means by which the Children and Young People Overview and Scrutiny Panel can deliver its work programme. Members should consider which of the following options is most appropriate to undertake each of the items they have selected for inclusion in the work programme:

Item on a scheduled meeting agenda/ hold an extra meeting of the Panel	<ul style="list-style-type: none"> ■ The Panel can agree to add an item to the agenda for a meeting and call Cabinet Members/ Officers/Partners to the meeting to respond to questioning on the matter ■ A variation of this model could be a one-day seminar-scrutiny of issues that, although important, do not merit setting up a 'task-and-finish' group
Task Group	<ul style="list-style-type: none"> ■ A small group of Members meet outside of the scheduled meetings to gather information on the subject area, visit other local authorities/sites, and speak to service users, expert witnesses and/or Officers/Partners. The Task Group can then report back to the Commission with their findings to endorse the submission of their recommendations to Cabinet/Council ■ This is the method usually used to carry out policy reviews
The Panel asks for a report then takes a view on action	<ul style="list-style-type: none"> ■ The Panel may need more information before taking a view on whether to carry out a full review so asks for a report – either from the service department or from the Scrutiny Team – to give them more details
Meeting with service Officer/Partners	<ul style="list-style-type: none"> ■ A Member (or small group of Members) has a meeting with service officers/Partners to discuss concerns or raise queries. ■ If the Member is not satisfied with the outcome or believes that the Panel needs to have a more in-depth review of the matter they take it back to the Panel for discussion
Individual Members doing some initial research	<ul style="list-style-type: none"> ■ A member with a specific concern carries out some research to gain more information on the matter and then brings his/her findings to the attention of the Panel if s/he still has concerns. ■ A new model of scrutiny review has recently been developed and trialled; a rapporteur review where an individual member undertakes a review with the endorsement of the Panel.

2.7 Note that, in order to keep agendas to a manageable size, and to focus on items to which the Panel can make a direct contribution, the Panel may choose to take some “information only” items outside of Panel meetings, for example by email.

Support available for scrutiny activity

2.8 The Overview and Scrutiny function has dedicated scrutiny support from the Scrutiny Team to:

- Work with the Chair and Vice-Chair of the Panel to manage the work programme and coordinate the agenda, including advising officers and partner organisations on information required and guidance for witnesses submitting evidence to a scrutiny review;
- Provide support for scrutiny members through briefing papers, background material, training and development seminars, etc;
- Facilitate and manage the work of the task and finish groups, including research, arranging site visits, inviting and briefing witnesses and drafting review reports on behalf on the Chair; and

- Promote the scrutiny function across the organisation and externally.
- 2.9 The Children and Young People Overview and Scrutiny Panel will need to assess how it can best utilise the available support from the Scrutiny Team to deliver its work programme for 2017/18.
- 2.10 The Panel is also invited to comment on any briefing, training and support that is needed to enable Members to undertake their work programme. Members may also wish to undertake visits to local services in order to familiarise themselves with these. Such visits should be made with the knowledge of the Chair and will be organised by the Scrutiny Team.
- 2.11 The Scrutiny Team will take the Children and Young People Overview and Scrutiny Panel's views on board in developing the support that is provided.
- 2.12 This year, in response to the results of the scrutiny annual survey, the Scrutiny Team will also explore with chairs and vice chairs the use of external experts and the quality of evidence provided to Panels to understand what else might be done to improve the use of both. This will be done as part of the work programme process.

3. Selecting items for the Scrutiny Work Programme

- 3.1 The Children and Young People Overview and Scrutiny Panel sets its own agenda within the scope of its terms of reference. It has the following remit:
- Children's social care, including child protection;
 - Education, including school standards, special educational needs, the extended schools programme, and the healthy schools initiative;
 - Youth services and youth engagement, including the Youth Parliament, young people 'Not in Education, Employment or Training' (NEET), and the Connexions Service;
 - Youth offending;
 - Children's Centres; and
 - The Children's Trust.
- 3.1.2. The Scrutiny Team has undertaken a campaign to gather suggestions for issues to scrutinise either as agenda items or task group reviews. Suggestions have been received from members of the public, Councillors and partner organisations including the police, NHS and Merton Voluntary Service Council. Issues that have been raised repeatedly at Community Forums have also been included. The Scrutiny Team has consulted departmental management teams in order to identify forthcoming issues on which the Panel could contribute to the policymaking process.
- A description of all the suggestions received is set out in Appendix 2.
- 3.2 The councillors who attended a "topic selection" workshop on 20 June 2107 discussed these suggestions. Suggestions were prioritised at the workshop using the criteria listed in Appendix 3. In particular, participants sought to identify issues that related to the Council's strategic priorities or where there was underperformance; issues of public interest or concern and issues where scrutiny could make a difference.
- 3.3 A note of the workshop discussion relating to the remit of the Panel is set out in Appendix 4.
- 3.4 Appendix 1 contains a draft work programme that has been drawn up, taking the workshop discussion into account, for the consideration of the Panel. The Panel is requested to discuss this draft and agree any changes that it wishes to make.

