

Decision Maker: CHILDREN EDUCATION AND FAMILIES PDS COMMITTEE

Date: 14 March 2023

Decision Type: Non-Urgent Non-Executive Non-Key

Title: MATTERS OUTSTANDING AND WORK PROGRAMME

Contact Officer: Kerry Nicholls, Democratic Services Officer
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Chief Officer: Director of Corporate Services and Governance

Ward: All Wards

1. Reason for decision/report and options

1.1 This report deals with the Committee's business management including:

- Monitoring progress against actions arising from previous meetings; and
- Developing the Committee's Forward Work Programme.

2. **RECOMMENDATION(S)**

2.1 That PDS Committee reviews and comments on:

1. Progress on matters arising from previous meetings; and
2. The Committee's Forward Work Programme, indicating any changes or particular issues that it wishes to scrutinise for the year ahead.

Impact on Vulnerable Adults and Children

1. Summary of Impact: None
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Transformation Policy

1. Policy Status: Not Applicable:
 2. Making Bromley Even Better Priority (delete as appropriate): Not Applicable:
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Financial

1. Cost of proposal: Not Applicable:
 2. Ongoing costs: Not Applicable:
 3. Budget head/performance centre: Democratic Services
 4. Total current budget for this head: £366k
 5. Source of funding: Revenue Budget
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Personnel

1. Number of staff (current and additional): 6
 2. If from existing staff resources, number of staff hours:
-

Legal

1. Legal Requirement: None:
 2. Call-in: Not Applicable: Non-Executive reports are not subject to call-in
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Procurement

1. Summary of Procurement Implications: Not Applicable
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Property

1. Summary of Property Implications: Not Applicable
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Carbon Reduction and Social Value

1. Summary of Carbon Reduction/Sustainability Implications: Not Applicable
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Impact on the Local Economy

1. Summary of Local Economy Implications: Not Applicable
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Impact on Health and Wellbeing

1. Summary of Health and Wellbeing Implications: Not Applicable
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Customer Impact

1. Estimated number of users or customers (current and projected): This report is intended primarily for the benefit of Committee Members.
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Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable
2. Summary of Ward Councillors comments: Not Applicable

3. COMMENTARY

Matters Outstanding from Previous Meetings

- 3.1. **Appendix 1** provides a progress update on requests made by the Committee at previous meetings. This list is checked after each meeting so that any outstanding issues can be addressed at an early stage and timely progress made.

Work Programme

- 3.2 Each PDS Committee determines its own work programme, balancing the roles of (i) pre-decision scrutiny and holding the Executive to account, (ii) policy development and review and (iii) external scrutiny. E&R PDS Committee has the additional role of providing a lead on scrutiny issues and co-ordinating PDS work.
- 3.3 PDS Committees need to prioritise their key issues. The work programme also needs to allow room for items that arise through the year, including Member requests, call-ins and referrals from other Committees. Committees need to ensure that their workloads are realistic and balanced, allowing sufficient time for important issues to be properly scrutinised. Members also need to consider the most appropriate means to pursue each issue – the current overview and scrutiny arrangements offer a variety of approaches, whether through a report to a meeting, a time-limited working group review, a presentation, a select committee style meeting focused on a single key issue, or another method.
- 3.4 The Committee may wish to consider establishing Task and Finish Groups for specific focused policy development work.
- 3.5 **Appendix 2** sets out the Education, Children and Families PDS Committee Work Programme for 2023/24. The Committee is invited to comment on the proposed schedule and suggest any changes it considers appropriate.
- 3.6 Other reports will be added to the Forward Work Programme as items arise.

Non-Applicable Headings:	Impact on Vulnerable Adults and Children, Transformation/Policy Implications, Financial Implications, Personnel Implications, Legal Implications, Procurement Implications, Property Implications, Carbon Reduction/Social Value Implications, Impact on the Local Economy, Impact on Health and Wellbeing, Customer Impact, Ward Councillor Views
Background Documents: (Access via Contact Officer)	Minutes of previous meetings

