

Public Document Pack



**Service Director – Legal, Governance and
Commissioning**

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Thursday 7 June 2018

Notice of Meeting

Dear Member

Overview and Scrutiny Management Committee

The **Overview and Scrutiny Management Committee** will meet in the **Council Chamber - Town Hall, Huddersfield** at **10.00 am** on **Friday 15 June 2018**.

This meeting will be webcast live and will be available to view via the Council's website.

The items which will be discussed are described in the agenda and there are reports attached which give more details.

A handwritten signature in black ink, appearing to read 'Julie Muscroft', on a light-colored background.

Julie Muscroft

Service Director – Legal, Governance and Commissioning

Kirklees Council advocates openness and transparency as part of its democratic processes. Anyone wishing to record (film or audio) the public parts of the meeting should inform the Chair/Clerk of their intentions prior to the meeting.

The Overview and Scrutiny Management Committee members are:-

Member

Councillor Julie Stewart-Turner (Chair)

Councillor Gulfam Asif

Councillor Cahal Burke

Councillor Elizabeth Smaje

Councillor Rob Walker

Agenda

Reports or Explanatory Notes Attached

	Pages
1: Minutes of Previous Meeting	1 - 8
<p>To approve the Minutes of the meeting of the Committee held on 13 April 2018.</p> <p>Contact: Penny Bunker – Governance and Democratic Engagement Manager</p> <hr/>	
2: Interests	9 - 10
<p>The Councillors will be asked to say if there are any items on the Agenda in which they have disclosable pecuniary interests, which would prevent them from participating in any discussion of the items or participating in any vote upon the items, or any other interests.</p> <hr/>	
3: Admission of the Public	
<p>Most debates take place in public. This only changes when there is a need to consider certain issues, for instance, commercially sensitive information or details concerning an individual. You will be told at this point whether there are any items on the Agenda which are to be discussed in private.</p> <hr/>	
4: Ways of Working 2018/19	11 - 16
<p>To note the revised guidance document to be circulated to all panel members</p> <p>To note the responsibilities of the Panel Lead Member</p> <p>Contact: Cllr Julie Stewart Turner</p> <hr/>	

5: Allocation of Scrutiny Co-optees 2018/19 17 - 20

To approve the allocation of Scrutiny Co-optees for the 2018/19 municipal year.

Contact: Penny Bunker

6: Re-establishment of Ad Hoc Scrutiny Panel 21 - 24

To approve the re-establishment of the Ad Hoc Scrutiny Panel – Elective Home Education.

Contact: Penny Bunker

7: Draft Scrutiny Work Programme

To consider the initial draft of the Scrutiny Work Programme 2018/19.

Contact: Penny Bunker

8: Scrutiny Communications

To consider the approach to communication of Scrutiny activity in 2018/19 including:

Council meetings
Bulletin
Website
Twitter

Contact: Penny Bunker

9: Committee meeting dates 2018/19

To note that Committee meetings will be held on the following dates at 10.00 a.m.

16 July 18

3 September

5 November

7 January 19 (followed by co-optee new year meeting)

4 March

15 April

Contact: Penny Bunker, Governance & Democratic Engagement
Manager. Tel: 01484 221000.

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Contact Officer: Penny Bunker

KIRKLEES COUNCIL

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Friday 13th April 2018

Present: Councillor Julie Stewart-Turner (Chair)
Councillor Elizabeth Smaje
Councillor Rob Walker

Apologies: Councillor Gulfam Asif
Councillor Cahal Burke

154 Minutes of Previous Meeting

The minutes of the meetings held on 26 Feb and 12 March 2018 were agreed as correct records.

155 Interests

No interests were declared.

156 Admission of the Public

It was agreed that all items would be considered in public session.

157 Inclusion and Diversity Strategy - Action Plan Update

Cllr Shabir Pandor, Naz Parkar, Service Director for Housing and David Bundy, Corporate Policy Officer attended the meeting to provide an update on the Council's new Inclusion and Diversity Strategy and action plan 2017-2021, which had been approved at full council in September 2017.