4. Task group reviews

4.1 The Panel is invited to select an issue for in-depth scrutiny and establish a task group.

5. Co-option to the Panel membership

5.1 Scrutiny Panels can consider whether to appoint non-statutory (non-voting) co-optees to the membership, in order to add to the specific knowledge, expertise and understanding of key issues to aid the scrutiny function. Panels may also wish to consider whether it may be helpful to co-opt people from “seldom heard” groups.

6. Public involvement

6.1 Scrutiny provides extensive opportunities for community involvement and democratic accountability. Engagement with service users and with the general public can help to improve the quality, legitimacy and long-term viability of recommendations made by the Panel.

6.2 Service users and the public bring different perspectives, experiences and solutions to scrutiny, particularly if “seldom heard” groups such as young people, disabled people, people from black and minority ethnic communities and people from lesbian gay bisexual and transgender communities are included.

6.3 This engagement will help the Panel to understand the service user’s perspective on individual services and on co-ordination between services. Views can be heard directly through written or oral evidence or heard indirectly through making use of existing sources of information, for example from surveys. From time to time the Panel/Task Group may wish to carry out engagement activities of its own, by holding discussion groups or sending questionnaires on particular issues of interest.

6.4 Much can be learnt from best practice already developed in Merton and elsewhere. The Scrutiny Team will be able to help the Panel to identify the range of stakeholders from which it may wish to seek views and the best way to engage with particular groups within the community.

7. ALTERNATIVE OPTIONS

7.1 A number of issues highlighted in this report recommend that Panel members take into account certain considerations when setting their work programme for 2017/18. The Children and Young People Overview and Scrutiny Panel is free to determine its work programme as it sees fit. Members may therefore choose to identify a work programme that does not take into account these considerations. This is not advised as ignoring the issues raised would either conflict with good practice and/or principles endorsed in the Review of Scrutiny, or could mean that adequate support would not be available to carry out the work identified for the work programme.

7.2 A range of suggestions from the public, partner organisations, officers and Members for inclusion in the scrutiny work programme are set out in the appendices, together with a suggested approach to determining which to include in the work programme. Members may choose to respond differently. However, in doing so, Members should be clear about expected outcomes, how realistic expectations are and the impact of their decision on their wider work programme and support time. Members are also free to incorporate into their work programme any other issues they think should be subject to scrutiny over the course of the year, with the same considerations in mind.

8. CONSULTATION UNDERTAKEN OR PROPOSED

- 8.1 To assist Members to identify priorities for inclusion in the Panel's work programme, the Scrutiny Team has undertaken a campaign to gather suggestions for possible scrutiny reviews from a number of sources:
- a. Members of the public have been approached using the following tools: articles in the local press, My Merton and Merton Together, request for suggestions from all Councillors and co-opted Members, letters to partner organisations and to a range of local voluntary and community organisations, including those involved in the Inter-Faith Forum and members of the Lesbian Gay and Transgender Forum;
 - b. Councillors have put forward suggestions by raising issues in scrutiny meetings, via the Overview and Scrutiny Member Survey 2017, and by contacting the Scrutiny Team direct; and
 - c. Officers have been consulted via discussion at departmental management team meetings.

9. FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 9.1 There are none specific to this report. Scrutiny work involves consideration of the financial, resource and property issues relating to the topic being scrutinised. Furthermore, scrutiny work will also need to assess the implications of any recommendations made to Cabinet, including specific financial, resource and property implications.

10. LEGAL AND STATUTORY IMPLICATIONS

- 10.1 Overview and scrutiny bodies operate within the provisions set out in the Local Government Act 2000, the Health and Social Care Act 2001 and the Local Government and Public Involvement in Health Act 2007.
- 10.2 Scrutiny work involves consideration of the legal and statutory issues relating to the topic being scrutinised. Furthermore, scrutiny work will also need to assess the implications of any recommendations made to Cabinet, including specific legal and statutory implications.

11. HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

- 11.1 It is a fundamental aim of the scrutiny process to ensure that there is full and equal access to the democratic process through public involvement and engagement. The reviews will involve work to consult local residents, community and voluntary sector groups, businesses, hard to reach groups, partner organisations etc and the views gathered will be fed into the review.
- 11.2 Scrutiny work involves consideration of the human rights, equalities and community cohesion issues relating to the topic being scrutinised. Furthermore, scrutiny work will also need to assess the implications of any recommendations made to Cabinet, including specific human rights, equalities and community cohesion implications.

12. CRIME AND DISORDER IMPLICATIONS

- 12.1 In line with the requirements of the Crime and Disorder Act 1998 and the Police and Justice Act 2006, all Council departments must have regard to the impact of services on crime, including anti-social behaviour and drugs. Scrutiny review reports will therefore highlight any implications arising from the reviews relating to crime and disorder as necessary.

