

UPDATE ON WORK PROGRAMME : CHILDREN & YOUNG PEOPLE
OVERVIEW & SCRUTINY COMMITTEE – 16.11.2011

Reports to assist in monitoring the Committee's work programme

It was agreed by the Scrutiny Chairs Group in September 2008 to use the following reports to monitor the work programme for each Scrutiny Committee. The last item on each Scrutiny Committee agenda should be 'Review of the Committee Work Programme'.

Report 1 - Monitoring Report for Scrutiny Committee Work Programme

This report will list all items that have been selected by the Committee for inclusion on the work programme for the current year.

It will also include items, such as previous Panel Reviews, where recommendations have been made to Cabinet. It is important that the implementation of these recommendations is monitored. Otherwise there is no measure of the success of scrutiny.

For each item on the work programme, the report will give a description, an indication of how the item will be dealt with, a relative timescale for the work and brief comments on progress.

Report 2 - Suggestions for Additions to Work Programme

The Work Programme for the Committee should be reviewed at each meeting. This will enable members to ask for new Items to be added to the programme. This report will list any newly suggested items. Committee will then have the opportunity to agree (or not) for them to be added to the programme.

Report 3 - Proposed Outline Meeting Schedule for the Municipal Year

The report will, for each scheduled Committee meeting, list those items which are likely to be on the meeting agenda. This will give the opportunity for Committee members to take a greater lead in organising their work programme.

Report 4 - Progress Report on In-Depth Panel Reviews

This report will give a very brief update on progress / timescales for in-depth panel reviews which are in the 'ownership' of the Committee.

REPORT 1
MONITORING REPORT FOR SCRUTINY COMMITTEE WORK PROGRAMME
CHILDREN & YOUNG PEOPLE: 2011 / 2012

Date of New item	Topic Description	How the topic will be dealt with	Estimated Complete Date	Comments on Progress	Complete?
20/9/11	Report on staff absence trends within CYPD	Report to Committee	Jan 12	This item was proposed by members for inclusion on the work programme at the committee meeting on 20/09/11	
1/06/11	Progress on Oaklands Residential	Report to Committee	Jan 12	This item was proposed by members for inclusion on the work programme at the committee meeting on 01/06/11	
1/06/11	Early Intervention Grants – ‘Outcome of Commissioning’ – lessons learnt	Report to Committee	Nov 11	This item was proposed by members for inclusion on the work programme at the committee meeting on 01/06/11	
1/06/11	Planning for 2012 Youth Parliament	Report to Committee	Nov 11	This item was proposed by members for inclusion on the work programme at the committee meeting on 01/06/11	
01/06/11	Green Paper on SEN – Authority’s response	Report to Committee	Sept 11	This item was proposed by members for inclusion on the work programme at the committee meeting on 01/06/11.	
01/06/11	Literacy Scrutiny Review – recommendations and progress review	Report to Committee	Nov 11	This item was proposed by members for inclusion on the work programme at the committee meeting on 01/06/11.	

REPORT 2
SUGGESTIONS FOR ADDITIONS TO WORK PROGRAMME
CHILDREN & YOUNG PEOPLE OVERVIEW & SCRUTINY COMMITTEE – 2011/2012

Topic Description	Topic suggested by	How the topic will be dealt with	Estimated Completion Date

REPORT 3
PROPOSED OUTLINE MEETING SCHEDULE FOR THE MUNICIPAL YEAR
CHILDREN & YOUNG PEOPLE: 2011 / 2012

Meeting Date	Topic Description
20/09/11	Budget – Key Issues Department Restructure Performance & Financial Monitoring Q1 SEN Green Paper Safeguarding & LAC Insp Report Action Plan update Child Poverty Strategy – Action Plan Adoption Inspection School Annual Performance – Early years and primary
16/11/11	Performance & Financial Monitoring Q2 Literacy Review – recommendations and progress report Childrens Annual Complaints Report EIG & Commissioning – lessons learnt Secondary Schools Places - Demographic update Fostering Service Report on Inspection Ofsted Children’s Services Assessment School Annual Performance – Post 16 Child Poverty Action Plan/Implementation
26/01/11	Sickness Absence Scheme of Delegation Child Poverty Strategy – Action plan YSAC 2012 Youth Parliament planning report Oaklands planning CYPD department staff absence trends Sanderling Places 100 Club Academies Report
21/03/12	Performance & Financial Monitoring Q3 Approved Scheme of Delegation Child Poverty Strategy – Action Plan

REPORT 4
PROGRESS REPORT ON IN-DEPTH PANEL REVIEWS
CHILDREN & YOUNG PEOPLE OVERVIEW & SCRUTINY COMMITTEE – 16/11/11

Title of Review	Members of Panel	Progress to Date	Date Due to report to Committee