MATTERS OUTSTANDING FROM PREVIOUS MEETINGS

Minute Number/Title/Date	Action/PDS Request	Update	Action by	Expected Completion Date
18b. Future Use of the Phoenix Centre. (15 June 2022)	Further updates be provided to the Committee as the project progressed, including the agreement of Heads of Terms.	To be provided when available.	Director of Education	Ongoing.
54. Matters Outstanding and Forward Work (1 February 2023)	A meeting of the School Place Planning Working Group to be scheduled for late April 2023.	Scheduled for 7.00pm on Wednesday 26 April 2023.	Clerk	Completed.
57a. Bromley Virtual School Annual Report 2021/23 (1 February 2023)	A Glossary of Terms to be included in the Bromley Virtual School Annual Report for future years.	To be included in future reporting.	Virtual Headteacher	Completed.
	Attainment figures provided in the cover report at 13.6 that did not match those within the Annual Report at 8.4.7: Statistical Release Data Comparisons (Year 11) to be reviewed and clarification to be provided to Members.	Circulated to Members.	Virtual Headteacher	Completed.
57d: Performance Reporting – Children’s Scrutiny Dataset Part 1 (Public) Report (1 February 2023)	Further context to be provided in the commentary for Key Performance Indicator 32: Percentage of Education, Health and Care Plans Issued within Statutory 20 Week Timescale in future reporting.	To be included in future reporting.	Assistant Director: Strategy, Performance and Corporate Transformation	Completed.

CHILDREN, EDUCATION & FAMILIES WORK PROGRAMME 2023/24

Children, Education & Families PDS Committee		20 June 2023
Item		
Appointment of Co-opted Members		Annual report
Children, Education and Families Portfolio Plan Update		Holding PH to Account
Capital Programme Monitoring 2022/23 Q4		PH Decision
Transport Framework Contract	Annual Report	PH Decision
Early Intervention and Family Support Service Update	Annual Report	PH Decision
Education Planned Maintenance Programme		PH Decision
Early Intervention and Family Support Service Update	Annual Report	PH Decision
Award of Contract for Capital Works at Red Hill Primary School	Rob Bollen	Exec Decision
Risk Register		PDS Item
Performance Management 2022/23 (Part 1 and Part 2)		PDS Item
Children, Education & Families PDS Committee		13 September 2023
Item		Status
Children, Education and Families Portfolio Plan Update		Holding PH to Account
Budget Monitoring 2023/24		PH Decision
Capital Programme Monitoring 2023/24 Q1		PH Decision
School Place Planning Report		PH Decision
Performance Management 2023/24 (Part 1 and Part 2)		PDS Item
Virtual School 6-Month Update Report		PDS Item
Adoption Update Annual Report		PDS Item
Private Fostering Annual Update Report		PDS Item
Corporate Parenting Update Report		PDS Item
Spending on Primary, Secondary and Special Schools 2022/23	Annual Information Report	PDS Item
Risk Register		PDS Item
Children, Education & Families PDS Committee		22 November 2023
Item		Status
Children, Education and Families Portfolio Plan Update		Holding PH to Account
Budget Monitoring		PH Decision
Capital Programme Monitoring 2023/24 Q2		PH Decision
Performance Management 2023/24 (Part 1 and Part 2)		PDS Item
Bromley Safeguarding Annual Report 2022/23	Annual Report	PDS Item
Independent Reviewing Officer Annual Report	Annual Report	PDS Item

Local Authority Designated Officer Annual Report	Annual Report	PDS Item
Youth Offending Service Update	Annual update	PDS Item
Annual CEF Compliments & Complaints Report	Annual Report	PDS Item
Risk Register		PDS Item
Contracts Register and Database		Information Item (Part 1), PDS Item (Part 2)
Children, Education & Families Budget Sub-Committee		16 January 2024
Item		Status
Capital Programme Monitoring 2023/24 Q3		PH Decision
2023/24 Dedicated Schools Grant	Annual Report	PH Decision
CEF Draft Portfolio Budget 2024/25	Annual Report	PDS Item
Children, Education & Families PDS Committee		1 February 2024
Item		Status
Performance Management 2023/24 (Parts 1 and 2)		PDS Item
Virtual School Annual report 2022/23	Annual Report	PDS Item
Risk Register		PDS Item
Minutes of the CEF Budget Sub-Committee	Kerry Nicholls	Minute Item
Children, Education & Families PDS Committee		20 March 2024
Item		Status
Children, Education and Families Portfolio Plan Update		Holding PH to Account
Budget Monitoring		PH Decision
Independent Reviewing Officer Update Report	6-month Update	PH Decision
Local Authority Designated Officer Update Report	6-month Update	PH Decision
Basic Need Capital Programme Update		Exec Decision
Performance Management 2023/24 (Parts 1 and 2)		PDS Item
Education Outcomes		PDS Item
Bromley Youth Council End of Year Report (BYC Representatives to present with Danie Gibbs support)	Annual Report	PDS Item
Risk Register		PDS Item
Contracts Activity Report (Part 1 and Part 2)		Information Item (Part 1), PDS Item (Part 2)

*Items in italics are tentative