- 13. RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS**
- 13.1 There are none specific to this report. Scrutiny work involves consideration of the risk management and health and safety issues relating to the topic being scrutinised. Furthermore, scrutiny work will also need to assess the implications of any recommendations made to Cabinet, including specific risk management and health and safety implications.
- 14. APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT**
- 14.1 Appendix 1 – Children and Young People Overview and Scrutiny Panel draft work programme 2017/18
- 14.2 Appendix 2 – Summary of topics relating to the Children and Young People Overview and Scrutiny Panel’s remit suggested for inclusion in the scrutiny work programme
- 14.3 Appendix 3 – Selecting a Scrutiny Topic – criteria used at the workshop on 20 June 2017
- 14.4 Appendix 4 – Notes from discussion of topics relating to the remit of the Children and Young People Overview and Scrutiny Panel, Scrutiny Topic Selection Workshop on 20 June 2017
- 15. BACKGROUND PAPERS**
- 15.1 None

Draft work programme 2016/17

Meeting date – 20 July 2017

Item/Issue
Cabinet Member priorities: Cabinet Members for Children’s Services (Cllr Katy Neep), Education (Cllr Caroline Cooper-Marbiah)
Performance monitoring (including agreeing a performance lead)
Department update report (including Ofsted update)
ECHP performance update
Routes into employment for vulnerable cohorts task group – executive response and action plan
Rapporteur scrutiny review of user voice – draft final report
Prevent task group – terms of reference
Children, schools and families glossary
Setting the scrutiny work programme 2017 - 2018

Meeting date – 10 October 2017

Cabinet Member priorities: Cabinet Members for Children’s Services (Cllr Katy Neep), Education (Cllr Caroline Cooper-Marbiah)
Performance monitoring
Department update report
Workshop: Ofsted inspection outcome
Work programme

Meeting date – 8 November 2017

Cabinet Member priorities: Cabinet Members for Children’s Services (Cllr Katy Neep), Education (Cllr Caroline Cooper-Marbiah)
Performance monitoring
Department update report (including Ofsted update)
Budget/business planning round 1
Harris Wimbledon update
Work programme

Meeting date - 17 January 2018

Cabinet Member priorities: Cabinet Members for Children's Services (Cllr Katy Neep), Education (Cllr Caroline Cooper-Marbiah)
Department update report (including Ofsted update)
Performance monitoring
Budget/business planning (round 2)
Health and wellbeing strategies for children and families (with a focus on childhood obesity and mental health strategies)
Work programme

Meeting date - 1 February 2018

Cabinet Member priorities: Cabinet Members for Children's Services (Cllr Katy Neep), Education (Cllr Caroline Cooper-Marbiah)
Department update report (including Ofsted update)
Performance monitoring
Merton Safeguarding Children Board annual report
Work programme

Meeting date – 14 March 2018

Cabinet Member priorities: Cabinet Members for Children's Services (Cllr Katy Neep), Education (Cllr Caroline Cooper-Marbiah)
Department update report
Performance monitoring
Schools annual report
Ofsted inspection outcome workshop follow-up

NB:

- Corporate parenting report to be taken June 2018 (last received Mar 2017)
- TBC:
 - Task group updates (secondary places, succession planning and online strategies)
 - School standards and corporate parenting

Topic suggestions received in relation to the remit of the Children and Young People Overview and Scrutiny Panel 2017/18

The following topics have been suggested by residents, members and officers:

- Budget/business planning
- Care leavers and young people accommodation
- Cabinet Member priorities
- Corporate parenting report
- Department update report
- Education Health and Care Plans (EHP)
- Education and children's services glossary
- First aid training for pupils
- Harris Wimbledon
- Health and wellbeing strategies for children and young people
- Merton Safeguarding Children Board annual report
- Ofsted inspection outcome
- Performance monitoring
- Rapporteur scrutiny review of user voice
- Routes into employment for vulnerable cohorts task group
- Schools annual report
- School travel plans
- Task group updates
- Teacher/key worker recruitment (see the section for the Commission)
- Vulnerable adolescents

BUDGET/BUSINESS PLANNING	
Who suggested it?	This is a standing, annually returning item.
Summary	<p>Members are asked to consider all aspects of the budget that relate to the Children, Schools and Families Department. This can include:</p> <ul style="list-style-type: none"> • Amendments to previously agreed savings; • New departmental saving proposals; • Budget growth proposals; • The resulting impact on the Medium Term Financial Strategy; and • Relevant service plans.
Scrutiny type	Pre-decision scrutiny
Timing	This takes place in two rounds; <u>8 November 2017 and 17 January 2018 (agreed)</u>
Guidance	<ul style="list-style-type: none"> • Caroline Holland, Director of Corporate Services, will provide training before the January meeting giving a detailed guide to the Medium Term Financial Strategy. <u>All members are encouraged to attend.</u> This includes those who have attended previously as guidance is provided on the current financial position.

	<ul style="list-style-type: none"> • Scrutiny of finance – Councillor workbook (the Local Government Association).
Expert	Caroline Holland, Director of Corporate Services, will attend both meetings.

