



HILLINGDON
LONDON



Children, Families and Education Select Committee

Councillors on the Committee

Councillor Heena Makwana (Chairman)
Councillor Roy Chamdal (Vice-Chairman)
Councillor Kishan Bhatt
Councillor Tony Gill
Councillor Rita Judge Dhot
Councillor Peter Smallwood
Councillor Jan Sweeting (Opposition Lead)

Date: WEDNESDAY, 20 JULY
2022

Time: 7.00 PM

Venue: COMMITTEE ROOM 5 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

Co-Opted Member

Tony Little, Roman Catholic Diocesan
Representative

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information.**

Published: Tuesday 12 July 2022

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This Agenda is available online at:

[London Borough of Hillingdon - Committee details - Children, Families and Education Select Committee](#)

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Terms of Reference

Children, Families, & Education Select Committee

To undertake the overview and scrutiny role in relation to the following Cabinet Member portfolio(s) and service areas:

Cabinet Member Portfolios	<ul style="list-style-type: none">• Cabinet Member for Children, Families & Education
Relevant service areas	<ol style="list-style-type: none">1. Children's Services (including corporate parenting)2. Children's Safeguarding3. Youth Justice4. Youth Services5. SEND6. Education7. Children and Families Development8. Skills & lifelong learning

This Select Committee will establish a Panel to support strong oversight of the Council's corporate parenting responsibilities. The Committee may appoint 3 Members to this Panel based on political balance. Membership may include non-Cabinet Members not on the Committee. The Committee may also appoint relevant Council officers and other external stakeholders to the Panel and agree its chairmanship and operation. In agreeing its operation, the Committee will provide for the Panel not to be able to establish any other sub-group or body to carry out its responsibilities.

Agenda

- 1 Apologies for Absence
- 2 Declarations of interest in matters coming before this meeting
- 3 Minutes of the previous meeting 1 - 4
- 4 To confirm that the items of business marked as Part I will be considered in Public and that the items marked as Part II will be considered in Private
- 5 Council Strategy 2022 - 2026 5 - 18
- 6 Policy Review Discussion & Guidance 19 - 28
- 7 Forward Planner 29 - 36
- 8 Work Programme 37 - 40

Agenda Item 3

Minutes

CHILDREN, FAMILIES AND EDUCATION SELECT COMMITTEE

28 June 2022

Meeting held at Committee Room 5 - Civic Centre,
High Street, Uxbridge



	<p>Committee Members Present: Councillors Heena Makwana (Chairman), Roy Chamdal (Vice-Chairman), Tony Gill, Rita Judge Dhot, Peter Smallwood, Jan Sweeting (Opposition Lead) and Nick Denys</p> <p>LBH Officers Present: Anisha Teji (Democratic Services Officer) and Mark Braddock (Senior Democratic Services Manager)</p>
3.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from Councillor Kishan Bhatt with Councillor Nick Deny substituting.</p> <p>Apologies for absence were also received from Tony Little.</p>
4.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>None.</p>
5.	<p>MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>RESOLVED: That the minutes of the meeting held on 12 May 2022 be approved as a correct record.</p>
6.	<p>TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED AS PART I WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS MARKED AS PART II WILL BE CONSIDERED IN PRIVATE (<i>Agenda Item 4</i>)</p> <p>It was confirmed that all items would be considered in public.</p>
7.	<p>INTRODUCTION TO OVERVIEW AND SCRUTINY IN HILLINGDON (<i>Agenda Item 5</i>)</p> <p>The Senior Democratic Services Manager, provided the Committee with an introduction to overview and scrutiny within Hillingdon.</p> <p>Key topics highlighted from the report included:</p> <ul style="list-style-type: none">• The purpose and role of the Finance and Corporate Services Committee, including how the Committee fit into the local and national scrutiny structure;• How Select Committees worked, including their alignment with Cabinet

portfolios, adherence to the Local Government Act, and partnership working with Cabinet Members and reporting to Cabinet;

- The Scrutiny Call-In process, including use of the Hillingdon Call-In app, special urgency decision making and the waiving of the call-in period, and the Leader's emergency powers; and
- Scrutiny Essentials and Top Tips.

The Committee was reminded that it had no direct decision making powers, though could make suggestions or recommendations for actions to Cabinet. Additionally, the Committee would be given the opportunity to provide comments to Cabinet prior to it making certain decisions, as part of the Council's consultation process.

During Member discussions, it was noted that councils differed in their Call-Ins procedures. Hillingdon's arrangements had evolved overtime and was based on best practice. It was noted that there had been attempts to recruit more co-opted Members in the past.

RESOLVED: That the report and presentation be noted.

8. **MEMBERSHIP OF THE CORPORATE PARENTING PANEL** (*Agenda Item 6*)

Consideration was given to the Membership of the Corporate Parenting Panel.

The Chairman of the Corporate Parenting Panel drew Members' attention to the Terms of Reference of the Panel and highlighted the role championing and being parents to the Looked After Children. An overview of the different activities and work undertaken by the panel was explained. It was noted that there was a good officer team and children were involved with local home inspections and the recruitment of senior positions.

RESOLVED: That the Committee:

1. **Appointed Councillors Nick Denys, Heena Makwana & Gursharan Mand to be the permanent Elected Members on the Panel on the basis of political balance (2 Con: 1 Lab);**
2. **Appointed Councillors Roy Chamdal, Peter Smallwood & Tony Gill to be named substitutes on the basis of political balance (2 Con: 1 Lab); and**
3. **Confirmed Councillor Nick Denys as the Chairman of the Corporate Parenting Panel and Councillor Heena Makwana as the Vice-Chairman.**

9. **WORK PROGRAMME** (*Agenda Item 7*)

Consideration was given to the work programme.

The Committee agreed to remove the Policy on Infant and Junior School Amalgamations as this was an update to an existing policy and would assist in streamlining reporting to the Committee so that it could focus on other matters.

The Committee was also informed that the youth services update would be provided to Members in January 2023 and schools place planning would be presented to the Committee in September 2022 and April 2023. It was agreed that information regarding

the January 2022 school census and information on students who had not been offered any of their preferences would be circulated to Members.

Members were asked to think about potential ideas for the Committee's review that would be discussed in further detail at the next meeting. Ideas mentioned included:

- Youth services.
- Children centres – current model and details about the services provided.
- Practical learning looking at apprenticeships and the career opportunities available for young people.

