

		AGENDA ITEM 6
		PAF/12/15
Committee:	People and Families Scrutiny Committee	
Date:	21 May 2015	
Enquiries to:	Name: Robert Fox Designation: Scrutiny Officer Contact details: 01245 430526 robert.fox@essex.gov.uk	

PEOPLE AND FAMILIES SCRUTINY COMMITTEE WORK PROGRAMMING 2015/16

Purpose of report

In Essex there is a need for the Scrutiny Committees to plan and manage their activities more effectively in order to ensure that there is ongoing development of the overview and scrutiny function. A key tenet of making improvements is to focus upon topic selection and produce more robust work programmes to underpin improved ways of working taking a realistic account of the resources available. Ultimately Scrutiny Members want to be in the position of exerting a proactive and positive influence upon what the Council does in practice.

Background

There is general consensus among scrutiny practitioners that topics should be carefully selected taking into account common criteria to enable objective choices to be made, and work programmes devised that reflect a committee's capacity to deliver that programme as well as officers' capacity to support it in that task. The role of topic selection and work programmes has featured in Members' Scrutiny training, and good practice is reflected in the Council's Overview and Scrutiny handbook that is published on its website.

Analysis

It is intended that at this meeting the Committee will consider the potential work programme items moving forward for the next 18 months. At previous meetings of the Committee some initial thoughts have been with Members having the opportunity to suggest potential items at other times also. An important part of gathering the

information to assist in informing the potential work programme has been to focus upon identifying how a committee might influence and add value to Council activity, related work, and the timescales for any known activity and decision making in order that any scrutiny work occurs at the most appropriate point.

While it is suggested that resources necessitate that a limited number of in depth reviews be undertaken, i.e. less than four per annum, there is scope for briefings, fact finding visits, and limited round table discussions to ensure that Members are well informed about what is happening across the services covered by the Committee's remit. Such activity will also be planned to inform Members' on subjects that will be the focus of more in depth investigation in the future. Members will also be involved in planning any activity.

A list of topics has been drawn up on the basis of ideas raised by the Committee itself. Further, items may be suggested following this meeting by the Committee, as well as others identified by Cabinet Members and Officers. The topics suggested to date are:

1. The Capital Programme
2. Interim Staff
3. Petitions Policy
4. Ethical Investments
5. The Reserves Policy and Rates of Return
6. Essex County Council Engagement Strategy

Please note the above list of topics is not intended to be in any particular order of preference.

To provide a framework for the consideration of topics, the scoping document template is being utilised to collate information. These are iterative documents and the critical assessment of Members is crucial in ensuring the correct focus for any potential review. Members will note several sections of the draft scoping documents which follow have blank spaces – this is to allow the Committee or Task and Finish Groups when established to have a clean slate approach to some of the questions it might ask as part of a scrutiny review.

While an agreed work programme will assist in managing committee activity, it is recognised that unforeseen matters will arise from time to time that will affect Members' ability to achieve the goals published in the programme. It should also be noted that the Committee has ongoing Task and Finish Group activity and is also committed to receiving updates on the Youth Services Redesign from the Cabinet Member for Education and Lifelong Learning throughout the next 18 months.

Action required by the Committee at this meeting:

Members are invited to comment on the topics being investigated for prioritisation for the Committee's work programme going forward, and

agree the issues to take forward as in-depth reviews in the next 18 months. A report setting out a draft work programme for the Committee's consideration will be submitted to the next meeting, as a result of discussions at the meeting and following any other items suggested. It is proposed that such a meeting be called for June 2015.

NB: It is a matter for the Committee to agree on the full scope of any of the items taken forward onto the agreed work programme; and the issues highlighted in the draft scoping documents below, may, or may not, form part of any future scrutiny review/inquiry.