The Committee noted that the new strategy and action plan was supported by an Inclusion and Diversity Policy Statement which establishes the direction of travel and change within the organisation. The strategy and action wanted to go beyond compliance and address the needs of Kirklees as a place and its citizens. The report continued to summarise key areas of progress made within the first 6 months of the action plan. These were in the following sections;

- Committed and Diverse Workforce
- Positive and Inclusive Approach
- Listen and Act
- The way we do things in Kirklees
- Inclusive Policies
- Spread the Word

It was noted that the Positive and Inclusive Approach work stream was underpinned by the new Kirklees People Strategy. Areas of focus included Leadership and Management, Performance, Workforce Planning and recruitment.

In respect of a committed and diverse workforce, a promotional campaign had begun to fill in the equality profile fields in the Council's internal systems. This was

Overview and Scrutiny Management Committee - 13 April 2018

part of initial data gathering to establish a baseline against which improvement could be measured. The Committee noted with interest the publication of the Council's first Gender Pay Gap Report in March 2018. The figures indicated that the Council employs a high proportion of female workers in comparison to other Local Authorities. A large proportion of senior staff at Grade 17 and above are female, a change from recent years.

In considering the Listen and Act session the committee noted the work with the Council's employee networks. Mr Parkar emphasized that the Council was keen to see networks achieving outcomes. The Committee questioned what support was in place to support the networks and enable employees to attend network meetings. Mr Parkar said since the relaunch of the networks they had become reinvigorated and outcomes focussed. In addition a network Chairs meeting was now being held to discuss issues across the networks. Cllr Smaje was concerned that the Carers Network meeting was not well supported. Mr Parkar highlighted 2 of the areas that the network had been most recently involved in which were the Carers Charter and work on the Carers Passport.

Cllr Pandor informed the Committee that the initial 6 months of work had largely focussed on gathering statistical information to understand the current position and establish a baseline. The Council was keen to move forward in all the priority areas identified and set the pace for local authorities.

The Committee continued to explore the publicity and communications around the work of the networks and how they were attracting new members and demonstrating the ways in which they were making a difference. It was noted that networks were developing at different rates. One of the important channels of communication would be from senior leadership teams who shared responsibility in delivering against some of the actions within the plan.

The Committee noted the intention for the Council to take part in National inclusion week which would be held in January 19.

The Committee welcomed the progress that had been made and acknowledged that the initial phases of work had focussed on data gathering and starting to refresh key strategy and guidance. The Committee noted that the action plan would be refreshed for the next 6 months and year 2 would become more outcome focussed. Cllr Stewart-Turner asked that Scrutiny have the opportunity to input into the proposed revisions. The Committee was also keen to see the proposals for National Inclusion Week. There followed a discussion on how the Council made physical environments inclusive in order to meet employee's needs. It was acknowledged that there were a number of older buildings in use by the Council which presented challenges. Managers were issued with guidance to support reasonable adjustments. Mr Bundy indicated that employees had a passport that went with them when they changed jobs and reasonable adjustments could be put in place in line with those stated on the passport.

RESOLVED –

- (1) That Cllr Shabir Pandor, Naz Parkar and David Bundy be thanked for attending the meeting.

Overview and Scrutiny Management Committee - 13 April 2018

- (2) That the data gathering phase of the implementation of the Inclusion and Diversity Strategy be noted.
- (3) That the Committee supports the refresh of the action plan to a more outcome based focus. The Committee asked to have an early input into the Year 2 action plan.
- (4) That the Scrutiny Committee have the opportunity to consider the proposed People Strategy prior to it being formally approved.
- (5) That the Committee see the proposals for the Council's participation in National Inclusion Week.

158 Update on the Leader / Deputy Leader priorities for the 2017/18

Cllr Shabir Pandor, Deputy Leader of the Council attended to provide a progress report on the delivery of the priorities of the Leader and Deputy Leader of the Council.

Cllr Pandor highlighted in particular the transformation work that was being undertaken across Council services and highlighted the integration work between Health and Social Care. The balancing of the Council's budget without the need to access Council reserves was also identified by Cllr Pandor. It was recognised that within Children's Services there remained many challenges, however the Council had signed a partnership arrangement with Leeds City Council which was beginning to demonstrate positive improvements in the areas previously identified as concerns by Ofsted.

Cllr Pandor recognised that issues within Economy and Place were critical as ward councillors were very aware of issues relating to road condition, pavements and gritting. The Council also needed to ensure the development of towns and communities. Housing supply remained an issue with the need for good quality homes together with thriving businesses encouraging new growth within Kirklees. Cllr Pandor advised that the Kirklees Local Plan was being considered by Inspectors with a findings report due at any time. It was hoped that the Plan could be adopted later in the year.

