

Children, Environment and Leisure Policy and Scrutiny Committee

Date:	Monday 15 May 2017
Classification:	General Release
Title:	Update on work programme and action tracker
Report of:	Julia Corkey-Director of Policy, Performance and Communications
Cabinet Member Portfolio	Cabinet Member for Children and Young People and Cabinet Member for Environment, Sports and Community
Wards Involved:	All
Policy Context:	All
Report Author and Contact Details:	Tara Murphy x2636 tmurphy@westminster.gov.uk

1. Executive Summary

This report presents a draft list of items that the committee may wish to include in the work programme for 2017/18. It also provides an update on the action tracker.

2. Key Matters for the Committee's Consideration

The Committee is asked to:

- Review the draft list of suggested items in Appendix 1 and identify any additional areas of interest for inclusion in the work programme; and
- Use the suggested prioritisation criteria to discuss and agree a work programme for 2017/2018
- Note the action tracker

3. Scope and remit of the committee

- 3.1 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 there are four committees which are termed Policy and Scrutiny committees, recognising their contribution to pro-active policy and strategy development as well as reviews of existing services and policies. Scrutiny acts as a 'critical friend' to Council departments and Cabinet Members.

- 3.2 The Children, Environment and Leisure Committee scrutinises the Cabinet Member portfolio for Children and Young People which covers Building Schools for the Future (BSF) and Primary Capital Programme (PCP); Children's Health & Commissioning; Youth Offending; Looked After Children & Care Leavers; Extended Services; Multi-Agency Protection Arrangements; Children at Risk; Unaccompanied Children Asylum Seekers; Early Years; 14-19 Entitlement; SEN/LDD; Interagency Co-Operation (Children's Trust); Schools & Education; Interagency & Education; Play Services; Advice Information & Guidance; Parenting & Child Poverty; Family Recovery & Troubled Families; Gangs; Youth Employment.
- 3.3 The Committee's remit also includes the Cabinet member portfolio for Environment, Sport and Community which covers Street Cleansing; Waste; Recycling; Go Green & Bio-diversity; Sports & Leisure; Libraries; Voluntary & Community Sector & Volunteering; Ward Budgets; Localism Act (Community Rights); Neighbourhood Planning Forums & Amenity Societies; Parks & Open Spaces; Cemeteries & Mortuaries; Olympic Legacy; Sustainability Matters (e.g. low carbon, air pollution and air quality).

4. Developing the work programme

- 4.1 The process for developing the work programme starts in February/March time. In considering a work programme for this committee the following sources have been reviewed, at high level, in order to give the committee the wider context they need to help determine the best possible use of the committee's time.
 - City for All
 - The Departmental Business Plans
 - KPI performance
 - City Survey feedback
 - Discussion with Cabinet Members, senior officers and frontline councillors
 - Complaints Analysis
 - National and regional policy developments
- 4.2 The rationale for the review of these documents is that Scrutiny should focus on what is important to the City, on how it can support success towards our existing commitments and also to focus opportunities for improvement where services are not meeting stated objectives or performance indicators.
- 4.3 The Scrutiny committee has the option to establish task groups and single member enquiries where the subject merits a more in depth study entailing the need for research and detailed examination.
- 4.4 From these sources a long list of potential items has been developed (Appendix 1) for the committee's consideration.

- 4.5 There is a soft cap of two items per meeting in order to allow the committee to give appropriate consideration to the items on the agenda. For those issues where the committee would like to do a more in-depth review, tasks groups or single member studies can be established.
- 4.6 Given the number of items on the long-list is greater than the time available for the committee to consider them, the following criteria is suggested to assist the committee with prioritising items for the work plan.

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.

- 4.7 In addition to the criteria above the committee may also wish to consider the following questions when assessing the overall work 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.

5. 2017/2018 Meeting Dates

- 5.1 The Committee will meet 5 times this year on the following dates:

21 June 2017
 18 September 2017
 20 November 2017
 5 February 2018
 19 March 2018

**If you have any queries about this Report or wish to inspect any of the
Background Papers please contact Tara Murphy x2636**

tmurphy@westminster.gov.uk

APPENDICES:

Appendix 1-Draft Work Programme 2017/2018

Appendix 2- Action Tracker

Appendix 1



ROUND ONE - 21 JUNE 2017

Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member questioning	To hold to account and give 'critical friend' challenge to the portfolio holder.	
Westminster's Voluntary Sector Strategy	To review and contribute to the draft Voluntary and Community Sector Strategy and/or VCS support contract relet.	
An Active City for All	Review and contribute to the development of the draft strategy	Andy Durrant Richard Barker

ROUND TWO – 18 SEPTEMBER 2017

Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member questioning	To hold to account and give 'critical friend' challenge to the portfolio holder.	
The Libraries Commission	Subject to appointment of Chairman. Contribution to the work of the Libraries Advisory Board	Mike Clarke
Review of draft Open Spaces and Bio- Diversity Strategy?	This earlier date would give committee more opportunity to contribute to earlier draft but consultation should just have closed	Rebecca Fuhr Richard Barker Mark Banks
Re-tendering strategy for the next Waste, Recycling and Street Cleansing Contract (from Sept. 2020)	For committee to be briefed on early thoughts for this strategy and provide feedback.	Mark Banks