<p style="text-align: center;">Essex County Council People and Families Overview and Scrutiny Committee 21 May 2015</p>
--

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)	CHILD SEXUAL EXPLOITATION
Committee	People & Families Scrutiny Committee
Terms of Reference	<ol style="list-style-type: none"> 1. To understand the multi-agency approach in the county to prevent Child Sexual Exploitation failings in the county. 2. To identify whether there have been issues in the county related to Child Sexual Exploitation in the past. 3. What responses would the county have in place were there to be a serious failing in relation to Child Sexual Exploitation? 4. To identify and understand the role of Essex County Council Members, as Corporate Parents, in relation to Child Sexual Exploitation. 5. What are the challenges to protect young people from potential abuse? 6. To identify whether the Safeguarding Board is well enough resourced to ensure against serious Child Sexual Exploitation. 7. To understand the systems and levels of accountability in the County to stop serious Child Sexual Exploitation from happening in the county.
Lead Member, and membership of Task and Finish Group	To be confirmed
Key Officers / Departments	Dave Hill, Executive Director for People Commissioning Helen Lincoln, Executive Director for People Operations Simon Hart, Independent Chair, Safeguarding Essex
Lead Scrutiny Officer	Robert Fox
Relevant Portfolio Holder(s)	Cllr Dick Madden, Cabinet Member for Adults and Children

Relevant Corporate Links	To be discussed with key officers of the County Council.
Type of Review	Task and Finish Group
Timescales	To be determined by the Task and Finish Group, once established.
Rationale for the Review	There have recently been significant failings in Local Authorities in relation to Child Sexual Exploitation. The Committee would wish to know how Essex County Council is responding to these
Scope of the Topic	Specify what is to be included/excluded from the review <u>Include</u> To be determined <u>Excluded</u> To be determined
Key Lines of Enquiry	<ul style="list-style-type: none"> • What is the scale and nature of Child Sexual Exploitation in Essex? • Does Essex have a multi-agency strategy for tackling Child Sexual Exploitation; and, if so how is this strategy monitored and by whom? • How effective is the Essex Safeguarding Children Board and is Child Sexual Exploitation a key focus? • How is Child Sexual Exploitation incorporated into training programmes, and who can access the training? • What support is available for past, present and future victims of Child Sexual Exploitation? • Is there an awareness raising programme for Child Sexual Exploitation for council employees, education and social work professionals and the wider community? • How does Essex County Council go about preventing serious Child Sexual Exploitation, on an extreme scale, from happening in the County?
Other Work Being Undertaken	
What primary / new evidence is needed for the scrutiny?	<ul style="list-style-type: none"> •

What secondary / existing information will be needed?	<ul style="list-style-type: none"> •
What briefings and site visits will be relevant to the review?	<ul style="list-style-type: none"> • Request specific briefings and reports from the Cabinet Member and senior officers of the County Council • Invite oral and written evidence from others identified in the section below • Commission specific research and consider the findings • Committee meetings held in public session as well as Task and Finish Group meetings
Who are the witnesses who should be invited to provide evidence for the review?	<ul style="list-style-type: none"> • The Cabinet Member for Adults and Children • Senior officers from Essex County Council • Independent Chair, Safeguarding Essex • Education professionals • Faith groups • Essex Police representatives • Young Essex Assembly • District/Borough/City Councils • Youth Service
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 Financial implications Yes/ no Equality and diversity issues..... Yes/ no 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 is necessary to consider carefully the timing of the review within the Committee's overall work programme.</p>
Indicators of Success	<p>To be determined.</p>
Notes	

Provisional Timetable	To be determined
----------------------------------	------------------

Audit Trail	
Date review formally proposed	
Date of Committee's approval of original scoping document	
Date of Committee's approval of Scrutiny Report	
What was the outcome of the review?	
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	

--

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)	THE IMPLICATIONS OF THE CARE ACT
Committee	People & Families Scrutiny Committee
Terms of Reference	<ol style="list-style-type: none"> 1. To ensure the County Council is fully prepared for the Care Act, implemented on 1 April 2015. 2. To make recommendations, where necessary, following a review.
Lead Member, and membership of Task and Finish Group	Councillor Ian Grundy, Chairman of the People & Families Scrutiny Committee
Key Officers / Departments	Dave Hill, Executive Director, People Commissioning James Bullion, Director for Adult Operations Simon Hart, Independent Chair, Safeguarding Essex
Lead Scrutiny Officer	Robert Fox
Relevant Portfolio Holder(s)	Cllr Dick Madden, Cabinet Member for Adults and Children
Relevant Corporate Links	To be discussed with key officers of the County Council.
Type of Review	In depth review
Timescales	
Rationale for the Review	