Cllr Smaje, Lead Member for Health and Adult Social Care Scrutiny Panel agreed that transformation work between health and social care was ongoing however she felt that there needed to be more pace in the transformation work. Cllr Smaje also asked for a position statement on the Council's progress on environmental issues that were of importance to local members. In particular information on the waste management strategy was requested. Cllr Pandor confirmed that the issues that ward councillors raised concerning the state of roads and pavements were very important but had to be managed within the available resources. The Council had invested in new technology to help with the on-going challenge of repairing potholes. The latest information was that the Council was dealing with around 900 potholes a week. In response to questions about housing needs, Cllr Pandor briefly reported on a recent conference and the intention to develop a thousand homes in the next 5 years on Council owned land, dependent upon the approval of the Local Plan. In addition, a new Housing Strategy was being developed and would be put

Overview and Scrutiny Management Committee - 13 April 2018

forward early in the new municipal year. Cllr Stewart-Turner asked for information on the Excellent Homes for Life Scheme and Cllr Pandor agreed to provide a briefing note on the progress to date.

Cllr Smaje asked that the Committee be provided with statistical information in relation to the skills agenda and the work of the Leeds City Region and the Combined Authority in providing jobs across the area. Cllr Smaje also questioned how the council was continuing to promote growth within the local economy and consequential apprenticeship opportunities within local businesses. Cllr Pandor informed the Committee that the Kirklees Partnership had been refreshed, including the Economy Board which brought key partners into discussions. Apprenticeships continue to be a priority.

Cllr Stewart-Turner thanked Cllr Pandor for attending the meeting. It was recognised that the Cabinet Member will not have details of all projects. It was suggested that at each meeting the top ten priorities could be identified and a written report produced for consideration by the Scrutiny Committee.

RESOLVED –

- (1) That Councillor Pandor be thanked for providing an update on the political priorities of the Council leadership.
- (2) That the Committee be provided with briefing notes on the following:
 - The progress of the Waste Management Strategy
 - The statistics for the creation of partnerships and jobs through the work of the West Yorkshire Combined Authority.
 - Progress against targets to provide more social housing, including extra care housing.
- (3) That the Council's Leader and Deputy Leader be invited to an early meeting of the Committee in the 2018 /19 municipal year to outline the Administrations priorities.

159 Year End Lead Member Reports

The Management Committee considered reports from the 4 Scrutiny Panel Lead Members and the Chair of Scrutiny on the work of their Panels during February and March 2018. The reports also advised of possible issues for the work programme in the new municipal year and the highlights across the year for each of the standing panels.

Cllr Liz Smaje advised the Committee that panel meetings had been held in March to receive an update on podiatry services in Kirklees and presentation of the Kirklees Safeguarding Adults Board Annual Report. In addition the Panel had considered the adults care offer consultation questionnaire.

In highlighting issues from the panel's work programme during the 2017/18 municipal year, Cllr Smaje identified the work on wheelchair services in Kirklees which had made a number of suggestions to improve the quality of services for service users. In addition the proposed changes to podiatry services had led to the

Overview and Scrutiny Management Committee - 13 April 2018

panel making recommendations to Locala and the CCGs which may help alleviate and mitigate the changes for many service users.

Cllr Smaje also highlighted the work of the joint Health Scrutiny Panels in particular commending the hard work of these involved in the Calderdale and Huddersfield Panel. The Panel was still awaiting the reply from the Secretary of State to their referral.

Cllr Rob Walker, Lead Member for the Economy and Neighbourhoods Panel highlighted the wide range of issues the panel had looked at. The March panel meeting had focused on homelessness and rough sleeping in Kirklees. Cllrs had wanted more information and assurances on the development of a local rough sleepers outreach initiative, together with work with community groups and volunteers to ensure that people were properly trained to deal appropriately with people who are homeless or sleeping rough.

Looking ahead Cllr Walker suggested that work on the Housing Allocations Policy and the Housing Strategy should be considered in the new municipal year together with waste minimisation and a Skills Strategy for Kirklees. Panel members had reported that they had enjoyed the work of the Scrutiny Panel in 2017-18. Cllr Walker asked that consideration be given to identifying an additional Co-optee for the Scrutiny Panel in the 2018-19 municipal year.

