



HILLINGDON
LONDON



Children, Families and Education Select Committee

Councillors on the Committee

Councillor Heena Makwana (Chairman)
Councillor Becky Haggart OBE (Vice-Chairman)
Councillor Kishan Bhatt
Councillor Tony Gill
Councillor Rita Judge
Councillor Peter Smallwood
Councillor Jan Sweeting (Opposition Lead)

Co-Opted Member

Tony Little, Roman Catholic Diocesan Representative

Date: TUESDAY, 10 OCTOBER
2023

Time: 7.00 PM

Venue: COMMITTEE ROOM 5 -
CIVIC CENTRE

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

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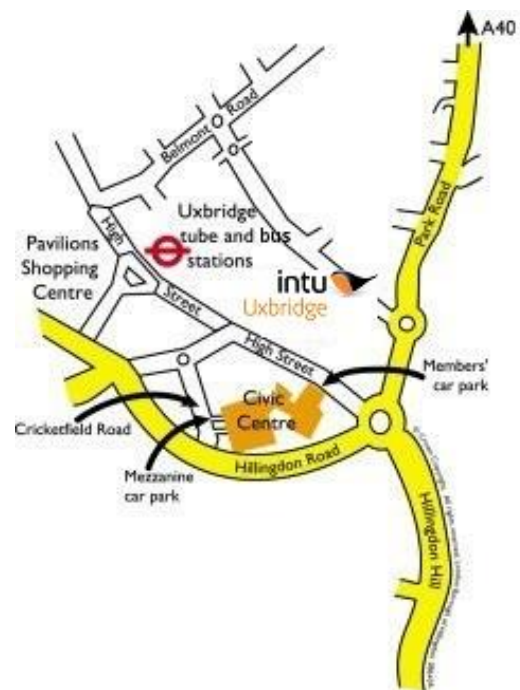
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Terms of Reference

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 - 14
- 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 Topic Selection 15 - 24
- 6 Forward Plan 25 - 32
- 7 Work Programme 33 - 36

Minutes

CHILDREN, FAMILIES AND EDUCATION SELECT COMMITTEE

19 September 2023

Meeting held at Committee Room 5 – Civic Centre,
High Street, Uxbridge, UB8 1UW

	<p>Committee Members Present: Councillors Heena Makwana (Chairman), Becky Haggar (Vice-Chairman), Kishan Bhatt, Philip Corthorne, Kamal Kaur, Tony Gill, and Jan Sweeting (Opposition Lead)</p> <p>Co-Opted Member Present: Tony Little</p> <p>Officers Present: Andy Goodwin (Head of Strategic Finance) Chris Mayo (Assistant Director Financial Management) Sheilender Pathak (Head of Finance for Children and SEND) Suzie Gladish (Safeguarding Partnership Quality and Improvement Manager) Alex Coman (Director of Service Delivery – Safeguarding, Partnership and Quality Assurance) Ryan Dell (Democratic Services Officer)</p>
20.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies were received from Councillor Peter Smallwood with Councillor Philip Corthorne substituting. Apologies were also received from Councillor Rita Judge with Councillor Kamal Kaur substituting.</p>
21.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>None.</p>
22.	<p>MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>Members thanked officers for the additional information supplied on the previous Select Committee’s Twice Yearly School Places Planning agenda item.</p> <p>RESOLVED: That the minutes of the previous meeting be agreed</p>

23.	<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>
24.	<p>MID-YEAR BUDGET/ BUDGET PLANNING REPORT (<i>Agenda Item 5</i>)</p> <p>Officers presented the mid-year budget/ budget planning report for items within the remit of the Children, Families and Education Select Committee.</p> <p>It was noted that this was the first appearance at the Select Committee for the new budget cycle. The consultation budget would be presented to Cabinet in December 2023, and would come back to the Select Committee as part of the consultation in January 2024, before being fed back to Cabinet in February 2024.</p> <p>For 2023/24, the Council was forecasting a net underspend of £23k, with the services with the remit of the Children, Families and Education Select Committee underspending by £174k. This was being driven by a reduction in for Looked After Children through an improved mix of service delivery alongside staffing underspends.</p> <p>There were £1.4M of savings to be delivered in 2023/24. £774k of this was designated as ‘Amber II – potential problems in delivery’:</p> <ul style="list-style-type: none"> £229k for SEND Transport Management; £130k for Early Years Centres; and £415k related to Fees and Charges uplifts. <p>Most of these were recorded at Amber II due to the difference between the financial year and the academic year.</p> <p>The school’s budget was forecast to overspend by £4.5M, with this being wholly driven by the high needs block where funding had not kept pace with inflation and demand.</p> <p>On the Medium-Term Financial Forecast (MTFF), in February 2023, the Council’s saving requirement up to 2027/28 was estimated to be £55.4M, with the single largest factor being exceptional inflation, with this adding £60M to the budget gap. Within the remit of this Select Committee, the main inflation drivers were contracted spend for care provision and SEND Transport, with these two areas accounting for £7.8M of the £60M requirement.</p> <p>Service pressures were forecast to be £23M, up to 2027/28, predominantly driven by demographic growth within the Borough, with £7.7M of this related to services within the remit of this Committee:</p> <ul style="list-style-type: none"> £3.7M for demand for Looked After Children; £3.2M for SEND Transport; £0.6M for Asylum Services; and £0.2M for Children with Disabilities <p>In terms of the Council’s wider budget strategy, Corporate Items were adding just under £12M to the Council’s savings requirement, with £6.5M of this</p>

related to the Capital Programme and £4.1M related to Transport for London Concessionary Fares which was related to the recovery from the COVID-19 pandemic.