Scope of the Topic	<p>Specify what is to be included/excluded from the review</p> <p><u>Include</u> The following is included in the scope of the review:</p> <p><u>Excluded</u> The following falls outside the scope of the review:</p>
---------------------------	--

<p>Key Lines of Enquiry</p>	<ul style="list-style-type: none"> • How is the Council working to the new assessment criteria to provide services? • How is the Council going about providing personal budgets to individuals and carers that meet the new single national eligibility threshold? • How is the Council identifying people that may benefit from preventative services, and provide them with relevant information that might delay or prevent their needs increasing? • How is the Council ensuring that young adults are not left without care and support as they transition between the children's and adults care and support systems? • What Advice and Information is the Council providing, including access to independent financial advice, advocacy services and housing advice • How is the Council promoting diversity and equality in the local care and support services market to enable more residents, as well as those with social care needs to access support appropriate to them and of their choice? • How is the Council providing the new nationally defined Deferred Payment Scheme to enable more residents to fund Care Home Fees without having to sell their homes during their lifetime? • How is the Council brokering a range of services for people that request help with this and not just for those with needs above the national eligibility threshold? • Has the Council placed the Safeguarding Adults Boards on a statutory footing, with legal requirements on the council and partners for setting up these boards and undertaking enquiries in defined circumstances? • How is the Council mitigating against Care Provider failure? Is the Council ensuring it is providing protection to those receiving care in the event that their provider collapses, regardless of who currently pays for or has commissioned this care? • Is the Council ensuring that people have continuity of care when they move from one council area to another? • Is the Council providing the legal framework for further integration between the council and health partners , as well as between internal council services? • Has the Council considered delegating to other bodies/ organisations, functions that were previously only able to be undertaken by Council staff? • How are voluntary groups currently utilised to deliver services, and how are they being encouraged so to do?
<p>Other Work Being Undertaken</p>	

What primary / new evidence is needed for the scrutiny?	
What secondary / existing information will be needed?	
What briefings and site visits will be relevant to the review?	
Who are the witnesses who should be invited to provide evidence for the review?	<ul style="list-style-type: none"> • The Cabinet Member for Adults and Children • The Cabinet Member for • Senior officers from Essex County Council • Service providers • Service users • District/Borough/City Councils
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 Financial implications Yes/ no Equality and diversity issues..... Yes/ no 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 is necessary to consider carefully the timing of the review within the Committee's overall work programme.</p>
Indicators of Success	
Notes	

Provisional Timetable	
----------------------------------	--

Audit Trail	
Date review formally proposed	
Date of Committee's approval of original scoping document	
Date of Committee's approval of Scrutiny Report	
What was the outcome of the review?	
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	

<p align="center">Essex County Council People and Families Overview and Scrutiny Committee 21 May 2015</p>

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)	RESIDENTIAL AND DOMICILIARY CARE
Committee	People & Families Scrutiny Committee
Terms of Reference	<ol style="list-style-type: none"> 1. To make recommendations to the Cabinet Member that identify how improvements can be made in the quality of care delivered in residential and domiciliary settings 2. To examine the systems and strategies already in place and understand the strategies for future delivery of residential and domiciliary care in the county 3. To ensure best value available within the market and to review the role of the market 4. To ensure services are able to respond to changing needs and demands 5. To assist in supporting the development of provision 6. To consider the work of the Care Quality Commission (CQC) and other regulatory bodies 7. To consider the wider issues that can influence standards of care, including staffing implications
Lead Member, and membership of Task and Finish Group	To be confirmed
Key Officers / Departments	Dave Hill , Executive Director, People Commissioning Andrew Spice, Commercial Director
Lead Scrutiny Officer	Robert Fox
Relevant Portfolio Holder(s)	Cllr Dick Madden, Cabinet Member for Adults and Children