It was confirmed that the report on topic selections would be circulated to Members to assist with choosing suitable topics.

It was noted that an update on the safety valve arrangements and work being done to improve standards in schools would be useful for the Committee.

Noted: That the updates and work programme be noted.

10. **FORWARD PLAN** (*Agenda Item 8*)

Consideration was given to the Cabinet Forward Plan.

The Committee was advised that the report on Statutory Proposal for a satellite site of Meadow High School and change in number of pupils and the report on Child and Family Services and development of Family Hubs would be considered by Cabinet on 7 July 2022 and the reports would be made available five clear days prior to the meeting.

RESOLVED: That the Cabinet Forward Plan be noted.

The meeting, which commenced at 7.00 pm, closed at 7.54 pm.

These are the minutes of the above meeting. For more information on any of the resolutions please contact Anisha Teji on 01895 277655 or ateji@hillingdon.gov.uk. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

The public part of this meeting was filmed live on the Council's YouTube Channel to increase transparency in decision-making, however these minutes remain the official and definitive record of proceedings.

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COUNCIL STRATEGY 2022 - 2026

Committee name	Children, Families and Education Select Committee
Officer reporting	Tony Zaman – Interim Chief Executive Dan Kennedy – Corporate Director of Central Services
Papers with report	Cabinet report – 7 July 2022
Ward	All

HEADLINES

For the Select Committee to consider and comment on the draft Council Strategy 2022-26 which has been approved by Cabinet for consultation.

RECOMMENDATION

That the Committee submit any comments to Cabinet on the Council Strategy, where it relates to matters within their remit.

SUPPORTING INFORMATION

On 7 July 2022, Cabinet agreed to consult on a four-year Council Strategy to provide a clear vision and a comprehensive framework of commitments to residents which continue to enhance the Borough and continuously improve council services to be modern, represent value for money and meet residents' needs.

The proposed Strategy is deemed a policy framework document as set out in Chapter 4 of the Council's Constitution. This means it that it will become one the most strategic documents of the Council, making up the 'framework' under which the Cabinet will operate and make decisions.

Consideration of this Strategy is, therefore, to be undertaken in accordance with the Budget and Policy Framework Procedure Rules in the Council's Constitution and statutorily, these require the Cabinet to set out a timetable for the Strategy's adoption, to include a minimum 6-week consultation period and consideration by the relevant select committees, which are all in this case. The following timetable has been proposed:

1. Consultation draft to Cabinet – 7 July 2022
2. Min. 6 week public consultation period and select committees (July / August 2022)
 - a. Finance & Corporate Services Select Committee – 13 July 2022
 - b. Health & Social Care Select Committee – 19 July 2022
 - c. Children, Families & Education Select Committee – 20 July 2022
 - d. Residents' Services Select Committee – 21 July 2022
 - e. Property, Highways & Transport Select Committee – 28 July 2022
3. Cabinet consideration of final draft, consultation and select committee responses – 13 October 2022
4. Council adoption of Council Strategy – 17 November 2022

Select Committee comments

Councillors on this Select Committee may wish to comment on the draft Strategy. Any comments should focus on matters within the Committee's remit which is set out below:

Cabinet Member Portfolios	Cabinet Member for Children, Families & Education (Cllr Susan O'Brien)
Relevant service areas	<ol style="list-style-type: none">1. Children's Services (including corporate parenting)2. Children's Safeguarding3. Youth Justice4. Youth Services5. SEND6. Education7. Children and Families Development8. Skills & lifelong learning

This Select Committee has also established a Panel to support strong oversight of the Council's corporate parenting responsibilities. The Committee will appoint 3 Members to this Panel based on political balance. Membership can be any Councillor, not in the Cabinet. The Committee also appoints relevant Council officers and other external stakeholders to the Panel and has previously agreed operation and Terms of Reference.

Should the Committee wish to send formal comments to the Cabinet, this can either be agreed at the meeting, or delegated to the Democratic Services Officer, in conjunction with the Chairman (and in consultation with the Opposition Lead).

It is important for Councillors to note that the proposed Council Strategy cannot be an exhaustive plan setting out all the things the Council will seek to do and achieve over the next 4 years. It should remain a high level, succinct and resident focussed strategy setting out key priorities.

Expected officers to introduce this item on the Select Committee agenda will be the Interim Chief Executive and Corporate Director of Central Services. They will set the scene and provide a strategic overview, along with answering any questions Councillors may have.

PERFORMANCE DATA

The intention is that new quarterly performance monitoring reports will be presented to Select Committees later this municipal year and such performance monitoring data and KPIs will, reflect the approved Council Strategy.

RESIDENT BENEFIT

As set out in the Cabinet report.

FINANCIAL IMPLICATIONS

Classification: Public

Children, Families and Education Select Committee – 20 July 2022

As set out in the Cabinet report.

LEGAL IMPLICATIONS

As set out in the Cabinet report.

BACKGROUND PAPERS

NIL

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Council Strategy 2022-2026

Cabinet Member(s)	Cllr Ian Edwards
Cabinet Portfolio(s)	Leader of the Council
Officer Contact(s)	Dan Kennedy, Central Services
Papers with report	Appendix 1 – Draft Hillingdon Council Strategy 2022-2026

HEADLINES

Summary	<p>Hillingdon Council is committed to putting its residents first. Through strong leadership, sound financial management and transforming how it works, the Council will ensure it provides high-quality services residents expect in the most efficient way.</p> <p>The four-year council strategy presented in this report provides a clear vision and a comprehensive framework of commitments to residents which continue to enhance the Borough, continuously improve council services, represent value for money and meet residents' needs.</p> <p>Cabinet is asked to consider and approve the draft four-year council strategy for consultation and to agree to receive the findings of the consultation and any recommended changes in the Autumn, prior to approving the strategy for adoption by full council.</p>
Putting our Residents First	This report presents a four-year strategy for the council with clear commitments to put our residents first.
Financial Cost	There are no direct financial implications arising from the recommendations set out in this report, with ongoing development of the Council's medium Term Financial Forecast and Budget Strategy being aligned to the Council Strategy.
Relevant Select Committee	All Select Committees
Current Electoral Ward(s)	All.

RECOMMENDATIONS

That the Cabinet:

1. Approves Hillingdon's draft Council Strategy 2022-26 in Appendix 1 for consultation and;
2. Agrees to receive the final Council Strategy 2022-2026 in October 2022, informed by the findings from the proposed consultation process, in order to recommend the Strategy to full Council for adoption.