Officers were going to continue to assess the budget gap prior to December Cabinet, with inflation remaining high, and the demand for Council services being linked to the cost-of-living crisis. Officers will also be looking for ways to reduce Council expenditure through efficiency gains while protecting front-line services.

Members referenced the new and emerging risks and noted that the Committee's current major review was looking at the Stronger Families Hub, during which witnesses had expressed the need for more resources. With this in mind, Members asked whether this had been taken into account within the current budget setting. Officers noted that as part of analysis of the budget gap, officers looked at the three main drivers:

- Inflation;
- Demand-led growth; and
- Corporate Items

Within the demand-led growth, officers considered demographics, including population projections and demand for services. Wider ONS projections were also considered, as well as local knowledge and performance management information. Officers also worked with services areas, and throughout the Autumn, MTFF strategy workshops would be run with Directors and Heads of Service.

On vacancies, Members asked about vacancy capacity, and whether unfilled posts may be deleted. Officers noted that the Council set a managed vacancy factor within its budget establishment. The Council's approach was to look at where services can have a level of vacancy and attach the managed vacancy factor to those services. This was monitored throughout the year. On front line services, there was no such target. In 2022/23, the managed vacancy factor was roughly £4M, and the underspend against staffing was £8M, and therefore an overachievement of the target. Officers would not look to remove posts if there was a need for such posts.

On SEND Transport, Members asked if cost pressures were due to contractors charging over and above petrol costs, and whether there were any volume drivers in terms of take-up. Officers noted that within the Council's budget strategy, there was a demand-led growth element and also savings which were used to bridge the gap. SEND Transport was reported in both areas. Within the Council's capital programme, there was also an increase in the number of SEND provision that officers were looking to increase within the Borough. It was not as straightforward as to say it was down to demand. Transport routes, for example, also needed to be considered.

Members noted that the demand of high needs was increasing and that it would therefore be difficult to achieve the savings on the transport side. Members asked if increased capacity was restraining growth rather than preventing growth. Officers noted that this was one of the reasons why SEND

Transport was at Amber II at the moment. It was difficult to say until the academic year had started. Officers were looking at historic trends and working with the service. Officers also noted the budget monitoring process.

Members referenced the budget gap strategy and asked how developed the Council's thinking was on this, and how officers were going about it. Officers noted that the budget strategy that was presented in February 23 had a £10 million saving requirement for 2024/25 and it had a savings programme of equal value. Within the savings program there was an element which related to ongoing Fees and Charges uplifts. Within future years the budget gap started to open up. 2024/25 had a largely balanced budget. There were some further bid savings still to be identified, but most savings to address the gap had been identified. Horizon scanning was ongoing, and in the Autumn, officers would reassess the budget gap in terms of latest intelligence on demand/ inflation. These workshops would look at how to shape the savings programme to maximise transformation opportunities, increase efficiency and protect frontline services. The proposals would be presented to Cabinet in December and brought back to the Committee in January 2024.

Members asked about the legacy element of the pandemic-driven demand for services. Officers noted that there had been increased demand for services during the pandemic for both adult's and children's social care. There was also a particularly high demand relating to mental health. Officers were working across service areas to see where they could help to support residents and manage that demand. There were still high numbers within the adult's mental health services, and so officers were looking at how to deliver an outcome that helps to support the residents and also reduce costs. For children's social care, the increase in demand was starting to level off. There was an underspend for Looked After Children in 2023/24 but this was not related to a reduction in the number of children being supported and was to do with having a better mix of service provision. During the pandemic there were issues with courts which made it harder to move children onto more suitable placements. There was a backlog so as time goes on that backlog reduced which enabled officers to bring the demand levels down. Additional demand on homelessness was related to the cost of living.

Members referenced the underspend of £174k with the remit of this Committee, and noted that this was unusual, and asked how these resources would be reallocated. Officers confirmed that it was unusual for children's social care and services to underspend. Officers noted that there was not a reduction in the numbers of children being supported. Some of it was related to the court backlog, there were fewer children in residential placements and the supported living unit costs had also come down.

Members noted that DfE had approved a disapplication to allow Hillingdon to take money from the school's budget to help reduce the high needs budget and asked why the Council had opted for this course of action. Officers noted that the current position on the high needs block was that the Dedicated Schools Grant (DSG) had been underfunded, going back to around 2015/16 which was why there was the accumulated deficit. This underfunding required

an additional contribution from schools. It was proposed to transfer 0.5% of the school's block to the high needs block to contribute to the additional cost of high needs placements. The schools Forum did not agree to that request and so the Council put in a disapplication request to which the DfE agreed. The primary drivers for the increasing costs in the high needs block was on independent placements and out-of-Borough placements.

Members noted that the DfE had required some Councils to cut EHCP funding by 20% and asked whether Hillingdon had been required to do so. Officers noted that there was no specific number in terms of reducing funding on EHCPs. There was a programme of works to reduce the spend in the high needs block, and there was a number of different schemes including reviewing the banding model. Officers were working within the safety valve agreement and with the DfE.