Cllr Stewart-Turner read the lead member report for the Children's Scrutiny Panel to the meeting. The highlights from the most recent March meeting were discussions on the proposed changes to the Home to School Transport Policy for children attending mainstream school.

It was noted that the Elected Home Education Ad-Hoc Scrutiny panel was on-going. Cllr Donna Bellamy continued to attend the meetings of the Children's Services Improvement Board.

The Committee noted that Cllr Viv Kendrick had taken on portfolio responsibility for Children's services and was working with senior officers to ensure that quality information was provided for the scrutiny panel.

In considering the report Cllr Stewart-Turner requested that in the new municipal year the Scrutiny Panel follow up specifically on the recommendations of the ad-hoc Scrutiny panel into Children's Services. It was considered important to be able to see what progress had been made as a result of the agreed recommendations being implemented.

In considering the Lead member report for the Corporate Scrutiny Panel it was noted that the Panel had considered the following issues during the year;

- Financial Monitoring
- Democracy Commission
- IT Systems
- Asset Programme
- Transformation Programme
- Procurement

Overview and Scrutiny Management Committee - 13 April 2018

- The Council as a Commissioning Authority
- Access to Services

A further meeting was planned in April which would receive an update on the work of the Democracy Commission as well as information on the Transformation Programme.

In discussing the report and considering issues for 2018-19 it was suggested that procurement; commercialisation, budget assumptions and the street lighting invest to save programme were potential work programme items.

Cllr Stewart-Turner updated the Committee on her work as Chair of Scrutiny since the last meeting. It was noted that the Corporate Governance and Audit Panel had agreed minor changes to the call-in process and any consequent amendment to the constitution would be considered at the Annual Meeting. It was noted that there was no requirement to demonstrate steps taken to try to resolve concerns prior to the Cabinet decision being called in.

Cllr Stewart-Turner had held further discussions with the Strategic Director for Resources on performance monitoring and intelligence in relation to scrutiny work programmes. A further discussion would take place in the new municipal year.

The Committee noted that Cllr Stewart-Turner would be attending a meeting of the Council Management Group on the 5th April to restate the role of Scrutiny and set out expectations for engagement by officers in the new municipal year.

The Committee welcomed Cllr Stewart-Turner's intention not to have presentations and verbal reports at future Scrutiny meetings. Officers had been told to produce written reports that could be read before the meeting which enabled more time for questions and discussion of the issues at the meeting.

RESOLVED –

- (1) That the End of Year Highlight Reports of the Panel Lead Member and the Chair of Scrutiny be welcomed and noted.
- (2) That the potential issues identified for the new municipal year be rolled forward for the draft Scrutiny work programme.

160 Future meetings of the Committee

The Committee discussed potential dates for the new municipal year with the proposal that the first meeting be held on Friday 15 June. It was agreed that the proposed dates would be circulated for comment by all members of the Committee.

RESOLVED - That the following proposed dates for meetings of the OSMC in the new municipal year be circulated for comment:

Friday 15 June 2018 (all at 10.00)
Monday 16 July 2018
Monday 3 September 2018
Monday 5 November 2018

Overview and Scrutiny Management Committee - 13 April 2018

Monday 7 Jan 2019
Monday 4 March 2019
Monday 15 April 2019

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KIRKLEES COUNCIL			
COUNCIL/CABINET/COMMITTEE MEETINGS ETC			
DECLARATION OF INTERESTS			
Overview & Scrutiny Management Committee			
Name of Councillor			
Item in which you have an interest	Type of interest (eg a disclosable pecuniary interest or an "Other Interest")	Does the nature of the interest require you to withdraw from the meeting while the item in which you have an interest is under consideration? [Y/N]	Brief description of your interest

Signed: Dated:

NOTES

Disclosable Pecuniary Interests

If you have any of the following pecuniary interests, they are your disclosable pecuniary interests under the new national rules. Any reference to spouse or civil partner includes any person with whom you are living as husband or wife, or as if they were your civil partner.

Any employment, office, trade, profession or vocation carried on for profit or gain, which you, or your spouse or civil partner, undertakes.