Reasons for recommendation

Hillingdon's draft council strategy sets out a clear vision for the Borough and the council, for the next four years and forms a key element of the policy framework. Approval is sought from Cabinet to approve the strategy for consultation, to ensure that residents and partners have the opportunity to consider and comment on the commitments. The consultation stage is prior to Cabinet approving to recommend Council adopt the strategy in the Autumn.

Alternative options considered / risk management

No alternative options were considered. The draft strategy sets out the vision and priorities for the council over the next four years and consideration of resident and partner feedback arising from the consultation will ensure the council continues to put residents first.

Democratic compliance

The Council Strategy is a policy framework document as set out in Chapter 4 of the Council's Constitution. Consideration of this Strategy is, therefore, to be undertaken in accordance with the Budget and Policy Framework Procedure Rules and these require the Cabinet to set out a timetable for the Strategy's adoption, to include a minimum 6-week consultation period and consideration by the relevant select committees. The following timetable is proposed:

1. Consultation draft to Cabinet – 7 July 2022
2. Minimum 6-week public consultation period and select committees (July / August 2022)
 - a. Finance & Corporate Services Select Committee – 13 July 2022
 - b. Health & Social Care Select Committee – 19 July 2022
 - c. Children, Families & Education Select Committee – 20 July 2022
 - d. Residents' Services Select Committee – 21 July 2022
 - e. Property, Highways & Transport Select Committee – 28 July 2022
3. Cabinet consideration of final draft, consultation and select committee responses – 13 October 2022
4. Council adoption of Council Strategy – 17 November 2022

Select Committee comments

None at this stage. As a policy framework document, comments from Select Committees will be presented to Cabinet following the conclusion of the consultation process.

SUPPORTING INFORMATION

1. Hillingdon Council continues to put residents first in everything it does. This includes our excellent waste and recycling services, investing in footpaths and roads, providing high quality leisure facilities and award-winning green spaces, building new affordable homes, enhancing schools, supporting local high streets, tackling the effects of climate change, protecting residents from harm and supporting residents to live independent and healthy lives, the Council is committed to making a difference.
2. The Council's approach of strong leadership, sound financial management and transforming how it works will continue to ensure high-quality services and facilities residents expect are provided in the most efficient way.
3. The draft Council Strategy 2022-2026 builds on the successes of the council to date and sets a clear vision, the ambition for residents and the council, and commitments to residents over the next four years to continue to respond positively to changing demands and requirements.

Our Ambition for Residents

Hillingdon is a safe, inclusive, green, more digital borough with a strong economy.

Our Ambition for the Council

We will strive to be an efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of our residents.

Commitments to Residents

1. Safe and Strong Communities

Hillingdon is a safe place with resilient, strong communities with access to good quality, affordable housing.

2. Thriving, Healthy Households

Children, young people, their families and vulnerable adults and older people live healthy, active and independent lives.

3. A Green and Sustainable Borough

Hillingdon will be a sustainable, carbon-neutral borough, protecting Hillingdon's heritage, built environment and valued green spaces. Residents will live in pleasant neighbourhoods with access to sustainable waste management and transport.

4. A Thriving Economy

We are actively working with local businesses and partners to create a borough where businesses grow within a strong economy and local people can improve their skills and enjoy good quality jobs.

5. A Digital-Enabled, Modern, Well-Run Council

We are a well-run, sustainable council with sound financial management, achieving positive outcomes for residents.

4. The draft strategy (appendix 1) provides a broad, overarching framework for effective business planning and strong performance management within the Council to drive the transformation of services to continue to meet the changing needs and expectations of residents.
5. The Council wants to hear from residents, community groups, partners and businesses about the details set out within the draft strategy. Cabinet is, therefore, asked to agree that the draft plan is subject to a consultation process to engage meaningfully with residents, the community and businesses to inform the final strategy, to be presented to Cabinet in October 2022.

Financial Implications

There are no direct financial implications associated with the recommended consultation and subsequent consideration by Cabinet of the draft strategy. As outlined above the strategy will provide the overarching framework within which the Council will deliver for residents, with development of the Council's Medium Term Financial Forecast and Budget Strategy to be undertaken in pursuit of these ambitions and commitments.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon Hillingdon residents, service users and communities?

The four-year council strategy presented in this report provides the vision and a comprehensive framework of commitments to residents which seek to continue to enhance the Borough and continuously improve council services to be modern, represent value for money and meet residents' needs.

The proposed consultation stage for the strategy will seek views from residents, partner organisations and businesses to ensure comments are considered prior to finalising the strategy.

Consultation carried out or required

The report recommends Cabinet approves a consultation stage with residents, partner organisations and businesses to seek views on the proposed four-year strategy to inform the final strategy to be presented to Cabinet in October 2022. The consultation will involve a

structured survey available to all residents, promotion through a variety of channels, pro-active contact with partners and engagement with residents' associations. The consultation stage will invite comments from all Select Committees.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed this report and draft Council Strategy, noting that the ambitions set out for both Residents and the Council will inform ongoing development of the Medium-Term Financial Forecast and Budget Strategy. As noted above, there are no direct financial implications arising from the development of and consultation on the draft Council Strategy.

Legal

Legal Services confirm that there are no specific legal implications arising from this report at the current time. More detailed legal advice will be given to Cabinet in October 2022, following the outcome of the consultation.

BACKGROUND PAPERS

NIL

Appendix 1 – Draft Council Strategy 2022-2026

Hillingdon Council

Our Borough

Hillingdon is a prosperous, modern, diverse and connected London Borough. It is the westernmost borough in Greater London with a population of just over 309,000. Hillingdon has outstanding facilities and opportunities that position the borough to be a great place to live, work, study and do business.

- Hillingdon is the second largest of London's 32 boroughs, covering an area of 42 square miles (11,571 hectares) and located just 14 miles from central London.
- A diverse and vibrant population, with 92 spoken languages in the Borough.
- Home to Heathrow Airport, historically the region's biggest employment site supporting the economy, jobs and local services.
- An excellent strategic location for business, with good transport connections including the London Underground Metropolitan, Piccadilly and Central lines, the Elizabeth Line, the national rail network and air, as well as major UK motorways (M4, M25 and M40).
- A Borough with more than 16,000 businesses. As well as a vibrant local business sector, Hillingdon has one of the highest concentrations of major international and European headquarters outside of the City of London and the West End.
- A green borough where town meets country - with 800 acres of woodland, country parks, fields and farms, several rivers and the Grand Union Canal. The borough maintains more than 200 green spaces, totalling around 1,800 acres (730 hectares).
- A place for learning - home to more than 100 schools, Uxbridge College, Brunel University and a campus for Buckinghamshire New University.
- Three hospitals – The Hillingdon Hospital, Mount Vernon and the Harefield Hospital.
- Cultural and art offers – local theatres, visitor attractions and heritage trails.