Members noted the forecast increase in the cost of care provision and SEND Transport asked if officers believed that the Council was at its peak economically at the moment. Officers noted that the Government did publish its forecast as part of the OBR (Office of Budget Responsibility), and within this was an inflation forecast. The forecast on inflation was 7% for 2023 falling to 3% for 2024 and 2% thereafter, with 2% being the Bank of England target rate. On the projections, the upper and lower limits of these were stark, but the Council adopted a low-risk strategy. For example, the £60million inflation requirement was part of a low-risk strategy to ensure that there was enough money if lower projections materialised.

Members referenced the contracted spend for SEND Transport and asked if this was outsourced. Officers confirmed that the service was currently outsourced and there would always be a discussion of in-house versus outsourced. This could vary on many factors such as demand as well as economic circumstances. With inflation remaining high, the pay award was coming out above the budgeted position and so this put pressure on in-house services. On SEND Transport, a holistic view was needed, to also consider route planning, the right number of buses, and the right number of transport assistants. The current way of working was probably the most efficient but this would always be monitored.

Members referenced the 200+ independent/ out-of-borough placements. Given that there was not the intention to build a new secondary school, Members asked what solutions there could be for this. Officers noted that the DfE were providing additional capital funding to increase the provision for special resource provision in secondary schools. Officers were also reviewing the need and requirement of EHCPs.

Members noted that another Local Authority had received additional funding, as a port authority, for their unaccompanied asylum-seeking children (UASC), and asked whether Hillingdon, as another port authority, were going to receive similar additional funding. Officers noted that they were always on the lookout for further funding. Home Office funding had not risen with inflation. Services for asylum seekers should be funded through the Home Office and so

	<p>Hillingdon did end up incurring some costs. This was why there was a £600k pressure within the budget. Some asylum seekers may not qualify for funding. Hillingdon was not seeing any additional funding for inflation pressures.</p> <p>RESOLVED: That the Committee noted the financial context in which the 2024/25 budget setting process will take place in advance of detailed savings proposals being developed and approved at Cabinet in December 2023.</p>
25.	<p>CHILDREN’S SAFEGUARDING PARTNERSHIP ANNUAL REPORT <i>(Agenda Item 6)</i></p> <p>The report set out the work of the Safeguarding Adults Board and the Children’s Safeguarding Partnership for the year 2022/23. It provided an overview of how the partnership had strived to continuously improve safeguarding practices and how they had worked across the multi-agency network to keep children and adults safe.</p> <p>The vision of the partnership was that every child and young people is safe; that they feel safe; that they enjoy good physical, emotional and mental health; that they can take pride in their unique identities; and that they can feel that they belong and have opportunities to thrive.</p> <p>The Safeguarding Partnership was made up of the three statutory partners: the police; the Local Authority; and the Integrated Care Board. They each had an equal responsibility for safeguarding within the Borough and made up the Executive Leadership Group. The Children’s Safeguarding Partnership and the Safeguarding Adults Board reported to the same Executive Leadership Group.</p> <p>On an annual basis, the Executive Leadership Group commissioned independent scrutiny where an external expert provided an independent review around the work being done. On the work on contextual safeguarding – risks that young people face in the community – no areas of poor practise in service provision for adolescents at risk of harm were found. Strong leadership was identified from the leadership group.</p> <p>One of the areas of focus in the past year was ensuring that the voice of the child and the voice of the adult was effectively sought.</p> <p>The partnership had its very first children’s annual report. This was the culmination of a several months-long piece of work that included a co-produced quality assurance that sought to understand the experience of children and adults who received a safeguarding service in Hillingdon.</p> <p>On the children’s report, children were asked questions such as: ‘how do you feel?’; ‘do you feel listened to?’; ‘what is going well?’; ‘what can we do to make things better?’; ‘what worries you or makes you feel unsafe?’; and ‘what can we do to change it?’. Children reported that they could tell when professionals were going above and beyond. Children also commented on the impact of</p>

awareness raising work such as Child Exploitation Awareness Day. Children identified that all childcare professionals should have mandatory training to understand what it is like to be a young person. Walking in Our Shoes training was noted. Meaningful engagement and early intervention were important. Children would like to see more life skills in schools and wanted improved youth provision. Peer mentors was suggested as a possibility.

Each Board had a variety of priority areas of focus. The multi-agency sub-group used a simple framework of prevention, identification and response. Over the past year, the partnership had progressed work within the safeguarding sub-group, including the launch of the contextual safeguarding strategy and the education inclusion toolkit, which was designed to support education professionals to recognise where a child's behaviour might be indicative of an unmet need and to then be able to access support for that need.

The partnership was seeking to reduce the risk of school exclusion which then reduced the risk of a child experiencing actual familial harm. Within the child sexual abuse sub-group, the partnership had developed a successful partnership with the National Centre for Expertise on Child Sexual Abuse. The domestic abuse sub-group had concluded as a formal sub-group.

A 'learning from practise' framework had been implemented in both children's and adult's safeguarding. The partnership wanted adult practitioners to be thinking about child welfare, and wanted child focused practitioners to be thinking about adults with care and support needs.