Any payment or provision of any other financial benefit (other than from your council or authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.

Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and your council or authority -

- under which goods or services are to be provided or works are to be executed; and
- which has not been fully discharged.

Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of your council or authority.

Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the area of your council or authority for a month or longer.

Any tenancy where (to your knowledge) - the landlord is your council or authority; and the tenant is a body in which you, or your spouse or your civil partner, has a beneficial interest.

Any beneficial interest which you, or your spouse or your civil partner has in securities of a body where -

- (a) that body (to your knowledge) has a place of business or land in the area of your council or authority; and
- (b) either -

the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you, or your spouse or your civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Overview and Scrutiny in 2018/19

Set out below is a brief guide to the approach to Overview and Scrutiny in Kirklees and some important messages about maximising the effectiveness of Scrutiny in the year ahead.

1. What is Overview and Scrutiny?

Overview and Scrutiny is an important council function which primarily acts as a check and balance to the work of the Cabinet (Executive). It is led by councillors who do not serve on the Cabinet. It should not be seen as adversarial but rather as an opportunity to enable a broader range of councillors to contribute to the organisation in a constructive way. The main elements of the Scrutiny role are:

- To hold the Cabinet to account for the decisions it is making
- To monitor and where appropriate challenge, the performance and quality of services delivered by the council and other local agencies
- To carry out constructive reviews of issues, policies or services in areas where there are concerns or potential for improvement
- To contribute to the development or review of policy for recommendation to the Cabinet

In addition, there are specific powers of scrutiny in relation to proposals by local NHS bodies to significantly reconfigure health services in the district.

Scrutiny is not a decision making body, instead it has the power to make recommendations to the Cabinet and a range of external agencies and partners on issues that affect the citizens of Kirklees. There is a requirement for the Cabinet and other bodies to provide a written response to Scrutiny recommendations.

2. Underpinning principles of Overview and Scrutiny on Kirklees

The underpinning principles of Overview and Scrutiny in Kirklees are:

- To leave the party politics at the door - Scrutiny has an important role in the political process but seeks to work in a non party political way.
- To be proactive and constructive in providing a “critical friend” challenge
- To maximise the use of pre decision scrutiny to influence important decisions before they are taken rather than criticising after the decision has been made.
- To be objective in considering a range of evidence and views to inform scrutiny work.
- To try wherever possible, to hold Scrutiny meetings in public. There will be times when Scrutiny is looking at proposals that are still at an early developmental stage when it may not be possible to hold discussions in public.
- To ensure that the voice of the citizen is heard

The Dos and Don'ts of successful O&S

DO	DON'T
Leave the party politics at the door	Grandstand and use Scrutiny to make party political points
Look at strategic issues where Scrutiny can make a difference and add value	Use scrutiny to explore issues specific to your ward and personal "hobby horses"
Plan ahead where possible to give the witness time to prepare for the discussion. Provide a clear brief / lines of enquiry to help your witness prepare	Don't try and catch someone out, it will lead to a limited discussion and waste everyone's time.
Prepare for meetings - read your papers so you can fully contribute to discussions	Spring issues on the day and expect to get detailed answers
Treat the people invited to attend with respect and put them at their ease so you can have a constructive discussion	Don't be adversarial and confrontational
Stick to the terms of reference or agreed lines of enquiry for the issue under scrutiny.	Don't try to do too much ... looking at a smaller number of issues, resulting in quality recommendations is preferable
Be prepared to listen to other people's views and base findings on what the evidence says	Don't come with fixed views and dismiss anything that does not support your pre-determined view
Be proactive in contributing to decisions before they are made	Don't sit back then criticise after the decision is made

Extract from LGA – Dos and Don'ts for Effective Working

Do be:	Don't be:
Impartial	Unhelpful
Professional	Jargonistic
Authoritative	Arrogant
Respectful	Deferential
Sensitive	Subservient
Positive	Imprudent
Communicative	Indiscriminate
Discreet	Evasive
Reliable	Reliant
Friendly	Friends

3. The work of Overview and Scrutiny in 2018/19?

The overview and scrutiny arrangements were established as a result of the Local Government Act 2000 and have continued to develop. Kirklees Council want to have open and transparent governance and Scrutiny is integral to achieving this objective.

