

Decision Maker: CHILDREN EDUCATION AND FAMILIES POLICY
DEVELOPMENT AND SCRUTINY COMMITTEE

Date: 13 September 2023

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

Title: MATTERS OUTSTANDING AND FORWARD 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: N/A
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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
68e. Education Outcomes for Children in Bromley Schools 2022 (14 March 2023)	Key Stage 5 attainment data for the 2022/23 academic year to be provided to the Committee.	This information was provided to the Committee.	Director: Education	Completed.
7. Portfolio Holder Update (20 June 2023)	CEF Members to be provided with details of the Local Authority's <i>Tackling Loneliness</i> Workshop.	Details of the workshop were provided to the Committee.	Clerk.	Completed.
7a: CEF Portfolio Plan (20 June 2023)	Priority 4: Supporting and Challenging Effective Multi-Agency Working to be updated to make reference to the role of Bromley's special schools in delivering outstanding education.	The CEF Portfolio Plan was updated in line with the requested change.	Assistant Director Strategy, Performance and Corporate Transformation	Completed.
9b: Engagement Framework (20 June 2023)	Page 6: The Benefits of Engagement to be amended to state 'Our residents will make better use of our services'	The Engagement Framework was amended as requested.	Assistant Director Strategy, Performance and Corporate Transformation	Completed.
9c: Performance Reporting (20 June 2023)	A monthly breakdown of the number of Education, Health and Care Plans issued to be included in future performance reporting.	To be included in future performance reporting.	Assistant Director Strategy, Performance and Corporate Transformation	Completed.

Children, Education & Families Work Programme 2023/24

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
Award of Contract for Works at Oaklands Primary School		Exec 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 Justice Service Annual Update	Annual Update	PDS Item
Annual CEF Compliments & Complaints Report	Annual Report	PDS Item
CEF/ACH Joint Item: Provision of Transport Services for all Client Groups Update Report	Annual Report	PDS Item
Risk Register		PDS Item
Deep Dive: Youth Services (including the findings of the Youth Services review)		PDS Item
Contracts Register and Database (Parts 1 and 2)		PDS Item
Children, Education & Families PDS Committee		1 February 2024
Item		Status
Capital Programme Monitoring 2023/24 Q4		PH Decision
2023/24 Dedicated Schools Grant	Annual Report	PH Decision
Award of Contract for Capital Works at Red Hill Primary School		Exec Decision
Family Drug Alcohol Court		Exec Decision
Performance Management 2023/24 (Parts 1 and 2)		PDS Item
Children, Education and Families Portfolio Plan Update		PDS Item
Virtual School Annual report 2022/23	Annual Report	PDS Item
Risk Register		PDS Item
CEF Draft Portfolio Budget 2024/25	Annual Report	PDS 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
Basic Need Capital Programme Update		Exec Decision
Virtual School Annual Report	Annual Report	PDS Item
Performance Management 2023/24 (Parts 1 and 2)		PDS Item
Education Outcomes		PDS Item
Bromley Youth Council End of Year Report	Annual Report	PDS Item
Risk Register		PDS Item
Contracts Register and Database (Parts 1 and 2)		PDS Item