CARE LEAVERS AND YOUNG PEOPLE ACCOMMODATION	
Who suggested it?	Members resolved at their meeting in March 2017 to consider accommodation for care leavers in partnership with the Sustainable Communities Panel supported by officers from the Children, Schools & Families, Community & Housing and Environment & Regeneration Departments as either a deep dive session at a Panel meeting or through a task group.
Summary	At their meeting in March 2017, members received a joint report from the Children, Schools & Families and Community & Housing departments on accommodation for care leavers. This highlighted that existing housing provision isn't sufficient given current and growing numbers of care leavers. The need to work in partnership with the Community & Housing Department and <i>futureMerton</i> to generate supply was agreed including exploration of options such as reconfiguring existing stock, larger shared accommodation and use of the private rented sector. The minutes of this discussion are here .
Scrutiny type	Scrutiny review (deep dive) or task group (both options potentially in partnership with the Sustainable Communities Overview and Scrutiny Panel given its remit for scrutiny of housing provision in Merton).
Timing	TBC
Guidance	<ul style="list-style-type: none"> • A guide with key questions for councillors on care leavers' accommodation (Barnardos) • Engaging Young People – Councillor workbook (Local Government Association)
Guest(s)	Representative(s) from Clarion Housing Group (formerly Circle Housing), the leading social housing provider in the borough.
Expert	Someone who can provide the Panel with a national perspective on accommodation for care leavers including new and innovative solutions (a Barnardos representative might be suitable).
Visit	The Children in Care Council could be consulted in advance. Delegated members may attend a meeting of the Council to gather views on accommodation provision for those leaving care. Alternatively, representatives of the Children in Care Council may be invited to attend the Panel and provide first hand insight/make a direct representation.

CABINET MEMBER PRIORITIES	
Who suggested it?	This is a standing item, taken at every meeting.

Summary	The Cabinet Members for Education and Children's Services are asked to present their current priorities to Panel members who are then given the opportunity to ask questions.
Scrutiny type	Executive oversight
Timing	<u>Every meeting</u> (agreed)

CHILDREN, SCHOOLS AND FAMILIES GLOSSARY	
Who suggested it?	This is a standing item, taken at least annually by the Panel.
Summary	To provide members with a glossary of commonly used terms in education and children's service as an aid when reading, commenting on and discussing Departmental reports.
Scrutiny type	(Member support)
Timing	<u>28 June 2017</u> (agreed). This is to coincide with any new members joining the Panel.

CORPORATE PARENTING REPORT (INCLUDING THE LOOKED AFTER CHILDREN AND CARE LEAVER SUFFICIENCY STRATEGY)	
Who suggested it?	This is a standing, annually returning item (part of Ofsted's requirements).
Summary	To review the provision of services for looked after children and care leavers against a number of benchmarks (including statutory requirements and outcomes for all Merton pupils and similar cohorts nationally). To identify and recognise areas of good service as well as where there needs to be additional and on-going focus on service development. The minutes of the previous review of corporate parenting are here .
Scrutiny type	Executive oversight/performance monitoring
Timing	June 2018 (NEXT MUNICIPAL YEAR: suggested by the Department)
Guidance	<ul style="list-style-type: none"> • 10 Questions to ask if you're scrutinising services for looked-after children (Local Government Association and the Centre for Public Scrutiny) • Safeguarding Children – a practical guide for overview and scrutiny councillors (Local Government Association and the Centre for Public Scrutiny) • Engaging Young People – Councillor workbook (Local Government Association)
Guest(s)	Arunava Kundu, Looked After Children Health at Epsom and St Heliers, to provide the opportunity to scrutinise LAC health services provided by partners.
Expert	Possible options are: <ul style="list-style-type: none"> • Claire Chamberlain, Director of Children's Service, the triborough (judged outstanding by Ofsted in January 2016)

	<ul style="list-style-type: none"> • Tolis Vouyioukas, Director of Children’s Services, Sutton (judged good by Ofsted in November 2016) <p>It would be possible to invite either, (or indeed both), to attend a Panel meeting to discuss the success of their service with members. Alternatively, members could visit them in their borough to talk to them and see their service in action.</p> <p>Further information about Ofsted judgements of children services is available from the Association of Directors of Children’s Service.</p>
Visit	The Children in Care Council could be consulted in advance. Delegated members may attend a meeting of the Council to gather views. Alternatively, representatives of the Children in Care Council may be invited to attend the Panel and provide first hand insight/make a direct representation.