Across the year, the partnership had undertaken three learning reviews. The serious youth violence learning review culminated in two well-attended safeguarding events and the launch of the contextual safeguarding strategy. The partnership also implemented a wide-ranging multi-agency quality assurance framework where partners sit down together and look at an area and may adopt a qualitative or quantitative review. In the past year, the partnership undertook the Section 11 safeguarding audit which provided assurance around safeguarding arrangements with partner agencies. There had been good take up particularly from GP practices. An area of recommendation included raising awareness of the role of the Local Authority Designated Officer (LADO) and the voice of the child.

There were findings in the education safeguarding audit – this was difficult for schools to complete, and there was a lot of discrepancy in the responses which may have been down to the tool not being as good as it could be. Officers were working with schools on this.

The partnership had undertaken audits in respect of Stronger Families and looking at MASH; looking at the quality of decision making and consistency. An area for development here was around ensuring the involvement of fathers and of male caregivers within the family.

Within the strategy discussion review, consistent decision making was highlighted, but there was some variation in recording practices.

The partnership wanted to operate from a strengths perspective as well as identifying opportunities for development.

All of the audits and learning from practise fed into the training programme. The partnership had had a successful year in terms of training. There had been a 43% increase in the number of sessions of continuous professional development. Training took a scaffolded approach including practice briefings; newsletters; webinars; learning events; or half day or full day training. Feedback on training was very good.

In terms of highlights from partners, Children and Young People's Services had taken in education and SEND within the integrated care partnership. There had been lots of work on annual health checks for people with learning disabilities starting at the age of 14. CNWL had celebrated the year of the child in the last year. Hillingdon Hospital had been working with a focus on how to support 16- and 17-year-olds who may be having their clinical needs met within an adult ward and how staff were being supported to understand that they were still children. Harlington Hospice Children's Bereavement Service had been working to develop the response to childhood bereavement for children who are neurodiverse and they had developed a practice approach that had won an award nationally.

Priorities moving forward were around child sexual abuse in all forms; around contextual safeguarding; education safeguarding (there was a dedicated sub-group in respect of education); and around stronger families and early help.

The Chairman noted that they were pleased see that the children and young people had produced their own annual report, and the easy read version was also helpful.

The Chairman asked about the independent scrutiny and whether this was unique to Hillingdon. Officers noted that this was a requirement and was undertaken by every safeguarding partnership. It was noted that what may be unique to Hillingdon was that the scrutineer considered safeguarding adult's arrangements in addition to children's.

The Chairman also asked about safeguarding priorities. The report noted that there had been some challenges in securing the engagement of education representatives. The Chairman asked for a further explanation of this. Officers noted that it was very difficult for one headteacher to be able to speak for other schools and for this reason, officers had implemented the education safeguarding sub-group. There was a focus on how to engage with partners in education and there was representation from early years, primary, secondary, further education and special schools within that group.

Members referenced children wanting more life skills and asked about the areas that this would involve. Offices advised that this included how to

manage money; how to travel; and other practical life skills. This applied especially to Looked After Children, who may live in residential provision.

Members noted the two rapid reviews and asked how this compared to previous years. Officers noted that these reviews included significant work done across the partnership, not just the Local Authority or just the police or just health, it was everyone working together. It also included the findings of independent scrutiny. It was noted that in a report such as this, it was not just about how many referrals or how many child protection plans there were. It was about everything that had happened across the partnership including hospitals/ policy/ ICB/ CNWL. As part of the Child Safeguarding Board, officers did monitor the performance of the partners. This was also reported to the Executive Leadership Group. On the rapid reviews, one of the strengths of the learning from practice approach was that there was learning from where there was a statutory need to do so, but also where the criteria were not met for a rapid review, there could still be learning opportunities. It was a smaller number of rapid reviews than the previous year, but this was not to say that there was not the same level of scrutiny. A rapid review was undertaken when a child had suffered serious harm due to abuse or neglect. This was a different threshold from significant harm.

Members noted that the report, under Corporate Finance comments, stated 'none at this stage', and asked whether there was an issue of funding of the service. Officers noted that the funding of the partnership was currently being provided by the all the safeguarding partners via various contributions. There was an annual contribution from police, from health colleagues and from the Council as well. It was noted that the working together framework was currently being consulted nationally, and a new version would be coming out soon. Part of the consultation included a demand to the DfE about including a funding strategy/ model. Contribution models across the country currently varied. It was noted that one Local Authority equalled one safeguarding partnership, whereas, for example, the Met Police may cover three Boroughs and the ICBs may cover seven/ eight/ nine Boroughs.

Members noted that education safeguarding had become a national issue and asked what was being done to ensure that no young people were slipping through the net. Officers noted that the work around children missing education was led by the Local Authority but there was a partnership element. When a child was missing from education there were various checks that the Local Authority completed in conjunction with the school and then there were also checks that were undertaken with other partner agencies such as Border Force. By reducing the risk of a child being suspended or permanently excluded, the likelihood of them being able to engage in education was increased. It was noted that there was a distinction between children missing education and children who were missing. It was further noted that children who were excluded were not necessarily missing education, they may be receiving education in a different way. A review was currently being finalised on alternative provision within the Borough. This was looking at alternative provision not being an end destination, but a different step in the child

returning to mainstream school. The children missing education numbers had decreased substantially.