Objectives for Overview and Scrutiny in the coming year include:

- To continue to develop understanding of and respect for the role of Scrutiny as part of the democratic process at a political and officer leadership level, which cascades through the organisation
- Scrutiny being built into, and embedded, in both formal and informal democratic processes so it can fulfil its core function in relation to the executive and providing a critical friend challenge. In particular continuing to increase pre-decision scrutiny as part of the wider strategic agenda planning process should be a key feature
- The timely sharing of information, i.e. the ability to have an early overview of strategic decisions and to make recommendations or comment on a final proposal.
- Providing an opportunity to actively involve non-executive councillors to gain a wider cross party perspective on an issue;
- Councillors, managers and staff adopting a proactive use of overview and scrutiny to help the organisation to continue to learn and improve, through robust scrutiny of performance management and in depth scrutiny work;
- Effective two way communication and dialogue to enable all parties to forward plan.

4. Developing the Scrutiny Work Programme

At the beginning of each municipal year, the Overview and Scrutiny Management Committee and the four Scrutiny Panels develop a work programme for the year. Top of any selection criteria is the ability for Scrutiny to make a difference by looking at the item. Scrutiny should try to avoid duplicating work that is being carried out elsewhere in the Council. There may also need to be urgent items added during the year so it is important that there is flexibility in the work programme to reprioritise if necessary.

The component parts of the programme may include:

1. Pre decision items that are being developed for decision by Cabinet, so Scrutiny can comment and influence the decision before it is made.
2. A review of performance information to identify areas of good performance and discuss how priority areas of underperformance are being addressed
3. Priority areas / themes identified by Cabinet Members / Strategic Directors, where Scrutiny may want an initial overview and then scrutinise some areas in greater detail.

4. Monitoring the implementation of previous Scrutiny recommendations
5. Considering the outcomes of recent inspections , e.g. OFSTED and how the issues raised are being addressed
6. Areas of *high public concern where there is a benefit in Scrutiny considering the issue.
7. Contributing to the review of policy prior to Cabinet decision.
8. Scrutiny of aspects of services delivered by Council partners or external agencies

The Role of Scrutiny Panel Lead Members

Scrutiny Panel Lead Members are responsible for leading a Scrutiny Panel and ensuring the Panel is looking at appropriate issues, set out below is a summary of the key responsibilities of the role:

- To attend and contribute to the work of the OSMC.
- To lead and chair meetings of the allocated scrutiny panel and the development of the panel work programme.
- To hold regular briefings with Strategic Directors and Cabinet portfolio holders to understand the priority areas of work in the portfolio and look forward to identify potential work programme issues.
- Using documentation such as the Strategic Forward Plan, the forward plan of decisions and current performance information, to identify potential work programme issues.
- To lead the panel in prioritising pieces of work to be included in the work programme. Ensuring work is scoped out and prepared so all panel members and witnesses are clear about the focus.
- To report back to the Overview and Scrutiny Management Committee on the panel work programme, ensuring that the OSMC signs off any terms of reference for in depth pieces of Scrutiny work

Note: Press releases and interviews should always be discussed with and approved by the Chair of Scrutiny. There will be times when it is more appropriate for a Lead Member to talk about an issue with the press but this needs to be agreed with the Chair of Scrutiny first.

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Name of meeting: Corporate Governance and Audit Committee

Date: 15 June 2018

Title of report: Appointment of Scrutiny Co-optees for the 2018/19 municipal year

Purpose of report: To consider the allocation of Scrutiny Co-optees within the scrutiny structure for the 2018/19 municipal year.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Key Decision - Is it in the Council's Forward Plan (key decisions and private reports?)	Not applicable
The Decision - Is it eligible for call in by Scrutiny?	Not applicable
Date signed off by <u>Strategic Director</u> & name	N/A
Is it also signed off by the Service Director for Finance IT and Transactional Services?	N/A
Is it also signed off by the Service Director for Governance and Commissioning Support?	Julie Muscroft
Cabinet member portfolio	Not applicable

Electoral wards affected: none specific

Ward councillors consulted: Not applicable

Public or private: Public

1. Summary

1.1 At the beginning of each municipal year the Overview and Scrutiny Management Committee is required to reappoint the voluntary and statutory co-optees and allocate them to panels or the co-optee pool. Voluntary co-optees serve a maximum term of four years. Statutory co-optees are nominated by the Diocese or apply in their role as a school governor. Where a co-optee is not involved in any work for a year, then that year does not count towards their service.

