

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

**Date:** Wednesday 20 March 2024

**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

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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.

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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.

<b>Non-Applicable Headings:</b>	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**

<b>Minute Number/ Title/ Date</b>	<b>Action/PDS Request</b>	<b>Update</b>	<b>Action by</b>	<b>Expected Completion Date</b>
30: Matters Outstanding and Forward Work Programme (22 November 2023)	Deep Dive on First Destinations of 16- and 18-year-old school leavers, including those educated at home to be added to the Forward Work Programme.	Following discussions at the meeting on 1 February 2024, the scope of the review was widened as follows: Deep Dive: First Destinations of 16- and 18-year-old school leavers, including the qualifications and first destinations of young people educated at home and the Local Authority's role in overseeing home education.	Director of Education.	June 2024.
31. Portfolio Holder Update (22 November 2023)	Details of payments made with respect to the rulings of the Local Government and Social Care Ombudsman to be provided to the Committee.	Payments of £4,000 and £5,900 were required in respect of the two cases for which the Ombudsman ruled against the Local Authority.	Director: CEF	Completed.
48a: CEF Portfolio Draft Budget 2024/25 (1 February 2024)	The projected end year budget to be included in future reporting of the draft budget (alongside actual costs for the current year and the draft budget for the next year)  Details of the number of children and young people benefitting from the SEND Travel Training service to be circulated to the Committee	To be included in future reporting  Futher details were circulated to the Committee.	Head of Finance: CEF  Head of Service: Access to Education	Completed.  Completed.

**Children, Education & Families Work Programme 2023/24**

<b>Children, Education &amp; Families PDS Committee</b>		<b>June 2024</b>
<b>Item</b>		<b>Status</b>
Appointment of Co-opted Members		Annual report
Children, Education and Families Portfolio Plan Update		Holding PH to Account
Education Planned Maintenance Programme		PH Decision
Early Intervention and Family Support Service Update	Annual Report	PH Decision
School Place Planning Report		PH Decision
CEF Outturn Report		PH Decision
Gateway Report: Commissioning Strategy of Transport Services for all Client Groups - JOINT ITEM WITH ACH PDS COMMITTEE		Exec Decision
Award of Contract at Red Hill Primary School Report		Exec Decision
Risk Register		PDS Item
Performance Management 2024/25 (Part 1 and Part 2)		PDS Item
Contracts Register and Database (Parts 1 and 2)		PDS Item
Deep Dive: First Destinations of 16- and 18-year-old school leavers, including the qualifications and first destinations of young people educated at home and the Local Authority's role in overseeing home education.		PDS Item
<b>Children, Education &amp; Families PDS Committee</b>		<b>September 2024</b>
<b>Item</b>		<b>Status</b>
Children, Education and Families Portfolio Plan Update		Holding PH to Account
Budget Monitoring 2024/25		PH Decision
Capital Programme Monitoring 2024/25 Q1		PH Decision
Performance Management 2024/25 (Part 1 and Part 2)		PDS Item
Adoption Update Annual Report	Annual Report	PDS Item
Private Fostering Annual Report	Annual Report	PDS Item
Corporate Parenting Annual Report	Annual Report	PDS Item
Risk Register		PDS Item
Spending on Primary, Secondary and Special Schools 2022/23	Annual Report	PDS Item
0-25 Service Update – JOINT ITEM WITH ACH PDS COMMITTEE	Annual Report	PDS Item
Deep Dive: To be Confirmed		PDS Item
<b>Children, Education &amp; Families PDS Committee</b>		<b>November 2024</b>
<b>Item</b>		<b>Status</b>
Children, Education and Families Portfolio Plan Update		Holding PH to Account
Budget Monitoring 2024/25		PH Decision
Capital Programme Monitoring 2024/25 Q2		PH Decision
Performance Management 2024/25 (Part 1 and Part 2)		PDS Item

Bromley Safeguarding Children Partnership 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 Report	PDS Item
Annual CEF Compliments & Complaints Report	Annual Report	PDS Item
Risk Register		PDS Item
Contracts Register and Database (Parts 1 and 2)		PDS Item
Deep Dive: To be Confirmed		PDS Item
<b>Children, Education &amp; Families PDS Committee</b>		<b>February 2025</b>
<b>Item</b>		<b>Status</b>
Children, Education and Families Portfolio Plan Update		Holding PH to Account
2024/25 Dedicated Schools Grant	Annual Report	PH Decision
Performance Management 2024/25 (Part 1 and Part 2)		PDS Item
Risk Register		PDS Item
CEF Draft Portfolio Budget 2025/26	Annual Report	PDS Item
Contracts Register and Database (Parts 1 and 2)		PDS Item
Deep Dive: To be Confirmed		PDS Item
<b>Children, Education &amp; Families PDS Committee</b>		<b>March 2025</b>
<b>Item</b>		<b>Status</b>
Children, Education and Families Portfolio Plan Update		Holding PH to Account
Budget Monitoring		PH Decision
Capital Programme Monitoring 2024/25 Q3		PH Decision
Basic Need Capital Programme Update		Exec Decision
Virtual School Annual Report	Annual Report	PDS Item
Performance Management 2024/25 (Part 1 and Part 2)		PDS Item
Education Outcomes	Annual Report	PDS Item
Bromley Youth Council End of Year Report (BYC Representatives to present with Youth Service support)	Annual Report	PDS Item
Risk Register		PDS Item
Contracts Register and Database (Parts 1 and 2)		PDS Item
Deep Dive: To be Confirmed		PDS Item
<b>Children, Education &amp; Families PDS Committee</b>		<b>To be programmed</b>
<b>Item</b>		<b>Status</b>
Bromley Mencap Individual Short Breaks - Draft Contract Variation Report		PH Decision