Our Vision

Putting Our Residents First

Our Ambition for Residents

Hillingdon is a safe, inclusive, green, more digital borough with a strong economy. We want all our residents to:

- Live active and healthy lives.
- Enjoy access to green spaces, leisure activities, culture and arts.
- Live in a sustainable borough that is carbon neutral.
- Be / feel safe from harm
- Live in good quality, affordable homes in connected communities.
- Stay living independently for as long as they are able.
- Achieve well in education, with opportunities for learning at all ages.
- Have opportunities to earn an income that supports their families.

Our Ambition for the Council

We will strive to be an efficient, well-run, digital-enabled council working with partners to deliver services to improve the lives of our residents.

Our Commitments to Residents

1. Safe and Strong Communities

Hillingdon is a safe place with resilient, strong communities with access to good quality, affordable housing. We will;

- Work to keep residents safe from harm.
- Actively work in partnership with the Police, other partners and communities to prevent and tackle crime, including anti-social behaviour and drug-related crime.
- Support residents to play an active role in resilient and respectful communities.
- Take enforcement action to protect residents and the environment.
- Enable more new homes to be available, in the appropriate places.
- Increase the number of affordable homes available each year.
- Prevent and tackle homelessness, including rough sleeping.

2. Thriving, Healthy Households

Children, young people, their families and vulnerable adults and older people live healthy, active and independent lives. We will;

- Work with partners, including schools, to deliver a range of innovative programmes that help improve the health of our residents and tackle differences in health outcomes.
- Support the most vulnerable residents in our communities to live independently.
- Develop housing options for vulnerable adults and older people that promotes active independent living.
- Develop innovative ways for residents to access early advice and support when they need it, to help prevent needs escalating.
- Work with the NHS and other partners to continue to develop joined-up services to meet the health, care and support needs of residents in the community, including the development of a new Hillingdon Hospital.
- Work with partners to ensure better access to healthcare in the community
- Explore ways to work innovatively with the voluntary sector to help improve health and wellbeing outcomes for residents.
- Ensure every Hillingdon child has access to a school place, including children with additional needs.
- Improve educational outcomes with partners and work to reduce the achievement gaps for children, including those with vulnerabilities and special educational needs and/or disabilities (SEND).
- Have access to 'Good' and 'Outstanding' local education settings
- Increasing supported employment and apprenticeships for vulnerable people.
- Develop opportunities to support children with social, emotional and mental health and wellbeing at an early stage.
- Improving digital access for all

- Develop programmes that enrich the lives of young people and support them to move successfully into adulthood and be ready for work.

3. A Green and Sustainable Borough

Hillingdon will be a sustainable, carbon-neutral borough, protecting Hillingdon's heritage, built environment and valued green spaces. Residents will live in pleasant neighbourhoods with access to sustainable waste management and transport. We will;

- Work towards being a carbon-neutral organisation by delivering Hillingdon's Climate Action Plan with partners, including planting more trees and enabling investment in new sustainable infrastructure. Create opportunities to increase biodiversity across the Borough.
- Protect the heritage, built environment, green belt, parks and open spaces.
- Promote sustainable transportation, including walking, cycling, the use of public transport and electric vehicles.
- Help residents and businesses to reduce waste and increase recycling.
- Help to improve the energy efficiency of homes.

4. A Thriving Economy

We are actively working with local businesses and partners to create a borough where businesses grow within a strong economy and local people can improve their skills and enjoy good quality jobs. We will;

- Work with partners and local businesses to promote investment and business growth, including attracting new companies to the Borough.
- Procure services that supports local businesses and adds social value.
- Work in partnership with local employers and other stakeholders to provide opportunities for residents to learn new skills, to find local jobs and progress into better-quality jobs.
- Strengthen the digital infrastructure in the Borough.
- Create opportunities for investment in sustainable local infrastructure to support economic growth.
- Work with partners to help tackle low pay.
- Support thriving multi-purpose, viable town centres, including creating a new master plan for Uxbridge.
- Target support to help residents out of financial hardship.

5. A Digital-Enabled, Modern, Well-Run Council

We are a well-run, sustainable council with sound financial management, achieving positive outcomes for residents. We will;

- Be a strong leader of joined-up public services for Hillingdon residents.
- Promote resident engagement in connected communities.
- Embrace technology to be efficient and make it easier for residents to use council services.
- Make the best use of our land and buildings.
- Ensure value for money in the procurement and delivery of services.

- Continue to review and develop services to achieve the best possible outcomes for residents and communities.
- Develop a diverse, committed and skilled workforce in the Borough.

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POLICY REVIEW DISCUSSION & GUIDANCE

Committee name	Children, Families and Education Select Committee
Officer reporting	Anisha Teji, Democratic Services
Papers with report	Appendix A - Review topic selection scorecard
Ward	All

HEADLINES

To discuss ideas on suitable review topics by the Committee. To assist, this report provides guidance on the Committee's remit, an overview of how reviews can be undertaken, potential new and previous review topics and a scorecard to use to assess.

RECOMMENDATIONS

That the Committee:

- 1. Note the guidance on undertaking policy reviews in Appendix 1;**
- 2. Seek to make use of the scorecard attached in Appendix 1 (Annex A) to assess any policy review topic ideas;**
- 3. Develop a single or shortlist of potential topic ideas over the coming months or year for officers to scope further and report back to the Committee on feasibility.**
- 4. Delegate to the Democratic Services Officer, in conjunction with the Chairman (and in consultation with the Opposition Lead) any further agreement on review topic selection as required.**

SUPPORTING INFORMATION

The Committee's direct remit of activity

This Select Committee's specific Terms of Reference are set out below. This sets the parameters (or service areas) in which the Committee can undertake a policy review, present findings, request reports and provide direct input on matters:

Cabinet Member Portfolios	Cabinet Member for Children, Families & Education (Cllr Susan O'Brien)
Relevant service areas	<ol style="list-style-type: none"> 1. Children's Services (including corporate parenting) 2. Children's Safeguarding 3. Youth Justice 4. Youth Services

	<ul style="list-style-type: none"> 5. SEND 6. Education 7. Children and Families Development 8. Skills & lifelong learning
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This Select Committee has also established a Panel to support strong oversight of the Council’s corporate parenting responsibilities. The Committee will appoint 3 Members to this Panel based on political balance. Membership can be any Councillor, not in the Cabinet. The Committee also appoints relevant Council officers and other external stakeholders to the Panel and has previously agreed operation and Terms of Reference

Selecting a topic and undertaking a review

Appendix 1 attached provides detailed guidance on selecting topics and undertaking any policy review. A Scrutiny Topic Scorecard is provided to assist with this. Further guidance can be sought from Democratic Services.