1.2 In addition the Committee is asked to confirm that it will start a recruitment exercise in September 2018 to recruit new co-optees with a view to training them in early 2019 so they can join Scrutiny Panels in 2019/20.

2. Information required to take a decision

2.1 Set out below is a table indicating the current co-optees and proposing allocations for the 2017/18 municipal year.

For the Health and Adult Social Care Scrutiny Panel continuity is important wherever possible to carry forward the knowledge gained by co-optees in the complex area of health and social care.

In respect of the Children's Scrutiny Panel, an Ad Hoc Scrutiny Panel had previously considered some of the issues that will form part of the work of the standing panel so it suggested that the voluntary co-optee who was on the Ad Hoc Panel be placed on the Children's Scrutiny Panel.

Name of co-optee / years served	Allocation in 2017/18 municipal year	Proposed Allocation in 2018/19 municipal year
Peter Bradshaw (from Jan 2015)	Health and Social Care	Health and Adults Social Care
Fatima Shah-Khan	Statutory co-optee – Children's Scrutiny Panel	Children's
Dale O'Neill (August 2015)	Voluntary co-optee Children's Scrutiny Panel	Children's
David Rigby (Sept 2015)	Health and Adults Social Care Scrutiny Panel	Health and Adults Social Care
Sharron Taylor (Sept 2015)	Health and Adults Social Care Scrutiny Panel	Health and Adults Social Care
Mark Mercer	Economy and Neighbourhoods Scrutiny Panel	Economy and Neighbourhoods
Linda Summers	Corporate Scrutiny Panel	Corporate Scrutiny Panel
Philip Chaloner	Corporate Scrutiny Panel	Corporate Scrutiny Panel

Kimberley Stock	Ad Hoc Scrutiny Panel – Elective Home Education	Ad Hoc Scrutiny Panel – Elective Home Education
Rosa Vella	On hold	On Hold – possible allocation Autumn 2018

2.2 During the previous municipal year Robert Walton resigned as a voluntary co-optee due to personal commitments.

The Diocese did not nominate anyone to take the statutory education place.

3. **Implications for the Council**

3.1 **Early Intervention and Prevention (EIP)**

No specific implications

3.2 **Economic Resilience (ER)**

No specific implications

3.3 **Improving Outcomes for Children**

No specific implications

3.4 **Reducing demand of services**

No specific implications

3.5 **Other (eg Legal/Financial or Human Resources)**

Scrutiny co-optees are entitled to recover the costs of travel and parking expenses, however most do not take up this entitlement.

4. **Consultees and their opinions**

Not applicable

5. **Next steps**

Subject to the decision of OSMC, co-optees will be advised of arrangements and a timetable drawn up for the recruitment of additional co-optees.

6. **Officer recommendations and reasons**

- (1) That the Management Committee agree the allocation of co-optees for the 2018/19 municipal year
- (2) That the Committee agrees to commence a recruitment campaign in September 2018.
- (3) That the Diocese be contacted again to seek a nomination for a statutory co-optee for the Children's Scrutiny Panel.

7. **Cabinet portfolio holder's recommendations**

Not applicable

8. **Contact officer**

Penny Bunker - Governance and Democratic Engagement Manager

9. **Background Papers and History of Decisions**

Not applicable

10. **Service Director responsible**

Julie Muscroft – Services Director, Legal, Governance and Commissioning

Name of meeting: Overview and Scrutiny Management Committee

Date: 15 June 2018

Title of report: Re-establishment of Ad Hoc Scrutiny Panel - Elective Home Education

Purpose of report: For the Scrutiny Committee to formally re-establish the Ad-hoc Scrutiny Panel on Elective Home Education (EHE) to complete its work.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	No
Key Decision	Not applicable
The Decision - Is it eligible for call in by Scrutiny?	Not applicable
Date signed off by <u>Strategic Director</u> & name Is it also signed off by the Service Director for Finance IT and Transactional Services? Is it also signed off by the Service Director for Governance and Commissioning Support?	Julie Muscroft
Cabinet member portfolio	n/a