DEPARTMENT UPDATE REPORT	
Who suggested it?	This is a standing item, taken at every meeting.
Summary	This gives the Department the opportunity to update members on key developments that have occurred since the last meeting. This might include forthcoming changes in Government policy and legislation, service successes and/or changes, Ofsted inspection outcomes etc. The report is not presented by officers but members are encouraged to read it in advance and ask questions on the information provided.
Scrutiny type	Performance monitoring
Timing	<u>Every meeting</u> (agreed)

EDUCATION HEALTH AND CARE PLANS (EHCP)	
Who suggested it?	The Panel resolved at its meeting in February 2017 to subject the Department’s EHCP performance to a detailed performance update at the June meeting.
Summary	The Panel has expressed its concern that the Department’s performance on this measure (the number of EHCP plans issued within the statutory 20 week timescale) has deteriorated over the municipal year (falling from 27% in June 2016 to 20% in December 2016). This will provide the opportunity to look at this in depth including understanding how this performance is benchmarked against that of other authorities (current benchmarking information is dated - from Jan 2016), the wider context in terms of growing demand for EHCPs, parental satisfaction with the process, the impact of having to also transfer existing statements at the same time and what action the Department is taking to address this performance. The minutes of the Panel’s previous discussion of EHCPs are here (please see item 7).

Scrutiny type	Performance monitoring
Timing	<u>28 June 2017</u> (agreed)
Guidance	<ul style="list-style-type: none"> • Merton's guide to EHCPs • Putting financial and performance management information to good use (Centre for Public Scrutiny) • Performance management – councillor workbook (Local Government Association)
Expert	Councillor Brunt, as the performance monitoring lead for Panel during the last municipal year, has built up his knowledge and understanding of this performance measure.

FIRST AID TRAINING FOR PUPILS	
Who suggested it?	A member through the topic suggestion process
Summary	<p>The member requested that first aid training be made available to pupils in Merton schools even if only at a basic skill level. Attempts have recently been made (in 2015) through primary legislation to make first aid training a compulsory part of the school curriculum in England. This was supported by the <i>Every Child a Lifesaver</i> campaign which brought together the British Heart Foundation, British Red Cross, St John Ambulance and other organisations to create a new generation of lifesavers. The attempt to make this a compulsory part of the school's curriculum in England was unsuccessful. However, as the supporters of the campaign highlighted, it is possible for first aid skills to be taught through an assembly or an after school club.</p> <p>Members could survey to find out how many of the schools in Merton (including the Academies) provide access to first aid training for pupils and explore ways in which to address any gaps in provision. This would provide an opportunity to work in partnership with children and young people in the borough to understand in what ways they feel it would be appropriate to offer this training.</p>
Scrutiny type	Scrutiny review - potentially a rapporteur scrutiny review. This might offer an opportunity for a member to work in partnership with members of the Youth Parliament.
Timing	TBC
Guidance	The British Red Cross made a submission to the Education Select Committee's enquiry into the purpose and quality of education which focused on the importance of first aid training in schools.
Guest(s)	A representative of the <i>Every Child a Lifesaver</i> campaign to talk about the benefits of first aid training in schools and different ways in which this can be delivered.
Expert	A representative of any Merton school that is successfully delivering first aid training to talk about how this is happening

	and any resulting outcomes.
Visit	Members could visit any Merton school that is successfully delivering first aid training to see this first hand and talk to pupils involved about their experience.

HARRIS WIMBLEDON	
Who suggested it?	Continuation of the Panel's role in scrutinising the on-going development of the new secondary school.
Summary	In July 2016, Cabinet gave its approval for the location of the new Harris Wimbledon school to achieve the additional secondary provision needed in the borough. The school is scheduled to open in September 2018. The Panel will want to monitor progress against this objective in line with its reference to Cabinet in June 2016: 1) ensuring the opening date for the new school is optimised to not destabilise existing Merton secondaries, 2) maximising the design to give pupils the same advantage enjoyed by children at other Merton secondaries, 3) supporting Merton Abbey Primary in agreeing shared use of the site, 4) protecting the financial interests of the borough during the development of the site, 5) sustaining the level of community rental space, and 6) ensuring the safety of pupils using the site.
Scrutiny type	Executive oversight/performance monitoring
Timing	<u>8 November 2017</u> (suggested by the Department)
Guidance	<i>Free schools: challenges and opportunities for accountability:</i> Centre for Public Scrutiny
Guest(s)	Representative(s) of the Harris Academy Chain to update members directly on the development of the school and plans for its future.
Visit	Visit Harris Merton, to see the expansion project and to hear from the provider of the new school first hand and in situ.

HEALTH AND WELLBEING STRATEGIES FOR CHILDREN AND YOUNG PEOPLE (WITH A FOCUS ON CHILDHOOD OBESITY)	
Who suggested it?	The Panel resolved at its meeting in January 2017 to receive a further, more detailed update on the childhood obesity strategy with timing to be agreed.
Summary	The remit of the Panel embraces all services for children and young people including health and wellbeing outcomes. The Panel took a report from the public health team on progress against strategic theme 1 in the Health and Wellbeing Strategy (<i>Best Start in Life</i>) during the last municipal year. As a result, the Panel requested a more detailed update during the new municipal year with a specific focus on progress against the child weight action plan.