Relevant Corporate Links	To be discussed with key officers of the County Council.
Type of Review	Task and Finish Group
Timescales	
Rationale for the Review	The Cabinet Member for Adults and Children suggested in a meeting with the Chairman and Vice-Chairman of the Committee that the Committee look at the residential and domiciliary services provided by the County Council. This was reaffirmed at the Cabinet meeting of Tuesday, 21 April 2015 where the Cabinet Member stated that a proposal will be made to the People and Families Scrutiny Committee to consider establishing a Task and Finish Group to monitor progress and consider recommendations
Scope of the Topic	Specify what is to be included/excluded from the review <u>Include</u> The following is included in the scope of the review: <ul style="list-style-type: none"> • <u>Excluded</u> The following falls outside the scope of the review: <ul style="list-style-type: none"> •
Key Lines of Enquiry	To be determined by the Task and Finish Group following initial meetings with the Cabinet Member and Senior Officers
Other Work Being Undertaken	
What primary / new evidence is needed for the scrutiny?	<ul style="list-style-type: none"> •
What secondary / existing information will be needed?	<ul style="list-style-type: none"> • CQC reports

What briefings and site visits will be relevant to the review?	<ul style="list-style-type: none"> • Request specific briefings and reports from the Cabinet Member and senior officers of the County Council including current strategies, performance data etc. • Invite oral and written evidence from others identified in the section below • Commission specific research and consider the findings
Who are the witnesses who should be invited to provide evidence for the review?	<ul style="list-style-type: none"> • The Cabinet Member for Adults and Children • Senior officers from Essex County Council • District/Borough/City Councils • Service providers • Service user groups
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 Financial implications Yes/ no Equality and diversity issues..... Yes/ no 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 is necessary to consider carefully the timing of the review within the Committee's overall work programme.</p>
Indicators of Success	
Notes	
Provisional Timetable	

Audit Trail	
Date review formally proposed	
Date of Committee's approval of original scoping document	
Date of Committee's approval of Scrutiny Report	
What was the outcome of the review?	
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	

<p style="text-align: center;">Essex County Council People and Families Overview and Scrutiny Committee 21 May 2015</p>
--

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)	SPECIAL EDUCATIONAL NEEDS (HEALTH AND EDUCATION PLANS)
Committee	People & Families Scrutiny Committee
Terms of Reference	<ol style="list-style-type: none"> 1. To establish how the Council is providing the new duties prescribed in the Children and Families Act, 2014 for young people, and their parents, who have special educational needs and disabilities 2. To make recommendations to the Cabinet Member for Education and Lifelong Learning in the light of the scrutiny review.
Lead Member, and membership of Task and Finish Group	To be confirmed
Key Officers / Departments	Chris Kiernan, Interim Director of Commissioning, Education and Lifelong Learning Annemarie Blackshaw, Head of Commissioning, Education and Lifelong Learning Stavroulla Yiannou, Head of Commissioning, Education and Lifelong Learning
Lead Scrutiny Officer	Robert Fox
Relevant Portfolio Holder(s)	Cllr Ray Gooding, Education and Lifelong Learning
Relevant Corporate Links	To be discussed with key officers of the County Council.
Type of Review	To be determined
Timescales	

Rationale for the Review	<p>The Children and Families Act 2014 placed duties on local authorities and others in relation to children and young people with Special Educational Needs and Disabilities (SEND). From September 2014 local authorities had a number of new legal duties that they were required to meet, including:</p> <ul style="list-style-type: none"> • a new 0-25 co-ordinated assessment process and single Education, Health and Care Plan. This replaced the Statutory and Learning Difficulties Assessments. • the option of a personal budget for all families with children with an Education, Health and Care Plan • developing a web-based Local Offer of all services available to children and young people with SEND and their parents or carers. This should also inform strategic developments through, for example, the Joint Strategic Needs Assessment and joint commissioning arrangements for individual children. • a new approach to identifying SEN through a single Early Years setting-based category and school-based category of SEND. • a new duty on health to provide services detailed in EHC plans.
Scope of the Topic	<p>Specify what is to be included/excluded from the review</p> <p><u>Include</u> The following is included in the scope of the review:</p> <p><u>Excluded</u> The following falls outside the scope of the review:</p> <ul style="list-style-type: none"> •
Key Lines of Enquiry	<ul style="list-style-type: none"> • How is the Council putting in place the duties related to children and young people with SEND following the implementation of the Children and Families Act 2014?
Other Work Being Undertaken	
What primary / new evidence is needed for the scrutiny?	

