

<p style="text-align: center;">Essex County Council Overview and Scrutiny Committee Review Scoping Document</p>
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This form is a tool that should be compiled at the start of each inquiry to set out clearly the aims and objectives of the committee's involvement in a particular matter, and will be completed at the end of the inquiry to confirm what has been achieved. The form also provides an audit trail for a review.

Review Topic (Name of review)	Training and Jobs for Young People (suggested by the Young Essex Assembly)
Committee	People and Families Scrutiny Committee
Terms of Reference	<ol style="list-style-type: none"> 1. How can young people gain experience without job opportunities. 2. How can we increase the amount of vocational courses at GCSE or for under-16's 3. What opportunities are there for post-A Level students other than University to supply further or higher education 4. How can we increase the quality and quantity of careers advice for young people?
Lead Member, and membership of Task and Finish Group	<p>Councillor Graham Butland, Chairman, People & Families Scrutiny Committee</p> <p>Membership of the Task and Finish Group to be established</p>
Key Officers / Departments	People Commissioning
Lead Scrutiny Officer	Robert Fox

Relevant Portfolio Holder(s)	Councillor Ray Gooding, Cabinet Member for Education and Lifelong Learning
Relevant Corporate Links	Essex County Council Corporate Plan 2012-17 Special Educational Needs and Disabilities Strategic Plan Schools and Education Strategy
Type of Review	Task and Finish Group
Timescales	The aim is to complete the review by July 2014.
Rationale for the Review	<p>The proposal for this review was initiated by the Young Essex Assembly, with whom the Committee is committed to working.</p> <p>The added value would come from a Scrutiny Committee working with the YEA to propose recommendations to the Cabinet Member to improve the opportunities for young people in the county; thus adding value to the ECC Corporate Plan objective number 1: Enabling every individual to achieve their ambitions by supporting a world-class education and skills offer in the County; and the related outcomes therein.</p> <p>Increasing opportunities for young people in education, employment and training is integral to community development, economic sustainability and the health and wellbeing of young people.</p>

Scope of the Topic	<p>Specify what is to be included/excluded from the review</p> <p><u>Include</u></p> <p>The following is included in the scope of the review:</p> <ul style="list-style-type: none"> • Careers advice given to young people and statutory responsibilities related to this • Transition into post-16 education, employment and training • Data related to post-16 education, employment and training • Information on the entry requirements for specific courses and apprenticeships • How post-16 education and training is promoted in schools <p><u>Excluded</u></p> <p>The following falls outside the scope of the review:</p> <ul style="list-style-type: none"> • Information detailing individual schools and/or colleges, and employers • Curriculum review
Key Lines of Enquiry	<p>What is the strategic role of Essex County Council in relation to the Terms of Reference of the suggested review?</p>
Other Work Being Undertaken	<p>At present not known.</p>
What primary / new evidence is needed for the scrutiny?	<p>A route map for 14-19 education indicating the routes available for young people</p>
What secondary / existing information will be needed?	<p>List of National Qualifications</p>

What briefings and site visits will be relevant to the review?	<p>Reviews should aim to incorporate briefings and site visits as part of the evidence gathering process, in order to learn firsthand about issues under review and experience service delivery at a customer level.</p>
Who are the witnesses who should be invited to provide evidence for the review?	<p>Cabinet Member for Education and Lifelong Learning</p> <p>Director for Commissioning: Education and Lifelong Learning</p> <p>Head of Commissioning: Education and Lifelong Learning</p> <p>Members of the Young Essex Assembly</p> <p>Careers Advisers</p> <p>School/Further Education College representatives</p> <p>Youth Service</p> <p>Voluntary Sector</p> <p>Adult Community Learning</p>
Implications	<p>In terms of topic, have the following matters been taken into consideration in the planning of this review:</p> <p>Legal implications Yes/ no</p> <p>Financial implications Yes/ no</p> <p>Equality and diversity issues..... Yes/ no</p> <p>Other critical implications.....</p>
What resources are required for this review?	<p>In planning the review it is necessary to identify what resources are required to undertake the review, and any costs associated with the committee's activity. Given that the resource available is finite, it will be necessary to consider carefully the timing of the review within the Committee's overall work programme.</p>

Indicators of Success	What overview and scrutiny role is the committee performing in this case? What factors would tell you what a good review should look like in this case? What are the potential outcomes of the review e.g. service improvements, policy change, etc?
Notes	To co-opt YEA Members onto the Task and Finish Group.
Provisional Timetable	The Committee to consider the scoping document in May 2014 and set out provisional timetable with dates to be set aside by membership for undertaking various activity associated with review.

Audit Trail	
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Date review formally proposed	Identify minute number and date of meeting
Date of Committee's approval of original scoping document	Identify minute number and date of meeting
Date of Committee's approval of Scrutiny Report	Identify minute number and date of meeting
What was the outcome of the review?	Summarise outcome of review and identify if any recommendations have been agreed.
Date proposals arising from review are formally forwarded to the Executive	
How will the outcomes of the review be monitored?	
Date outcomes of review monitored formally by the Committee	Identify minute number and date of meeting