Members referenced the numbers of suicides and near suicides stated within the report and asked how many of these were young people, and what was being done to support mental health/ disseminate information/ support families. Officers noted that the numbers were referring to adults. Within London there was the Thrive suspected suicide surveillance system which allowed identification where it was believed that there had been a death related to suicide. Contact would be made by specialists with those who were bereaved. In relation to adults, there was a learning from suspected suicide panel which considered the circumstances of the deceased person to identify areas of learning and to act on them. In relation to young people, it was necessary to be sensitive around using the word suicide, particularly pending the outcome of a coroner's report. On raising awareness, World Suicide Prevention Day was widely promoted, which included sharing resources and free-to-access training modules. Officers were working with colleagues in stronger communities who were leading work around International Men's Day and the theme for this was working towards zero male suicides, so the gendered aspect was considered. There was training for professionals to deliver suicides awareness training in conjunction with Rethink. This was also in conjunction with Child and Adolescent Mental Health Services (CAMHS) and mental health services. Members noted that it was important to apply a robust critical friend challenge to partners.

Members noted recent documented grooming cases whereby there were elements of lifestyle choices, cultural sensitivity and child protection. Members asked how lessons from this had been applied in practise. Officers noted that across the partnership there was a child-focused approach to safeguarding. The onus was on professionals to recognise that a child who may be being exploited was a child first and foremost. There was a very clear message to challenge this wherever necessary. Officers talked a lot about language and were talking about 'children' rather than 'youths' or 'young males' or 'young females'. The Local Authority's AXIS service routinely collated hard and soft intelligence around exploitation such as criminal exploitation, sexual exploitation and serious youth violence, and undertook a routine mapping exercise. The partnership was also monitoring to identify any early indicators. Officers had reviewed and re-implemented the escalation policy to ensure the right escalations were in place if necessary. The majority of escalations were resolved at stage one or two without needing to go all the way to the Chair of the Board. There was also a robust system of peer challenge. Reviews and guidance looked at learning on a national level, not just in Hillingdon. It was noted that this was not specific to one group of professionals or one agency. This was across all partners. Members were encouraged to look at the safeguarding partnership website as all resources were available there.

Members asked if there were any recent quality assurance findings or recommendations that were receiving attention currently. Offices noted that when an audit or review was conducted, recommendations were all monitored and an action plan would be developed and followed up. Monitoring was done

through the Board and through the Executive Leadership Group. There was nothing that needed more attention that it was being given.

Members asked how the young peoples' idea of peer mentors was being taken forward, and also asked who appointed the independent scrutineer. Officers noted that work on the peer mentors was ongoing. There was an event with children and young people at the end of October. There was not a solid time frame yet. The independent scrutineer was appointed by the Executive Leadership Group which was made up of the Local Authority Chief Executive, the Met Police Borough Commander and the Chief Nurse from the Integrated Care Partnership.

Members noted that the best way to look at safeguarding was that 'it could happen here'. Members asked if there were any weaknesses in safeguarding practices that could be improved upon. Officers noted there were some areas that could be described as perennial challenges, and these were challenges nationally. Things such as information sharing and information seeking; the need for professional curiosity all of the time; respectful uncertainty, which had been described by a young person as listening with your eyes as well as your ears. To mitigate this, officers revisited these areas within newsletters, practise briefings and sub-groups. These areas were often reflected in the partnership's priorities. The sub-groups were often chaired by various people across the partnership.

Members asked for clarity of whether domestic violence cases were increasing or decreasing. Officers clarified that the number of adult safeguarding inquiries undertaken due to domestic violence was what was decreasing.

Members asked how many safeguarding champions there were currently. Members also asked whether there were any specific areas within the Borough where there was more of an intake of safeguarding concern. Officers would update Members on the number of safeguarding champions outside of the meeting. In terms of areas within the Borough, officers noted that they did map the data and were aware of where the demand was; what the resources were; and where more focus was needed. Officers were working on a strategy that could 'lift and shift' to other areas. Overall, performance monitoring was reviewing the areas and issues and type of demand.

Members asked if there had been any challenges in engaging with schools or other stakeholders; what the challenges were; and how they could be overcome. Officers noted that there was a complex network of professional agencies all with different priorities at different times. Therefore, it was inevitable that at times these would not marry up. Where this occurred there would be some negotiation to identify ways to get things done. Where this was not possible, it may be discussed at Board level or via the Executive Leadership Group. Most of the time, partners did engage, and whether they could not, they would explain why.

	<p>Members noted the aim for a local Child Sexual Abuse Hub and asked whether a suitable location had been identified. Officers noted that work on this was being led by the Integrated Care Board rather than the Safeguarding Partnership, but it was thought that a location had not yet been identified.</p> <p>RESOLVED: That the Committee:</p> <ol style="list-style-type: none"> 1. Is reassured that the partnership continues to provide leadership and scrutiny of the safeguarding arrangements for Hillingdon residents; 2. Is updated regarding the way in which the partnership has responded to the challenges posed by changing local, national and international contexts; and 3. Is informed of the strategic priorities for safeguarding for 2022-23
26.	<p>POLICY REVIEW DISCUSSION AND GUIDANCE (<i>Agenda Item 7</i>)</p> <p>Members suggested a number of potential topics for the next major review. These included:</p> <ol style="list-style-type: none"> a) Absenteeism in schools and related problems in the aftermath of the COVID-19 pandemic and its recovery (lessons to learn/ practices to adopt); b) Statutory pathways/ court system/ social work. How social workers work with the legal system; c) Youth Justice System/ numbers of secondary school children involved in County Lines; d) Children not in education/ permanent exclusions; e) Mental health; f) School standards/ improving communication with schools; g) Increase in cyber-bullying of young people and its links to mental health; h) Social media and its links to mental health; and i) Impact on mainstream schools of additional SEND places <p>RESOLVED: That the Committee:</p> <ol style="list-style-type: none"> 1. Noted the guidance on undertaking policy review in Appendix 1; 2. Sought to make use of the scorecard attached in Appendix 1 (Annex A) to assess any policy review topic ideas; 3. Developed 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; and