	<p>Through the topic suggestion process, a member request has been received to specifically focus on mental health issues for children and young people. This is already part of the <i>Best Start in Life</i> strategic theme but is also noted.</p> <p>The minutes of the previous review of health and wellbeing strategies for children and young people are here.</p>
Scrutiny type	Executive oversight/performance monitoring
Timing	<u>17 January 2017</u> – officers in the public health team suggested waiting 12 months before there is further scrutiny of the delivery of the child weight action plan.
Guidance	<ul style="list-style-type: none"> • 10 questions to ask if you're scrutinising local immunisation services (Centre for Public Scrutiny) • Best start in life: promoting good emotional wellbeing and mental health for children and young people (Local Government Association) • Engaging Young People – Councillor workbook (Local Government Association)
Guest(s)	<ul style="list-style-type: none"> • Attendance by Central London Community Healthcare NHS Trust (CLCH) to provide oversight of the commissioned services it provides. • Representatives of parent groups in Merton. • Representatives of Merton's young people possibly achieved through the youth engagement team and/or Youth Parliament representatives.
Expert	Dr Krutika Pau, Director of Children and Families, The Children's Society (Promoting positive well-being for children) to provide context for the Panel's discussion of health and wellbeing for children and young people.
Visit	Children's centre visit to see CLCH in action, to provide interaction with parents and see how child health and wellbeing services are being delivered.

MERTON SAFEGUARDING CHILDREN BOARD ANNUAL REPORT	
Who suggested it?	This is a standing, annually returning item (part of Ofsted's requirements).
Summary	<p>To give members the opportunity to question the independent chair of the Merton Safeguarding Children Board, the Borough Commander, the Director and Cabinet Member about safeguarding provision for Merton's children and young people. This will focus on strengths, areas for review during the coming period and work with schools as well as areas which were agreed as priorities from last year including action to address knife crime, domestic abuse, mental health issues and substance misuse.</p> <p>The minutes of the previous review of the Merton Safeguarding Children Board are here.</p>

Scrutiny type	Executive oversight/performance monitoring
Timing	<u>1 February 2018</u> (suggested by the Department)
Guidance	<ul style="list-style-type: none"> • Safeguarding Children – a practical guide for overview and scrutiny councillors (Local Government Association and the Centre for Public Scrutiny) • Engaging Young People – Councillor workbook (Local Government Association)
Guest(s)	<ul style="list-style-type: none"> • Keith Makin, the Independent Chair of the Merton Safeguarding Children Board. • Steven Wallace, Borough Commander • The <i>Muslim Women in Morden</i> group has requested to again attend to provide a follow-up on its previous representation on <i>Prevent</i>. This will give members the opportunity to hear what has happened as a result of the group's attendance at the Panel last year.
Expert	A representative from the Association of Independent LSCB Chairs is suggested. For example, David Ashcroft, chair of the Association and currently Independent Chair of the Norfolk Board or Chris Miller, Greater London Regional Director and currently Independent Chair in Barnet. Either would be able to provide context for the working of the Merton Safeguarding Children Board.
Visit	To Jigsaw4U, provider of Merton commissioned services including return home interviews for missing children. This will allow councillors to see the provider in action.

OFSTED INSPECTION OUTCOME	
Who suggested it?	Children Schools and Families Department Management Team
Summary	Merton is now overdue for an Ofsted inspection of its children's services, (it is five and a half years since Merton was last inspected with the maximum between inspections meant to be three years). An inspection is anticipated as imminent. It is therefore suggested that the Panel retain some flexibility in its work programme for the year to allow it to scrutinise Ofsted's report and any resulting action plan. The extent of this scrutiny will probably be determined by the outcome of the inspection.
Scrutiny type	Executive oversight/performance monitoring (potentially leading to a scrutiny review)
Timing	TBC
Expert	Suggestions will depend on the outcome of the Ofsted inspection.

PERFORMANCE MONITORING

Who suggested it?	This is a standing item, taken at every meeting.
Summary	The performance report features a range of key performance indicators. This therefore acts as a health check for the Panel and as such is over and above the more detailed thematic reports scheduled to the Panel.
Scrutiny type	Performance monitoring
Timing	<u>Taken every meeting (agreed).</u>
Guidance	<ul style="list-style-type: none"> • Putting financial and performance management information to good use (Centre for Public Scrutiny) • Performance management – councillor workbook (Local Government Association) • Using evidence in scrutiny: Centre for Public Scrutiny • Dedicated officer led workshop to closely examine the basket of indicators.
Expert	Every year the Panel can decide to appoint a lead member for monitoring performance data who will work closely with officers to build their understanding of the data and drive the effectiveness of performance monitoring. Last year this involved a performance monitoring workshop, officer provision of additional information and pre-meets before Panel meetings to discuss the data provided and highlight points to be addressed at the meeting. It is within the Panel's gift to determine whether or not to appoint a performance lead for this year.