Electoral wards affected: none specific

Ward councillors consulted: Not applicable

Public or private: Public

1. Information

- 1.1 In 2018 the Ad Hoc Scrutiny Panel - Elective Home Education began its work to look in detail and Elective Home Education in Kirklees.
- 1.2 Elective Home Education (EHE) is the term used by the Department for Education (DFE) to describe parents' decisions to provide education for their children at home instead of sending them to school. This is different to home tuition provided by a Local Authority, or education provided by a Local Authority other than at a school.
- 1.2 Numbers of electively home educated children and young people are increasing in Kirklees, and are in line with neighbouring Local Authorities and national trends. The responsibility for a child's education rests with their parents. In England, education is compulsory, but school is not.
- 1.3 When established the intention was that the EHE Ad-hoc Scrutiny Panel would look at the reasons why parents choose to EHE, and how best to support children and parents throughout their education, particularly giving consideration to children who would like to take their GCSE exams. Work would include identifying national best practice and identifying how the approach in Kirklees reflects good practice.
- 1.5 The terms of reference approved for the Ad Hoc Panel are set out below:

To scrutinise Elective Home Education in Kirklees, with a particular focus on;

- Developing an understanding of why some parents and carers choose to home educate, and for how long children are typically home educated for.
- Scrutinising the Local Authority's responsibilities for home educated children.
- Scrutinising how the Local Authority identifies, supports and ensures the safety and wellbeing of electively home educated children.
- Scrutinise the outcomes for electively home educated children.

Progress to date:

- 1.6 The Ad-Hoc Panel has met on 2 occasions, 5th March 2018 and 19th March 2018. The Panel members, Cllr Cahal Burke (Chair), Cllr Habiban Zaman, Cllr Lisa Holmes and Kimberley Stocks received a number of briefing papers around the duties that local authorities have in relation to children who are home educate. In choosing to home educate a child at home, parents have withdrawn them from local authority provision and the responsibility, both practical and financial, then rests with the parents. However, as an authority, Kirklees feel it is beneficial for parents to meet with the EHE team to discuss how they will educate their child.

Some parents choose to engage with the EHE team, whilst others do not. The Panel have received data relating to how many families fall into each category, and have received further data in relation to the reasons why parents would choose to home educate their child. The Panel heard that schools do not always give a full explanation as to why a child had been taken off roll, and the panel felt that a more robust questionnaire would assist the EHE team in identifying where there may be problems at schools for some families.

Future focus:

The Panel intends to meet with some parents who home educate their children, and events will be set up to facilitate this. The Panel particularly wish to look at taking exams, engagement with the Local Authority and the proposal of a qualified teacher being available to evaluate work undertaken by home educated children. The Panel also proposes to consider the current Kirklees policy relating to EHE, and contribute to a review of the policy to enable both parents and the local authority to achieve the best outcomes for home educated children.

2. Implications for the Council

As part of its work the EHE Ad-hoc Panel will consider work within each of the areas below.

Early Intervention and Prevention (EIP)

Kirklees has an EHE protocol in place that is understood by all schools in Kirklees. When the Education Safeguarding Team is made aware of a child that has become EHE, it offers to visit the parent to provide an offer of support if required.

Economic Resilience (ER)

No specific implications

Improving Outcomes for Children

The Children's Scrutiny Panel understands that there is no one 'correct' educational system and that all children learn in different ways and at varying rates. The Panel also understands that parents and children choose a type of education that is right for them; however there is a need to ensure that the approach chosen is feasible and legally valid to enable the children to reach their potential.

Reducing demand of services

No specific implications

Other (eg Legal/Financial or Human Resources)

No specific implications

3. Consultees and their opinions

4. Next steps

That the Overview and Scrutiny Management Committee re-establish the Ad Hoc Scrutiny Panel for Elective Home Education.

5. Officer recommendations and reasons

That the Management Committee approve the re-establishment of the Elective Home Education Ad-hoc Scrutiny Panel to complete its work in the 2018/19 municipal year.

6. **Cabinet portfolio holder's recommendations**
Not applicable.

7. **Contact officer**
Penny Bunker, Governance and Democratic Engagement Manager.
Tel: 01484 221000 E-mail: penny.bunker@kirklees.gov.uk

8. **Background Papers and History of Decisions**
n/a

9. **Service Director responsible**
Julie Muscroft; Assistant Director: Legal, Governance & Commissioning

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