ROUND THREE – 20 NOVEMBER 2017

Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member questioning	To hold to account and give 'critical friend' challenge to the portfolio holder.	
Safeguarding Children Report	To review the implications of the woods review on LSCB and to examine the work of the	New LSCB Chair

	Safeguarding Board in the last year and plans for the forthcoming year	
Looked after Children Report	Examination of the work undertaken as Corporate Parent for LAC and Care leavers	
Review Open Spaces and Bio Diversity Strategy?	To review the final draft of the strategy	Rebecca Fuhr
Review Health Visiting (jointly with AH & PP)-this could be a one off joint task group with AHPP?	To contribute to the service redesign of health visiting	
Therapy Support and early identification pathways. (Part of SEN local offer review)	To receive a report back of service review and comment on proposed redesign.	Justine May Head of Commissioning

ROUND FOUR – 5 FEBRUARY 2018

Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member questioning	To hold to account and give 'critical friend' challenge to the portfolio holder.	
The Future of Libraries?	Subject to appointment of Chair To review the findings and recommendations of the Libraries Advisory Board.	Mike Clarke

ROUND FIVE – 19 MARCH 2018

Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member questioning	To hold to account and give 'critical friend' challenge to the portfolio holder.	
School organisation and Investment Strategy	To review the SOIS-Annual item	
Education Report- Annual item-hold the meeting in a school	To evaluate the key areas of success and areas to be developed in the Annual Education Report	

TASK GROUPS

Agenda Item	Reasons & objective for item	Represented by:
Life Chances- Potential Task Group-TBC		TBC

Appendix 2



ROUND THREE 2016 (28 NOVEMBER 2016)		
Agenda Item	Recommendation/Action and responsible officer	Update
Item 5 – Cabinet Member Update (CYP)	<p>Recommendations to Cabinet Member</p> <p>1. The Committee requested that the Cabinet Member agree to make securing future funding to tackle FGM one of his priorities.</p>	
Item 7 - Future Delivery of Library Service	<p>1. That the terms of reference and timetable for the Westminster Libraries Commission be sent to the Committee Members.</p> <p>(Mike Clarke, Tri-borough Director of Libraries and Archives)</p>	ToR are still being drafted and will be sent to members when completed

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	(Mike Clarke, Tri-borough Director of Libraries and Archives)	
Item 8 – School Performance Report 2016	<p>1. That a briefing note be sent on the possible reduction in pupil numbers in primary schools and the difficulty in projecting the necessary pupil places needed in schools.</p> <p>(Ian Heggs, Tri-borough Head of Schools Commissioning)</p>	This will be covered under the Schools Organisation Strategy item on 13 March

ROUND FIVE 2016 (13 MARCH 2016)

Agenda Item	Recommendation/Action and responsible officer	Update
Item 5 – Cabinet Member Update (CYP)	<p>Recommendations to Cabinet Member</p> <ol style="list-style-type: none"> 1. That the percentage improvement of the uptake of the two year old places be sent to the Committee. 2. That officers contact Councillor Less to discuss identifying hard to reach groups to make them aware of the free 2 year old child places. 3. That the target for the uptake of the 2 year old places for 2016-2017 be sent to the Committee. 	<p>Officers have been in contact with Cllr Less and additional posters have been provided to her. In addition, officers will also be attending one of the Councillors identified coffee mornings to discuss the offer with local residents.</p> <p>The target for the uptake of the 2 year old places, for 2016-2017, was 70%</p> <p>The GLA projections used by Westminster Council do take</p>

	<ol style="list-style-type: none"> 4. That historical data as well as statistics be taken into consideration when projecting future pupil numbers for all schools. 5. That an update on the progress of the Council's FGM programme be sent to the Committee. 6. That the amount of money claimed using the Payment by Results (PbR) claim system for the Troubled Families Programme be sent to the Committee. 	<p>account of historical data when projecting future pupil numbers'.</p> <p>The total monies that will be received by WCC from PBR claims for 2016/17 is £243,200 (£36k not as yet received)</p>
<p>Supporting Volunteering across the City</p>	<ol style="list-style-type: none"> 1. That officers get in touch with Baker Street Quarters to see how they manage their various projects using volunteers. (Ezra Wallace, Head of Corporate Policy) 	<p>Officers are in dialogue with Baker Street Quarter and will report back at the next meeting.</p>
<p>School Organisation and Investment Strategy 2017</p>	<ol style="list-style-type: none"> 1. That a briefing note be sent on the measures being taken regarding the vacancies of primary school places and the possibility of schools sharing staff. (Alan Wharton, Head of Tri-borough Asset Strategy) 	<p>This was sent to committee on 27.4.17</p>