Previous policy reviews

It is advised not to review an area that has either been recently reviewed by a committee or is subject to internal review or planned service transformation to avoid duplication and additional resourcing. A list of past reviews over the last 5 years, pertinent to this Committee’s remit is shown below for information:

2020/21

- [Making the Council More Autism Friendly](#)
(considered at the Virtual [Cabinet meeting on 22 April 2021](#))

2019/20

- [Combating the homophobic, biphobic and transphobic bullying of young people in Hillingdon](#)
(considered at the [Cabinet meeting on 20 June 2019](#))

2017/18

- [Supporting Children with Special Education Needs and Disabilities in their Early Years](#)
(considered at the [Cabinet meeting on 15 February 2018](#))
- [Criminalisation of Looked After Children \(LAC\)](#)
(considered at the [Cabinet meeting on 25 January 2018](#))

Possible topics under current consideration

Members may wish to present their own new topic ideas at the meeting and provide details of what particular aspects merit a review to assist officers in any scoping exercise.

It is important to differentiate between “information reports” you may wish to come before a committee to look at a service and then “review topics” which are more in-depth reviews resulting

in a final report and the focus of this report.

As mentioned in Appendix 1, one way to 'test out' a potential policy review topic would be to add it as an 'information report' to an upcoming meeting on your work programme, to probe the matter further with Council officers or other stakeholders and ascertain whether it merits a fuller review – again perhaps running it through the Scrutiny Topic Scorecard provided.

Implications on related Council policies

A statutory role of the Select Committees is to undertake reviews and make recommendations to the Cabinet who are responsible for the Council's policy and direction. Reviews selected should be consistent with the Council's policy and budgetary framework.

How this report benefits Hillingdon residents

None at this stage, pending any findings and recommendations devised in the final report.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

NIL

Appendix 1 - Guidance on undertaking policy reviews

Over the years, Hillingdon's overview and scrutiny committees have undertaken successful in-depth reviews of Council services and policies. This has resulted in a number of positive changes locally, with some also affecting policy at a national level. Such committees engage Councillors in a wide range of Council activity and build a greater understanding about service provision to residents.

Policy reviews generally seek to:

1. Address a [significant] matter affecting the Borough
2. Seek to improve the delivery and/or efficiency of local services
3. Consider changes to policies or procedures to improve outcomes to residents/users

REVIEW PHASES

The typical phases of a review are as follows and set out further below:

- 1 Selection of topic
- 2 Scoping the review / setting out objectives
- 3 Witness & evidence stage (this is the main activity)
- 4 Findings and Draft recommendations (possible early report draft)
- 5 Final report approved by Committee
- 6 Referred to Cabinet for consideration
- 7 Monitoring the implementation of recommendations once approved / amended by Cabinet at meetings, i.e. in six months

1. Selection of topic

It is always best to sound out and check the feasibility of potential review topics early on, as there will be lots of ideas coming forward and often knowing what topic will add most value will be difficult to gauge at this stage. It is important not to generalise, e.g. a review into waste services.

It may also not be known whether a topic is currently under review by the Cabinet or Council officers or part of a planned service transformation in due course. All of this and other factors need to be investigated and in particular, any duplication of review activity should not take place.

Whilst most policy reviews last a number of months, not all policy review ideas will suit this and may benefit from a single meeting review. It really depends on the scope of the review. It very narrow, i.e. a particular service policy, then a single meeting review may suffice. If a review seeks to look at an entire way a service operates then a number of months may be required to ensure you can undertake all your witness sessions and secure the necessary evidence and information

before you formulate your findings.

Ideas for review topics can come from a number of sources including:

- Committee Members
- Cabinet Members.
- Council officers
- External partners / organisations
- Residents
- Ombudsman findings

When Councillors or the Committee itself considers a potential review topic, it is recommended running it through the Scrutiny Topic Scorecard (see Annex A). This gives you the opportunity to 'score' topics based upon their impacts under the following criteria:

Resident focused	Influence	Achievable
Correct remit	New	Wider support
Drives improvement	Drives transformation and efficiency	National impact

Another way to consider a potential review topic, is to add this as an information item at an upcoming meeting on your work programme, to probe the matter further with Council officers and ascertain whether it merits a fuller review – again perhaps running it through the Scorecard above.

It is strongly advised that one review topic is undertaken at any one time, given resources.

2. Scoping report

Once a topic is agreed upon by the Committee, then officers will prepare a scoping report setting out the objectives of the review for your consideration. The scoping report will show how the review can be timetabled and structured, i.e. through themed witness sessions, along with details of potential witnesses and other contextual information to get the review started, e.g. lines of enquiry or questioning of witnesses.

The scoping report is a 'live' document owned by the Committee. Should the review's focus change mid-review, then the scoping document and its objectives can be adapted.

3. Witness and evidence stage

Ultimately, the Committee's efforts are at their best when external witnesses and residents participate, adding value to intelligence gathering and findings. In support of this, Committees have undertaken a variety of both formal and informal activity "in meetings" and "outside meetings". It is important to pull together a broad evidence based for any potential findings later on. Additionally, the ability for Councillors to bring their 'local' insight is highly valuable. Activities the Committee can undertake include:

- Surveys / social media
- Promotion of review to seek views
- Invite the relevant Cabinet Member to attend for their views
- Question key council officers

- Hold informal workshops
- Networking events, e.g. with partners
- Have closed meetings, i.e. confidential, such as social care clients
- Commission reports from council officers / externally
- Request data and intelligence on the topic
- Visits to other local authorities
- Undertake site visits within the Borough or council facilities
- Appoint experts or advisors to join the Committee throughout its review
- Selecting the best range of witnesses to get a real user / resident perspectives
- Invite national experts in their field

Whilst information will be provided to Councillors, it may be helpful when preparing for this stage of a review, that Councillors:

- Prepare their draft questions for each witness in advance;
- Read a witness bio or find out more about their organisation;
- Do their own additional research on the topic - you may find something officers don't!
- Use their network of councillors in other local authorities to seek views;
- Tell residents at Surgeries / Ward Walks about your review, get their thoughts.

