

CHILDREN & YOUNG PEOPLE'S OVERVIEW AND SCRUTINY

Agenda Item 7

Brighton & Hove City Council

Subject: **Work Programme Report**

Date of Meeting: **June 2011**

Report of: **Strategic Director, Resources**

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Wards Affected: All

FOR GENERAL RELEASE

1. SUMMARY AND POLICY CONTEXT:

- 1.1 This report provides Members with information on the Children and Young People's Overview & Scrutiny Committee (CYPOSC) June 2011 – April 2012 work programme. It is presented to Members for information and to help with the future work-planning for this committee.
- 1.2 Appended to this report are the current Forward Plan and the Committee's draft work programme.

2. RECOMMENDATIONS:

- 2.1 That members:
- (1) Note the general information on CYPOSC work programme;
 - (2) Agree the work programme for the next committee.

3. BACKGROUND INFORMATION

- 3.1 CYPOSC is required to have its own work programme, setting out the committee's schedule (Constitution Part 6.1, para 3.2). Setting a work programme in advance in this way facilitates effective planning by council officers, and should ensure that all reports to CYPOSC are delivered on time and are of a high quality.

O&S committees are essentially autonomous bodies, responsible for determining their own work schedules (Constitution Part 6.1, para 12.2), providing these accord with the Committee Terms of Reference; and subject to co-ordination and monitoring by the OSC (as detailed in point 3.2 above).

- 3.2 However, it is incumbent upon CYPOSC members to ensure that CYPOSC is as effective as possible. To this end, members should seek to ensure that items placed on committee work programmes are:
- significant issues;
 - issues where there is a genuine opportunity for O&S to make a positive contribution. Try not to have reports purely to note;
 - dealt with at the appropriate time (i.e. when there is the greatest opportunity for CYPOSC to 'add value');
 - aligned with the council's corporate priorities;
 - coordinated with work being undertaken with the Council's partners.
- 3.3 Each quarter 'tripartite' meetings are held with the Committee Chair, relevant Cabinet Members and senior officers to discuss the Committee's work programme.

Sources that should be considered for the work programmes include:

- 3.4(a) **Plans or strategies which comprise part of the Council's Budget and Policy Framework.** The council's constitution requires the Executive to consult with O&S before formulating its final proposals for these plans and strategies. The Executive must take account of any O&S response in drawing up firm proposals to be submitted to Full Council (Constitution Part 4.4, para 2(b)).
- 3.4(b) **Other plans and strategies.** Members of the Council's Cabinet and senior officers in the council's directorates may choose to consult with CYPOSC concerning the development of plans and strategies which do not form part of the Budget and Policy framework, but are nonetheless considered to be of particular importance (including, but not limited to, items which feature on the Council's Forward Plan).
- 3.4(c) **Items put forward by other members.** Any member of the Council may place a written question to the Leader of the Council, Cabinet members or Chair of any Committee or Sub-Committee (including O&S committees). Such questions should be included on the agenda of the next suitable committee meeting, where members will determine how best to deal with them (Constitution Part 3.2, rule 9.2).

- 3.4(d) **Public Questions.** Members of the public may submit questions to CYPOSC no fewer than 5 working days before a scheduled committee meeting. Providing a question is relevant to the work of the committee, is not vexatious, and is not substantially similar to a question which the committee has recently debated to its satisfaction, it will be added to the agenda for the appropriate meeting (Constitution Part 9.9).
- 3.4(e) **Referrals from other Council bodies/committees.** Any Council body or committee may choose to refer items CYPOSC for consideration.
- 3.4(f) **Referrals from Outside Bodies.** Other organisations (e.g. The Older People's Council, the Youth Council, LAA partners, neighbouring Local Authorities etc) may refer items to CYPOSC for consideration.
- 3.4(g) **Referrals from Outside Bodies with statutory powers of referral.** In some instances, external bodies may have a statutory power/obligation to refer items to CYPOSC for consideration. These include:
- (i) **Local Involvement Networks (LINKs).** LINKs were granted powers of referral by the Local Government and Public Involvement in Health Act 2007. LINKs can refer items to any local O&S committee responsible for aspects of adult health and social care and/or children's health issues. In the context of Brighton & Hove, this means that the Brighton & Hove LINK has a statutory power of referral to the Health Overview & Scrutiny Committee (HOSC), the Adult Social Care and Housing Overview & Scrutiny Committee (ASCHOSC), and the Children and Young People Overview & Scrutiny Committee (CYPOSC).
- 3.4(h) **Councillor Call for Action.** This is a power which was introduced in the Local Government and Public Involvement in Health Act 2007. It enables ward Councillors to bring items of local concern, which could not be resolved via other avenues, to the appropriate O&S committee for investigation.
- 3.4(j) **Scrutiny of Petitions.** The Council has agreed procedures for dealing with petitions received by members of the public.
- 3.5 The above list is not intended to be prescriptive; CYPOSC has an important role to play in encouraging closer working between various parts of the council; between the council and its key city partners; and in fostering better relationships between the council and local residents. Any suggestion for the work programme which may help achieve these goals should therefore be given serious consideration, whether or not it accords with the formal means of referral listed above.

4. THE FORMAT OF WORK PROGRAMMES

4.1 CYPOSC work programmes should:

- (a) List all items for scrutiny in the current council year;
- (b) Indicate the date when an item is to be considered;
- (c) In instances where an item has not been requested by committee members, indicate where the item originated (e.g. referral from Cabinet, public question etc);
- (d) Indicate a mode of enquiry (e.g. ad hoc panel, workshop, report for information etc);
- (e) Indicate why the O&S committee is looking at a particular item – e.g. pre-decision policy development, performance monitoring, scrutiny of area of concern.

4.2 An updated copy of the work programme should be included in each committee agenda for information. (There should generally be no need for members to agree the work programme at each meeting.) Items which have already been dealt with should remain on the work programme, with an indication of the date they were addressed and any action agreed. Therefore, anyone consulting an CYPOSC work programme should be able to tell at a glance what work the committee has already undertaken in the current year and what work it is planning to undertake.

4.3 There is an obvious utility in committees agreeing and keeping to an annual work programme. However, it may well be necessary to add items to the work programme throughout the year (e.g. in response to unanticipated events etc). In general it should be possible to add individual items at the Chair's discretion. However, if very significant changes to the work schedule are required, it may be necessary to ask committee members to agree a revised work programme.

5. CONSULTATION

5.1 No formal consultation has been undertaken in compiling this report.

6. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

6.1 There are no financial implications to this report. Issues relating to the CYPOSC work programmes may impact upon the allocation of resources within the Scrutiny team, but this will relate to the existing Scrutiny budget and will not involve additional funding.

Legal Implications:

- 6.2 Relevant parts of the council's constitution and any relevant legislation or government bills are referred to at appropriate points in the report.

Equalities Implications:

- 6.3 CYPOSC work programmes should be formulated with equalities issues in mind.

Sustainability Implications:

- 6.4 Members should consider whether the draft committee work programme adequately reflects the importance of sustainability issues to the committee's Terms of Reference.

Crime & Disorder Implications:

- 6.5 Members should consider whether the draft committee work programme adequately reflects the importance of crime and disorder issues to the committee's Terms of Reference.

Risk and Opportunity Management Implications:

- 6.6 Members should consider whether risk and opportunity management issues have adequately been addressed in formulating the draft committee work programme.

Corporate / Citywide Implications:

- 6.7 CYPOSC work programmes should reflect corporate and citywide priorities.

SUPPORTING DOCUMENTATION

Appendices:

- 1) Committee draft work programme

Documents in Members' Rooms:

None

Background Documents:

None