What secondary / existing information will be needed?	
What briefings and site visits will be relevant to the review?	<ul style="list-style-type: none"> •
Who are the witnesses who should be invited to provide evidence for the review?	<ul style="list-style-type: none"> • The Cabinet Member for Education and Lifelong Learning • Senior officers from Essex County Council • Headteachers • School Governors • Young Essex Assembly • Educational Psychologists • Designated experts on teaching and learning strategies for young people with special educational needs
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 Financial implications Yes/ no Equality and diversity issues..... Yes/ no 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 is necessary to consider carefully the timing of the review within the Committee's overall work programme.</p>
Indicators of Success	
Notes	

Provisional Timetable	
----------------------------------	--

Audit Trail	
Date review formally proposed	Thursday, 16 January 2014 (Minute no. 7; pages 5 and 6)
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

--

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)	ALL AGE DISABILITY
Committee	People & Families Scrutiny Committee
Terms of Reference	<ol style="list-style-type: none"> 1. To make recommendations to the Cabinet Member for Adults and Children to improve the experience of people with disabilities, particularly at the time of transition into adulthood. 2. To be an advocate to ensure multi-agency working. 3. Putting the child, young person and adult at the centre. Commissioning of services and decision-making should be informed at all stages by children, young people and adults and there should be evidence of change in response to feedback 4. Manage demand for services through maximising the use of community and mainstream facilities and commissioning services that reduce dependency and promote progression. 5. Improve outcomes for people with behaviours that challenge services, ensuring that the actions arising from the review of Winterbourne View Hospital are implemented. 6.
Lead Member, and membership of Task and Finish Group	Councillor Ian Grundy, Chairman People and Families Scrutiny Committee.
Key Officers / Departments	Dave Hill, Executive Director for People Operations Helen Lincoln James Bullion
Lead Scrutiny Officer	Robert Fox
Relevant Portfolio Holder(s)	Cllr Dick Madden, Cabinet Member for Adults and Children
Relevant Corporate Links	To be discussed with key officers of the County Council.
Type of Review	In depth review

Timescales	
Rationale for the Review	To ensure that all children, young people and adults with disabilities have a full range of support, inclusion, independence and opportunities available to them. This will enable them to become resilient and confident individuals, effective communicators, successful people and responsible citizens and achieve all the life outcomes to which they and their families aspire.
Scope of the Topic	<p>Specify what is to be included/excluded from the review</p> <p><u>Include</u> The following is included in the scope of the review:</p> <ul style="list-style-type: none"> • <p><u>Excluded</u> The following falls outside the scope of the review:</p> <ul style="list-style-type: none"> •
Key Lines of Enquiry	<ul style="list-style-type: none"> • Are professionals and staff working effectively together and in partnership with service users, families, voluntary and community organisations and the statutory and private sectors? • Are disability services and processes in the county and flexible, cost effective and transparent so that people can live independent lives in inclusive communities? • Are there clear and transparent care and support pathways that have been co-produced with disabled people and their families? • How are services being commissioned and procured which produce efficiencies? • How well does the Council's management information tinform better forecasting, budget planning, and commissioning? • How is the Council working with CCGs to strengthen community arrangements? • What is the Council's long-term strategy for disability services?
Other Work Being Undertaken	
What primary / new evidence is needed for the scrutiny?	
What secondary / existing information will be needed?	

What briefings and site visits will be relevant to the review?	
Who are the witnesses who should be invited to provide evidence for the review?	<ul style="list-style-type: none"> • The Cabinet Member for Adults and Children • Senior officers from Essex County Council • Service providers • Service users • Young Essex Assembly • Youth Service • District/Borough/City Councils
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 Financial implications Yes/ no Equality and diversity issues..... Yes/ no 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 is necessary to consider carefully the timing of the review within the Committee's overall work programme.</p>
Indicators of Success	
Notes	

Provisional Timetable	<p>The Committee will undertake the in-depth review throughout the civic year 2014/15 with an aim to publish a final report with recommendations to the Cabinet Member at the May 2015 Committee.</p> <p>The Committee will receive a position statement at the March 2014 Committee meeting and establish the review shortly thereafter, following agreement of the scoping document.</p> <p>There will be six scheduled Committee meeting dates in 2014/15. There will also be other dates available for specific briefings, site visits or other activity.</p>
----------------------------------	---

Audit Trail	
Date review formally proposed	
Date of Committee's approval of original scoping document	
Date of Committee's approval of Scrutiny Report	
What was the outcome of the review?	
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	