4. Findings and draft recommendations & 5. Final Report

After hearing from witnesses and receiving evidence, the Committee then will meet to pull together all the information and shape its collective findings, i.e. what needs to be improved or changed as a result.

The Committee will form 'draft' recommendations from this, which consistent with the Protocol on Cabinet and Scrutiny Relations, are usually shared with the Cabinet Member for their feedback and valuable insight.

In developing any recommendation, the Committee should bear in mind the following:

- Meet the initial aims / objectives of the review
- Be SMART, Specific, Measurable, Achievable, Relevant, Time-bound
- Not be a short-term fix, but a lasting outcome
- Consider the financial aspect, e.g. cost neutral, provide savings or if at a cost, then affordable – and if possible aligned with the MTFP (budget planning process)
- Be based on a broad evidence base as possible and 'user or resident' insight
- Not create additional bureaucracy, e.g. if it relates to a policy, then to seek to review or amend existing policies (unless there is an absolute imperative for a new policy)
- If publicity or wider engagement or education is recommended, to target such communications as best as possible rather than generally
- Consider 'conclusions' as well as any specific recommendations.

Around this time, the Democratic Services Officer supporting the Committee will advise further on findings and drafting recommendations. Throughout this process, their role is critical to the Committee, to guide Members and secure the information and any witness activity that Members wish to undertake. They also work with the Chairman to bring the final draft report for the Committee to approve before it is scheduled to Cabinet.

6. Referred to Cabinet & 7. Monitoring of recommendations

The Committee's report will be shared with the Leader and Cabinet Member and scheduled to a Cabinet meeting as soon as possible. There is a legal requirement for any such report to be considered by the Cabinet.

Should Cabinet approve the Committee's recommendations, then they become official policy and officers are charged with implementing them.

A post report review is undertaken in say 6 months or a years' time to see how the Committee's recommendations have been implemented. This is scheduled on your work programme.

Annex A – Scrutiny Topic Scorecard 2022-2026

	<i>Criteria scores showing 1-5 (5 being the highest, 0 the lowest). Then add up the total score. The higher the better review.</i>									
Topic	Resident focused	Correct remit	Influence	New	Achievable	Wider support	Drives improvement	Delivers transformation and efficiency	National impact	Score

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See criteria descriptions overleaf...

Detailed criteria to assess review scoring (5 being the highest, 0 the lowest)

Resident-focused – The topic will have high impact on residents and the community, with public interest and scope for making a positive difference (can be universal or a targeted group of people or an area of the Borough e.g. young people or a particular town centre)

Correct remit – A topic that is clearly covered in the Committee’s Terms of Reference and does it cut clearly into the domain of other Committees (unless a cross-cutting brief). If it does, then see if you can narrow the focus of the topic.

Influence - A topic that relates to a service, event or issue in which the Council is in control of, has a significant stake in or influence over the matter, e.g. with partners.

New - A new, fresh topic preferably. One which has not previously been reviewed by a Committee in the last 2-3 years, or which is not currently being reviewed by another Committee or internally by Cabinet Members and Officers, e.g. through service transformation.

Achievable – A topic that is not open ended. One where the Committee’s work programme can accommodate the review. Where there is likely to be a good level of expertise and information to draw on to complete. Does the topic need to be narrowed to make it more achievable?

Wider support - A topic that is likely to receive buy-in from the Committee and wider Council, e.g. Cabinet Members, Officers. Or support is welcome from partner organisations to review the matter.

Drives improvement - A topic where performance levels of a service have dropped on a consistent basis, or the contractor is not performing against agreed standards or there are significance (evidenced) complaints or feedback from residents on the matter.

Delivers transformation and efficiency – a topic in support of the Council budgetary objectives, any areas where service re-modelling is under consideration in the medium to longer-term, that with Members’ insight can help to deliver future savings, efficiencies and value for money services to residents. A topic where new ways of working could be adopted to benefit service delivery.

National impact – A topic where emerging or recent legislation mean that it would be timely to review the matter to ensure Hillingdon Council is well prepared. Or a topic, that whilst Hillingdon focussed, could potentially be of benefit to other local councils or governmental authorities.

CABINET FORWARD PLAN

Committee name	Children, Families and Education Select Committee
Officer reporting	Anisha Teji, Democratic Services
Papers with report	Appendix A – Latest Forward Plan
Ward	As shown on the Forward Plan

HEADLINES

To monitor the Cabinet's latest Forward Plan which sets out key decisions and other decisions to be taken by the Cabinet collectively and Cabinet Members individually over the coming year. The report sets out the actions available to the Committee.

RECOMMENDATION

That the Children, Families and Education Select Committee notes the Cabinet Forward Plan.

SUPPORTING INFORMATION

The Cabinet Forward Plan is published monthly, usually around the first or second week of each month. It is a rolling document giving the required public notice of future key decisions to be taken. Should a later edition of the Forward Plan be published after this agenda has been circulated, Democratic Services will update the Committee on any new items or changes at the meeting.

As part of its Terms of Reference, each Select Committee should consider the Forward Plan and, if it deems necessary, comment as appropriate to the decision-maker on the items listed which relate to services within its remit. For reference, the Forward Plan helpfully details which Select Committee's remit covers the relevant future decision item listed.

The Select Committee's monitoring role of the Forward Plan can be undertaken in a variety of ways, including both pre-decision and post-decision scrutiny of the items listed. The provision of advance information on future items listed (potentially also draft reports) to the Committee in advance will often depend upon a variety of factors including timing or feasibility, and ultimately any such request would rest with the relevant Cabinet Member to decide. However, the 2019 Protocol on Overview & Scrutiny and Cabinet Relations (part of the Hillingdon Constitution) does provide guidance to Cabinet Members to:

- Actively support the provision of relevant Council information and other requests from the Committee as part of their work programme;
- Where feasible, provide opportunities for committees to provide their input on forthcoming executive reports as set out in the Forward Plan to enable wider pre-decision scrutiny (in addition to those statutorily required to come before committees, *i.e. policy framework documents – see para. below*).