RAPPOREUR SCRUTINY REVIEW OF USER VOICE	
Who suggested it?	This is the completion of an item from last year's work programme.
Summary	Following positive feedback in the scrutiny member survey, the decision was taken to pilot a new form of scrutiny review based on a rapporteur model. This involves an individual member looking in-depth at an issue supported by the scrutiny team. A trial is happening through the Children and Young People Panel with a member examining how looked after children and young people are able to express their wishes and feelings and participate in decisions that affect their lives. A report is anticipated in June 2017. In addition to consulting with officers and looking at how other councils ensure the participation of looked after children in services, children and young people are participating in the review through the Children in Care Council. The Panel will need to agree what happens after the report is presented.
Scrutiny type	Rapporteur scrutiny review
Timing	<u>28 June 2017 (agreed)</u>

ROUTES INTO EMPLOYMENT FOR VULNERABLE COHORTS TASK GROUP	
Who suggested it?	This is the completion of an item from last year's work programme.
Summary	The task group's report has been accepted by Cabinet. The Panel will receive an action plan at its meeting in June and continue during the municipal year to monitor progress against this.
Scrutiny type	Task group
Timing	<u>28 June 2017 (agreed)</u>
Guest(s)	Officers from Environment & Regeneration (<i>futureMerton</i>) who will be involved in delivery of the recommendations.

SCHOOLS ANNUAL REPORT	
Who suggested it?	This is a standing, annually returning item (part of Ofsted's requirements).
Summary	<p>Members receive the detailed annual schools report giving them the opportunity to focus on attainment for all key stages as well as at foundation stage and for post 16.</p> <p>As a result of the presentation of the schools annual report during the last municipal year, members noted the need to retain their focus on the attainment and progress of children on SEN support as well as looked after children. The minutes of this review are here.</p>
Scrutiny type	Executive oversight/performance monitoring
Timing	<u>14 March 2018</u> (suggested by the Department)
Guidance	<i>Back to School – Ways for scrutiny to influence local education and support school leaders to improve results</i> (Local Government Association and the Centre for Public Scrutiny)
Guest(s)	Representatives of Merton head's group (ie: one primary, secondary and special) to provide members with first hand insight into the information contained in the annual report.

SCHOOL TRAVEL PLANS	
Who suggested it?	Residents – this was also suggested by residents last year.
Summary	Residents have again raised issues about poor parking around schools. School Travel Plans seek to reduce car use for school journeys. There may be potential to look at this in partnership with the Sustainable Communities Overview and Scrutiny Panel and officers from Environment & Regeneration as part of its consideration of action to address air quality and new measures being used to improve parking control (such as

	Automatic Number Plate Recognition).
Scrutiny type	Executive oversight/performance management
Timing	TBC
Guest(s)	Identified officers from Environment and Regeneration.
Visit	Members could visit an affected school at school run time to see this for themselves and talk directly with parents.

TASK GROUP UPDATES	
Who suggested it?	This is a standing annually returning item.
Summary	<p>There are three task groups for which the Panel has received an action plan and an update on this action plan. As a result, the Panel needs to decide whether or not it wants to request a further update or if that already provided has been sufficient to agree that no further action is required. The task groups are:</p> <ul style="list-style-type: none"> • <u>Provision of secondary school places 2013</u>: this last came to the Panel in March 2014. The report is here and the minutes of when it was last discussed at the Panel are here (see item 7). • <u>Succession planning in schools 2014</u>: this last came to the Panel in February 2016 when the Panel agreed the Council should have a written policy on school leadership succession. The report is here and the minutes of when it was last discussed at the Panel are here (see item 7). • <u>Online strategies in schools 2015</u>: this last came to the Panel in October 2016. The report is here and the minutes of when it was last discussed at the Panel are here.
Scrutiny type	Executive oversight/performance management
Timing	TBC

VULNERABLE ADOLESCENTS	
Who suggested it?	Children Schools & Families Department Management Team.
Summary	This might be offered as a focused session looking in detail at some of the most vulnerable groups of adolescents, how they are supported and their outcomes. This might include children at risk of sexual exploitation, those that have been missing or are missing from education. This session might be run as a workshop, providing expert guidance and insight allowing members to develop their scrutiny practice in this area.
Scrutiny type	Executive oversight/performance management
Timing	<u>10 October 2017</u> (suggested by the Department)
Guidance	<ul style="list-style-type: none"> • Safeguarding Children – a practical guide for overview and scrutiny councillors (Local Government Association and the Centre for Public Scrutiny)
Guest(s)	<ul style="list-style-type: none"> • Keith Makin, the Independent Chair of the Merton

	<p>Safeguarding Children Board.</p> <ul style="list-style-type: none">• Steven Wallace, Borough Commander• Representative from Jigsaw4U, the provider of Merton commissioned services including return home interviews for missing children.
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Selecting a Scrutiny Topic – criteria used at the workshop on 20 June 2017

The purpose of the workshop is to identify priority issues for consideration as agenda items or in-depth reviews by the Panel. The final decision on this will then be made by the Panel at its first meeting on 28 June 2017.

All the issues that have been suggested to date by councillors, officers, partner organisations and residents are outlined in the supporting papers.

Further suggestions may emerge from discussion at the workshop.