	<p>4. Delegated 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</p>
27.	<p>FINAL REVIEW REPORT AGREEMENT (<i>Agenda Item 8</i>)</p> <p>Members considered the final draft of the current review into the Stronger Families Hub. Members thanked everyone involved in putting the report together.</p> <p>Members suggested some amendments to the wording of recommendation three, to include reference to comments made by the witnesses.</p> <p>RESOLVED: That the Committee delegated to the Democratic Services Officer, in conjunction with the Chairman and in consultation with the Opposition Lead, the amendment of the wording of the recommendations.</p>
28.	<p>FORWARD PLAN (<i>Agenda Item 9</i>)</p> <p>Members considered the Cabinet Forward Plan.</p> <p>Members noted an item coming to the 12 October Cabinet meeting on School Admission Arrangements. Noting that the Select Committee meeting was the 10 October, Members asked if the Select Committee would have an audit of the schools whose admission arrangements would be changed. Officers would review this and come back to Members.</p> <p>Members also noted an item coming to the 09 November Cabinet meeting on DPS for Alternative Provision – Education and SEND. Members asked if an update on this could be added to the Work Programme.</p> <p>RESOLVED: That the Children, Families and Education Select Committee noted the Forward Plan</p>
29.	<p>WORK PROGRAMME (<i>Agenda Item 10</i>)</p> <p>It was noted that at the recent Cabinet meeting, it was suggested that the Select Committee add a one-year review on the 0-19 family hubs strategy. Members suggested the same for the Youth Offer strategy.</p> <p>Members further suggested inviting the Youth Council to a Select Committee meeting, with a view to getting their thoughts on the Youth Offer.</p> <p>It was confirmed that an item on DPS for Alternative Provision – Education and SEND would be added to the Work Programme.</p> <p>RESOLVED: That the Committee:</p> <p>1. Noted the Work Programme; and</p>

	2. Added an item on DPS for Alternative Provision – Education and SEND to the Work Programme
	The meeting, which commenced at 7.00 pm, closed at 8:40 pm

These are the minutes of the above meeting. For more information of any of the resolutions please contact Ryan Dell at democratic@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.

POLICY REVIEW DISCUSSION & GUIDANCE

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

HEADLINES

At the last meeting, Committee Member raised a number of possible policy review areas for their next review which are set out in this report.

The Committee may wish to narrow this selection down into one or two particular areas to investigate further, before a final topic is selected and scoped out for a formal policy review.

RECOMMENDATIONS

That the Committee:

- 1. Note the policy review topics raised at the last meeting set out in the report and suggest any changes;**
- 2. Agree the topics to receive further information on, in order to determine whether a review would be possible, noting that on topics 1&2 listed in the Table 1 of the report, officers have been provisionally invited to the next meeting; and**
- 3. 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.**

Note: to assist the Committee, this report also sets out guidance on undertaking policy reviews as well as a scorecard to assist in selecting topics.

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 and Education (Councillor 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 5. SEND 6. Education 7. Children and Families Development 8. Skills & lifelong learning

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.

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.

At the Committee’s September 2023 meeting, the following areas were suggested for possible future policy reviews. After road testing some of these ideas with officers and the Chairman, it is suggested that some of these areas could merit a possible review, some could be better suited to becoming information items in the first place, with others perhaps too general at this stage to consider. This has been set out below for Members’ consideration in Table 1 below:

<p><u>Table 1</u></p> <p>Possible next policy review ideas:</p> <ol style="list-style-type: none"> 1. Absenteeism in schools and related problems since COVID and its recovery 2. Statutory pathways/ court system/ social work. How social workers work with the legal system
--

3. Improving our communication with schools – *Note: this topic may need to be narrowed down further to identified areas where this needs to improve*
4. Impact on mainstream schools of additional SEND places – *Note: this may be a good review at a later date when the new places currently being built come on stream*

Possible future information items

5. Youth Justice System/ (secondary school) children involved in County Lines
6. Children not in education/ permanent exclusions

Some ideas which may be too general to consider at this stage or would need to be more specific, within the Council's control & where there is evidence of improvement required:

7. Mental health
8. School standards
9. Cyber-bullying/ mental health links
10. Social media/ mental health links

To not lose any time, officers from the service areas have been invited provisionally to attend the November Committee meeting to discuss possible review topics No. 1&2 above (Absenteeism and Statutory Pathways) and for the Committee to then drill down further into these areas, to see which may merit a review that can add value.

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
Absenteeism in schools and related problems since COVID and its recovery										
Statutory pathways/ court system/ social work. How social workers work with the legal system										

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.