As mentioned above, there is both a constitutional and statutory requirement for Select Committees to provide comments on the Cabinet's draft budget and policy framework proposals

after publication. These are automatically scheduled in advance to multi-year work programmes.

Therefore, in general, the Committee may consider the following actions on specific items listed on the Forward Plan:

	Committee action	When	How
1	To provide specific comments to be included in a future Cabinet or Cabinet Member report on matters within its remit.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide its influence and views on a particular matter within the formal report to the Cabinet or Cabinet Member before the decision is made.</p> <p>This would usually be where the Committee has previously considered a draft report or the topic in detail, or where it considers it has sufficient information already to provide relevant comments to the decision-maker.</p>	<p>These would go within the standard section in every Cabinet or Cabinet Member report called "Select Committee comments".</p> <p>The Cabinet or Cabinet Member would then consider these as part of any decision they make.</p>
2	To request further information on future reports listed under its remit.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to discover more about a matter within its remit that is listed on the Forward Plan.</p> <p>Whilst such advance information can be requested from officers, the Committee should note that information may or may not be available in advance due to various factors, including timescales or the status of the drafting of the report itself and the formulation of final recommendation(s). Ultimately, the provision of any information in advance would be a matter for the Cabinet Member to decide.</p>	<p>This would be considered at a subsequent Select Committee meeting. Alternatively, information could be circulated outside the meeting if reporting timescales require this.</p> <p>Upon the provision of any information, the Select Committee may then decide to provide specific comments (as per 1 above).</p>
3	To request the Cabinet Member considers providing a draft of the report, if feasible, for the Select Committee to consider prior to it being considered formally for decision.	<p>As part of its pre-decision scrutiny role, this would be where the Committee wishes to provide an early steer or help shape a future report to Cabinet, e.g., on a policy matter.</p> <p>Whilst not the default position, Select Committees do occasionally receive draft versions of Cabinet reports prior to their formal consideration. The provision of such draft reports in advance may depend upon different factors, e.g., the timings required for that decision. Ultimately any request to see a draft report early would need the approval of the relevant Cabinet Member.</p>	<p>Democratic Services would contact the relevant Cabinet Member and Officer upon any such request.</p> <p>If agreed, the draft report would be considered at a subsequent Select Committee meeting to provide views and feedback to officers before they finalise it for the Cabinet or Cabinet Member. An opportunity to provide specific comments (as per 1 above) is also possible.</p>
4	To identify a forthcoming report that may merit a post-decision review at a later Select Committee meeting	<p>As part of its post-decision scrutiny and broader reviewing role, this would be where the Select Committee may wish to monitor the implementation of a certain Cabinet or Cabinet Member decision listed/taken at a later stage, i.e., to review its effectiveness after a period of 6 months.</p> <p>The Committee should note that this is different to the use of the post-decision scrutiny 'call-in' power which seeks to ask the Cabinet or Cabinet Member to formally re-consider a decision up to 5 working days after the decision notice has been issued. This is undertaken via the new Scrutiny Call-in App members of the relevant Select Committee.</p>	<p>The Committee would add the matter to its multi-year work programme after a suitable time has elapsed upon the decision expected to be made by the Cabinet or Cabinet Member.</p> <p>Relevant service areas may be best to advise on the most appropriate time to review the matter once the decision is made.</p>

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BACKGROUND PAPERS

- [Protocol on Overview & Scrutiny and Cabinet relations adopted by Council 12 September 2019](#)
- [Scrutiny Call-in App](#)

Upcoming Decisions

Further details

Ref

Ward(s)

Final decision by Full Council	Cabinet Member(s) Responsible	Relevant Select Committee	Directorate / Lead Officer	Consultation related to the decision	NEW ITEM	Public or Private (with reason)
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SI = Standard Item each month Council Directorates: AS = Adult Services & Health P = Place CS = Central Services R = Resources CY = Children & Young People ES = Education & SEND

Cabinet meeting - Thursday 7 July 2022 (report deadline 20 June)

053a	Council Strategy 2022-2026 - POLICY FRAMEWORK	Cabinet will consider a draft of a new Council Strategy. It will set out the Council's proposed vision, direction and the overarching policies as a framework to deliver excellent services to residents in the Borough and monitor their performance and delivery. As a policy framework document, it will be subject to consultation, consideration by the Council's select committees and ultimately final adoption by the full Council.	All	Proposed Full Council adoption - 17 November 2022	All Cabinet Members	All Select Committees	CS - Dan Kennedy / Naveed Mohammed	Consultation and select committees	NEW ITEM	Public
011	Statutory Proposal for a satellite site of Meadow High School and change in number of pupils	Following on from Cabinet's decision in March 2022, as an education authority the Borough must plan for a sufficiency of places and efficient use of resources. There is increasing demand for extra places at Meadow High School as extra places have been added in its main feeder, Hedgewood Primary MLD/ASD community special school. Therefore, the Council is planning a satellite site of Meadow High School at Harefield Academy and subsequent change in number of pupils at both sites. Cabinet will make the necessary statutory decision on this following consideration of the consultation responses.	Colham & Cowley / Harefield Village		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	ES - Nav Minas			Public
012	Child and Family Services and development of Family Hubs	Cabinet will consider the outcomes of a review of the delivery of children and family services, consider recommendations arising from the review, including decisions on the proposed model for developing and delivering Family Hubs in Hillingdon.	All		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	AS - Jane Cowen / Claire Fry / Sandra Taylor			Public

Cabinet meeting - Thursday 1 September 2022 (report deadline 12 August 2022)

049	Children's Advocacy and Independent Visitor Service	Cabinet approval is sought to award a contract for the provision of Advocacy Services for Looked After Children, Young People and Care Leavers, and the provision of an Independent Visitor Scheme for Looked After Children and Young People in Hillingdon. The proposed contract is for a 5 + 2 year period.	N/A		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CY - Tehseen Kauser		NEW ITEM	Private (3)
028	Policy on Infant and Junior School amalgamation	Cabinet will review the outcome of consultation and consider an Infant and Junior School Amalgamation Policy for the Council to promote successful, sustainable and viable schools.	Various		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	ES - Nav Minhas	Consultation period with local schools and stakeholders and the Select Committee prior to any decision.		Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public