Points to consider when selecting a topic:

- Is the issue strategic, significant and specific?
- Is it an area of underperformance?
- Will the scrutiny activity add value to the Council's and/or its partners' overall performance?
- Is it likely to lead to effective, tangible outcomes?
- Is it an issue of community concern and will it engage the public?
- Does this issue have a potential impact for one or more section(s) of the population?
- Will this work duplicate other work already underway, planned or done recently?
- Is it an issue of concern to partners and stakeholders?
- Are there adequate resources available to do the activity well?

Note of the Children and Young People Overview and Scrutiny Panel topic selection meeting on 20 June 2017

Attendees:

Councillors Agatha Akyigyina, Adam Bush, Caroline Cooper-Marbiah, Joan Henry, James Holmes, Jerome Neil, Dennis Pearce (Chair)
Mansoor Ahmad and Helen Forbes (Co-opted members)
Naheed Chaudry (Head of Policy, Planning and Performance)
Julia Groom (Consultant in Public Health)
Yvette Stanley (Director for Children, Schools and Families)
Annette Wiles (Scrutiny Officer)

Apologies:

Councillors Charlie Chirico, Pauline Cowper, Sally Kenny, Katy Neep and Linda Taylor

Standing/incomplete/agreed items

AGREED to accept all the items detailed in the pack as standing, to be completed from last year's work programme and already agreed (for the July meeting). These are:

- Budget/business planning
- Cabinet Member priorities
- Department update report
- Education, Health and Care Plans (EHP)
- Children, schools and families glossary
- Harris Wimbledon
- Health and wellbeing strategies for children and young people
- Merton Safeguarding Children Board annual report
- Performance monitoring
- Rapporteur scrutiny review of user voice
- Routes into employment for vulnerable cohorts task group
- Schools annual report
- Task group updates

Care leavers and young people accommodation

AGREED that this item should be considered in partnership with the Sustainable Communities Panel. It is thought likely this will be done through a deep dive activity on housing undertaken by the Sustainable Communities Panel. This will look at improving the offer to vulnerable groups in general and members of the CYP Panel will be invited.

Corporate parenting report

AGREED this item does not need to be repeated in this municipal year as it was last taken in March 2017. It will be considered in June 2018 - in the next municipal year - and as part of the Panel's next work programme. This will allow sufficient time for the Dept to analyse and include in its report relevant data that will become available in March 2018.

First aid training for pupils

AGREED there isn't sufficient time in this year's work programme for this to be included.

Health and wellbeing strategies for children and young people

AGREED that the focus on the implementation and impact of the childhood obesity strategy will include consideration of school travel plans. Also, that there would be an additional focus on mental health strategies and their impact including the developing autism strategy. It was agreed to invite relevant members of the CCG and mental health teams to support the delivery of this item and scrutiny of the service redesign. This work should be conducted in partnership with the Healthier Communities and Older People Panel.

Ofsted inspection outcome

AGREED that the Panel's deep dive capacity should be used to consider in detail the outcome of the ongoing combined Ofsted inspection of children's services and any resulting action plan. It is thought likely that this will happen at the Panel's October meeting with a further follow-up in six months time (Feb/Mar 2017 – to be decided). Suggested that this will take the format of a workshop, allowing members to focus on and become a champion of a specific aspect of the Ofsted report/action plan. It is intended that the workshop should be supported with training provided by service heads. Agreed that there is a need for the approach to this item to remain flexible given the Ofsted inspection isn't yet complete and we are somewhat off knowing what its report will recommend.

Teacher/key worker recruitment

AGREED that this item should focus on the recruitment of all key workers and not just teachers and that therefore it is best considered by the Overview and Scrutiny Commission.

School standards and corporate parenting

AGREED the Panel should take a more active role in scrutinising the school standards and corporate parenting panels. How this is to be achieved will be considered.

Prevent

AGREED that the Panel's task group capacity should be focused on looking at the implementation of the Prevent strategy for children and young people in Merton. This should focus on examples of good practice in other locations (to be identified through desk research) and within Merton itself (to be identified through the current Ofsted inspection). It is intended that task group members would visit and report back on those examples within Merton and the final report could be shared with local practitioners to support them in developing and improving their practice.

It was emphasised that task group activity must stay on track this municipal year; the local elections in May 2018 mean this must be reported to Cabinet at its March 2018 meeting at the very latest and activity cannot drift.

Training

AGREED that the Panel requires public health training given this has only recently been added to its remit. This is noted and will be considered as part of the Panel's discussion of its training needs at the first meeting.

Members would also like the opportunity to reflect on the training they feel is required for new members participating in scrutiny and specifically the CYP Panel. Members are conscious of the forthcoming local elections and anticipated new members with no prior experience of scrutiny.

Visits, guest and experts

There wasn't sufficient time to discuss these in detail. However, it was agreed that these will be explored further through the work programme presentation at the first meeting. It was generally agreed to use member visits (either individually or in pairs) to see service delivery in person and report back to the Panel.

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