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CABINET FORWARD PLAN

Committee name	Children, Families and Education Select Committee
Officer reporting	Ryan Dell, 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>

Page 26

BACKGROUND PAPERS

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

Scheduled Upcoming Decisions

Ref

Further details

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)

SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

Cabinet meeting - Thursday 12 October 2023 (report deadline 25 September)

141a	Consultation on changes to school admissions arrangements	As an education authority the Borough must plan for a sufficiency of places and efficient use of resources. There has been a slight decline in demand across the primary sector, with some fluctuations, but it is clear that the level of primary surplus places continues to be too high, pooling in a few schools. There is the opportunity to review the number of primary places and potentially reduce Published Admission Numbers (PAN) in some schools to ensure schools and the authority best meet the needs of all pupils across the Borough, and make effective use of resources in schools and between them. Therefore, the Council is proposing to reduce the Published Admission Number for a number of Hillingdon primary schools. This will be consulted on before a final decision is made by Cabinet.	All		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Laura Baldry / Hayley Murphy / Jenny Chalmers			Public
Page 27	The Annual Report Of Adult and Child Safeguarding Arrangements	This report provides the Cabinet with a summary of the activity undertaken by the Safeguarding Children Partnership Board and the Safeguarding Adults Board to address the identified local priorities. The Cabinet will consider this report and approve the activity and the local priorities for the two boards.	All		Cllr Susan O'Brien - Children, Families & Education / Cllr Jane Palmer - Health & Social Care	Health & Social Care / Children, Families & Education	CS / AS - Alex Coman / Sandra Taylor	Select Committees		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	C - Democratic Services			Public

Cabinet Member Decisions expected - October 2023

063	SEND Strategy	Following consultation, the Cabinet Member will consider approval of the Council's Special Educational Needs and Disabilities (SEND) Strategy - a collaborative document outlining the vision and priorities for service delivery to children, young people and young adults in Hillingdon over the next few years.	Various		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Julie Kelly	Children, Families & Education Select Committee		Public
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public

Scheduled Upcoming Decisions

Ref

Further details

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/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

Cabinet meeting - Thursday 9 November 2023 (report deadline 23 October)

149	DPS for Alternative Provision - Education and SEND	Cabinet will consider the establishment of a Dynamic Purchasing System (DPS) framework for Alternative Provision for Education and Special Educational Needs and Disabilities. Alternative provision is education outside school arranged by local authorities for pupils who, because of exclusion, illness or other reasons, would otherwise receive suitable education.	N/A		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS / R - R Verma / Kathryn Angelini		NEW ITEM	Private (3)
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	C - 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	C - Democratic Services	TBC		Public

Cabinet Member Decisions expected - November 2023

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
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Cabinet meeting - Thursday 14 December 2023 (report deadline 27 November)

110a	The Council's Budget - Medium Term Financial Forecast 2024/25 - 2028/29 (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 - 22 February 2024	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	C - 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	C - Democratic Services	TBC		Public

Cabinet Member Decisions expected - December 2023

SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
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Ref	Scheduled Upcoming Decisions	Further details	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)
SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
Cabinet meeting - Thursday 11 January 2024 (report deadline 11 December 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	C - 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	C - Democratic Services	TBC		Public
Cabinet Member Decisions expected - January 2024										
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public
Cabinet meeting - Thursday 15 February 2024 (report deadline 29 January)										
110a Page 29	The Council's Budget - Medium Term Financial Forecast 2024/25 - 2028/29 (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 2024/25 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 - 22 February 2024	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
141b	Changes to school admissions arrangements	Continuous review of school places and Published Admissions Numbers ensures schools and the Council can best meet the needs of all pupils across the Borough, and make effective use of resources in schools and between them. Following consultation on proposals to reduce Published Admission Numbers (PAN) in some schools, Cabinet will receive the outcome of the consultation and make the necessary decisions.	All		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Laura Baldry / Hayley Murphy / Jenny Chalmers			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
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

Ref	Scheduled Upcoming Decisions	Further details	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)
SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
Cabinet Member Decisions expected - February 2024										
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
Cabinet meeting - Thursday 21 March 2024 (report deadline 4 March)										
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 expected - March 2024										
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of non-key decisions each month on standard items - details of these are listed at the end of the Forward Plan.	Various		All	TBC	CS - Democratic Services	Various		Public
Cabinet meeting - Thursday 18 April 2024 (report deadline 1 April)										
046	Standards and quality of education in Hillingdon during 2022/23	The Annual Report to Cabinet regarding children and young people's educational performance across Hillingdon schools.	All		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Abi Preston	Select Committee		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	C - Democratic Services			Public
SI	Reports from Select Committees	Reports, findings and recommendations for consideration by the Cabinet, when referred from the appropriate Committee.	Various		All	TBC	C - Democratic Services	Various		Public
Cabinet Member Decisions expected - April 2024										
SI	Standard Items taken each month by the Cabinet Member	Cabinet Members make a number of decisions each month on standard items - details of these standard items are listed at the end of the Forward Plan.	Various		All	TBC	C - Democratic Services	Various		Public

Scheduled Upcoming Decisions

Ref

Further details

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/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services