Cabinet meeting - Thursday 13 October 2022 (report deadline 26 September)

053b	Council Strategy 2022-2026 - POLICY FRAMEWORK	Following consultation, Cabinet will consider recommending to the full Council a new Council Strategy. It will set out the Council's proposed vision, direction and the overarching policies as a framework to deliver excellent services to residents in the Borough and monitor their performance and delivery.	All	Proposed Full Council adoption - 17 November 2022	All Cabinet Members	All Select Committees	CS - Dan Kennedy / Naveed Mohammed	Statutory consultation and select committees	NEW ITEM	Public
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Cabinet meeting - Thursday 15 December 2022 (report deadline 28 November)

040a	The Council's Budget - Medium Term Financial Forecast 2023/24 - 2027/28 (BUDGET FRAMEWORK)	This report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2023/24 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	Proposed Full Council adoption - 23 February 2023	Cllr Ian Edwards - Leader of the Council / Cllr Martin Goddard - Finance	All	R - Andy Evans	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public

Cabinet meeting - Thursday 5 January 2023 (report deadline 12 December)

SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
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Cabinet meeting - Thursday 16 February 2023 (report deadline 30 January 2023)

040b	The Council's Budget - Medium Term Financial Forecast 2023/24 - 2027/28 (BUDGET FRAMEWORK)	Following consultation, this report will set out the Medium Term Financial Forecast (MTFF), which includes the draft General Fund reserve budget and capital programme for 2023/24 for consultation, along with indicative projections for the following four years. This will also include the HRA rents for consideration.	All	Proposed Full Council adoption - 23 February 2023	Cllr Ian Edwards - Leader of the Council / Cllr Martin Goddard - Finance	All	R - Andy Evans	Public consultation through the Select Committee process and statutory consultation with businesses & ratepayers		Public
SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public

Cabinet meeting - Thursday 23 March 2023 (report deadline 6 March 2023)

SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
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Cabinet meeting - Thursday 20 April 2023 (report deadline 3 April 2023)

046	Standards and quality of education in Hillingdon during 2021/22	The Annual Report to Cabinet regarding children and young people's educational performance across Hillingdon schools.	All		Clr Susan O'Brien - Children, Families & Education	Children, Families & Education	ES - Vikram Hansrani / Rani Dady	Select Committee		Public
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Cabinet meeting - Thursday 4 May 2023 (report deadline 17 April)

SI	Public Preview of matters to be considered in private	A report to Cabinet to provide maximum transparency to residents on the private and confidential matters to be considered later in Part 2 of the Cabinet meeting and agenda.	TBC		All Cabinet Members	All	CS - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	All		All	TBC	CS - Democratic Services	TBC		Public

Cabinet Member Decisions: Standard Items (SI) that may be considered each month

SI	School Governing Bodies and Governors / Authorising Academy Appointments	To approve appointments, nominate appointments and make reappointments of local authority governors and to approve any changes to school governing body constitutions. To also authorise any Member to be a Governor or Director of an Academy.	N/A		Clr Susan O'Brien - Children, Families & Education	Children, Families & Education	ES - Vikram Hansrani / CS - Democratic Services			Public
SL Page 3	School Redundancy Payments	To consider requests for School Redundancy Payments and decide whether to approve them on behalf of the Local Authority	TBC		Clr Susan O'Brien - Children, Families & Education	Children, Families & Education	ES - Vikram Hansrani			Private (1,2,3)

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CHILDREN, FAMILIES AND EDUCATION SELECT COMMITTEE - WORK PROGRAMME

Committee name	Children, Families and Education Select Committee
Officer reporting	Anisha Teji, Democratic Services Officer
Papers with report	Appendix A – Work Programme
Ward	All

HEADLINES

To enable the Committee to note future meeting dates and to forward plan its work for the current municipal year.

RECOMMENDATIONS

That the Children, Families and Education Select Committee considers the report and agrees any amendments.

SUPPORTING INFORMATION

- The Committee's meetings will start at 7pm and the witnesses attending each of the meetings may include representatives from external organisations, some of whom travel from outside of the Borough. Forthcoming meeting dates are as follows:

Meeting Date	Room
20 July 2022	CR5
21 September 2022	CR5
3 November 2022	CR5
6 December 2022	CR5
4 January 2023	CR6
2 February 2023	CR6
14 March 2023	CR5
18 April 2023	CR5

Implications on related Council policies

The role of the Select Committees is to make recommendations on service changes and improvements to the Cabinet, who are responsible for the Council's policy and direction.

How this report benefits Hillingdon residents

Select Committees directly engage residents in shaping policy and recommendations and the Committees seek to improve the way the Council provides services to residents.

Financial Implications

None at this stage.

Legal Implications

None at this stage.

BACKGROUND PAPERS

Nil.

MULTI-YEAR WORK PROGRAMME 2022 - 2026

	2022/23										2023/24	
Children, Families & Education Select Committee	June 28	July 20	August No meeting	September 21	November 3	December 6	January 4	February 2	March 14	April 18	May No meeting	
Review A: TBC Topic selection / scoping stage Witness / evidence / consultation stage Findings, conclusions and recommendations Final review report agreement Target Cabinet reporting		Selection				Scoping Report	Witness Session	Witness Session		Findings	Final report	Cabinet
Regular service & performance monitoring Children's Safeguarding Partnership Annual Report Twice Yearly School Places Planning Report Improvements & Outcomes of Discussions on Performance Quarterly Performance Monitoring Annual Education Standards report (prior to Cabinet) Mid-year budget / budget planning report Reports/minutes from the Corporate Parenting Panel Cabinet Forward Plan Monthly Monitoring				X	X			X		X	X	
One-off information items Scrutiny Introduction (Democratic Services) Overview of Corporate Parenting Responsibilities Policy Review Discussion & Guidance Service Update on Early Years & Children's Centres Council Strategy 2022-2026 consultation Youth Services Update SEND Strategy Ofsted report - PART II Corporate Parenting Panel Membership to agree + subs	X					X			X			
Past review delivery Adult & Community Learning Review 2021/22											X	
Internal use only Date deadline confirmed to report authors Report deadline Agenda published												
	16 Jun 20 Jun	8 Jul 12 Jul		9 Sep 13 Sep	21 Oct 26 Oct	24 Nov 28 Nov	20 Dec 22 Dec	23 Jan 25 Jan	2 Mar 6 Mar	6 Apr 10 Apr		

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