CABINET MEMBER DECISIONS: Standard Items (SI) that may be considered each month

SI	Urgent Cabinet-level decisions & interim decision-making (including emergency decisions)	The Leader of the Council has the necessary authority to make decisions that would otherwise be reserved to the Cabinet, in the absence of a Cabinet meeting or in urgent circumstances. Any such decisions will be published in the usual way and reported to a subsequent Cabinet meeting for ratification. The Leader may also take emergency decisions without notice, in particular in relation to the COVID-19 pandemic, which will be ratified at a later Cabinet meeting.	Various		Cllr Ian Edwards - Leader of the Council	TBC	C - Democratic Services	TBC		Public / Private
SI	School Governing Bodies, Instruments of Government 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		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Julie Kelly / CS - Democratic Services			Public
SI	Release of Capital Funds	The release of all capital monies requires formal Member approval, unless otherwise determined either by the Cabinet or the Leader. Batches of monthly reports (as well as occasional individual reports) to determine the release of capital for any schemes already agreed in the capital budget and previously approved by Cabinet or Cabinet Members	TBC		Cllr Martin Goddard - Finance (in conjunction with relevant Cabinet Member)	All - TBC by decision made	various	Corporate Finance		Public but some Private (1,2,3)
SI	Petitions about matters under the control of the Cabinet	Cabinet Members will consider a number of petitions received by local residents and organisations and decide on future action. These will be arranged as Petition Hearings.	TBC		All	TBC	C - Democratic Services			Public
SI	To approve compensation payments	To approve compensation payments in relation to any complaint to the Council in excess of £1000.	n/a		All	TBC	various			Private (1,2,3)

Page 31

Scheduled Upcoming Decisions

Ref

Further details

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)
SI = Standard Item each month/regularly Council Directorates: AS = Adult Services & Health P = Place C = Central Services R = Resources CS= Children's Services										
SI	Acceptance of Tenders	To accept quotations, tenders, contract extensions and contract variations valued between £50k and £500k in their Portfolio Area where funding is previously included in Council budgets.	n/a		Cllr Ian Edwards - Leader of the Council OR Cllr Martin Goddard - Finance / in conjunction with relevant Cabinet Member	TBC	various			Private (3)
SI	All Delegated Decisions by Cabinet to Cabinet Members, including tender and property decisions	Where previously delegated by Cabinet, to make any necessary decisions, accept tenders, bids and authorise property decisions / transactions in accordance with the Procurement and Contract Standing Orders.	TBC		All	TBC	various			Public / Private (1,2,3)
SI	School Redundancy Payments	To consider requests for School Redundancy Payments and decide whether to approve them on behalf of the Local Authority	TBC		Cllr Susan O'Brien - Children, Families & Education	Children, Families & Education	CS - Julie Kelly			Private (1,2,3)
SI	External funding bids	To authorise the making of bids for external funding where there is no requirement for a financial commitment from the Council.	n/a		All	TBC	various			Public
SI	Response to key consultations that may impact upon the Borough	A standard item to capture any emerging consultations from Government, the GLA or other public bodies and institutions that will impact upon the Borough. Where the deadline to respond cannot be met by the date of the Cabinet meeting, the Constitution allows the Cabinet Member to sign-off the response.	TBC		All	TBC	various			Public

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WORK PROGRAMME

Committee name	Children, Families and Education Select Committee
Officer reporting	Ryan Dell, Democratic Services
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

1. 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
15 November 2023	CR5
09 January 2024	CR5
01 February 2024	CR5
14 March 2024	CR6
18 April 2024	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

2024/25

Children, Families & Education Select Committee	Sep 19	Oct 10	Nov 15	Dec No meeting	Jan 9	Feb 1	Mar 14	Apr 18	May No meeting	Jun TBC	Jul TBC	Aug No meeting	Sep TBC	Oct TBC
Review A: Stronger Families Hub														
Target Cabinet reporting			X											
Review B: TBC														
Policy Review Discussion & Guidance	X	Discussion												
Topic selection/ scoping stage			Selection/ Scoping											
Witness/ evidence/ consultation stage					X	X								
Findings, conclusions and recommendations							X							
Final review report agreement								X						
Target Cabinet reporting										X				
Regular service & performance monitoring														
Children's Safeguarding Partnership Annual Report	X												X	
Twice Yearly School Places Planning Report						X					X			
Quarterly Performance Monitoring							X							
Annual Education Standards report (prior to Cabinet)														
Learn Hillingdon Self Assessment Review (annual)					22-23									
Mid-year budget / budget planning report	X				X									
Reports/minutes from the Corporate Parenting Panel						X				X				
Cabinet Forward Plan Monthly Monitoring	X	X	X		X	X	X	X		X	X		X	X
One-off information items														
Scrutiny Introduction (Democratic Services)														
Overview of Corporate Parenting Responsibilities														
Children's Centres delivery model and Early Years Nurseries - review of implementation of Cabinet's decisions September 2023														TBC
Council Strategy 2022-2026 consultation														
Hillingdon's Youth Offer & Delivery Model - review of implementation of Cabinet decisions from September 2023														TBC
Consultation on changes to school admissions arrangement														
SEND Strategy														
Ofsted report - PART II														
Ukrainian Children - how funding from Central Govt. has been delivered to schools					X									
SEND Sufficiency Strategy - TBC														
Corporate Parenting Panel Membership to agree + subs										X				
Corporate Parenting Panel - update to Terms of Reference														
School Organisation Plan - TBC														
School Admissions Arrangements - Whitehall Infant/Junior					X									
Targeted Services of Disadvantaged Children - TBC														
DPS for Alternative Provision – Education and SEND - TBC														
Potential review topic: Court system/ Social Work														X
Potential review topic: Absenteeism in schools - TBC														X
Past review delivery														
Stronger Families Hub 2022/23 - 2023/24														TBC

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