



HILLINGDON
LONDON



Children, Families and Education Select Committee

Councillors on the Committee

Councillor Heena Makwana (Chairman)
Councillor Becky Haggar 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: WEDNESDAY, 15
NOVEMBER 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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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 - 8
- 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 Review topics 9 - 18
- 6 SEND Strategy - **TO FOLLOW**
- 7 Draft minutes from the Corporate Parenting Panel - **TO FOLLOW**
- 8 Forward Plan 19 - 26
- 9 Work Programme 27 - 30

Minutes

CHILDREN, FAMILIES AND EDUCATION SELECT COMMITTEE

10 October 2023

Meeting held at Committee Room 6 – Civic Centre,
High Street, Uxbridge, UB8 1UW

	<p>Committee Members Present: Councillor Heena Makwana (Chairman), Councillor Ekta Gohil, Councillor Kishan Bhatt, Councillor Peter Smallwood, Councillor Tony Gill, Councillor Jagjit Singh, and Councillor Jan Sweeting (Opposition Lead)</p> <p>Co-Opted Member Present: Tony Little</p> <p>Officers Present: Ryan Dell (Democratic Services Officer)</p>
32.	<p>APOLOGIES FOR ABSENCE (<i>Agenda Item 1</i>)</p> <p>Apologies for absence were received from Councillor Becky Haggar OBE with Councillor Ekta Gohil substituting.</p> <p>Apologies were also received from Councillor Rita Judge with Councillor Jagjit Singh substituting.</p>
33.	<p>DECLARATIONS OF INTEREST IN MATTERS COMING BEFORE THIS MEETING (<i>Agenda Item 2</i>)</p> <p>None.</p>
34.	<p>MINUTES OF THE PREVIOUS MEETING (<i>Agenda Item 3</i>)</p> <p>Members thanked officers for the minutes.</p> <p>RESOLVED: That the minutes of the previous meeting be agreed</p>
35.	<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>
36.	<p>TOPIC DISCUSSION (<i>Agenda Item 5</i>)</p>

The Chairman recapped that at the previous meeting, a number of possible review topics were raised. These now required narrowing down. Further discussion on each proceeded as below:

Possible review ideas:

1) Absenteeism in schools and related problems since COVID and its recovery

Officers had been invited to the next meeting to establish whether this would be a suitable review topic.

2) Statutory pathways/ court system/ social work. How social workers work with the legal system

Officers had been invited to the next meeting to establish whether this would be a suitable review topic.

3) Improving communication with schools

It was noted that this item may require some more narrowing down. It was also suggested that this may have been looked into recently, but officers would check on this.

Members further noted that this was linked to the Stronger Families Hub review and the recent agenda item on safeguarding. It was acknowledged that schools were very busy.

Through the move away from Local Authorities being responsible for schooling, and the move towards academies and trusts, connections with schools may have been lost. Looking at the impact of this was worth considering.

Members were minded to seek officer advice on the appropriateness of communication with schools as a review topic, with a focus on how communication may have changed with the move towards academies/ trusts.

4) Impact on mainstream schools of additional SEND places

Members clarified that this should have read "Impact on mainstream schools of additional SEND *children*". This was in relation to a strategy for mainstream schools to accommodate more children with SEND. It was noted that this had been a challenge for some schools. It would be useful to receive information from schools on this, but possibly not in a major review.

It was further noted that it may be worthwhile to wait until the Council's SEND Strategy was in place, and when new school places for children with SEND has been established.

Possible information items:

5) Youth Justice System/ secondary school children involved in County Lines

Members noted that topics within Youth Justice could be categorised into three areas:

- a) Prevention and early intervention – what programmes were in place for at-risk young people; how young people and their families were connected to these programmes; and what evidence-based approaches were used in these interventions.
- b) Diversion from the Justice System – how often were diversionary options (such as cautions or community resolutions) used instead of formal prosecution; what criteria determined eligibility for diversionary options; how were these outcomes evaluated; how could the Council collaborate with other stakeholders such as police, schools and social services; and were there any formal agreements or partnerships in place with other organisations.
- c) Restorative justice – how could this be utilised and in what context(s).

Members noted that the above categories could be narrowed down to a County Lines/ drug use area. Links from drug use to other crimes such as theft or sexual exploitation were noted.

Members further noted that the above categories could be applied to vaping.

This could be explored with officers to see whether there was a potential review topic here.

Members noted that County Lines/ drug use was related to the first suggested review topic of absenteeism, especially with regards to being on the border with Buckinghamshire County.

6) Children not in education/ permanent exclusions

Members noted that Hillingdon had a large number of children arriving in the country who were staying in hotels, particularly in the south of the Borough. A more specific definition of 'children not in education' may be useful in narrowing down an area of focus.

Hillingdon was possibly not dissimilar to other Local Authorities on permanent exclusions. However, Hillingdon may be unique in the number of children arriving with their parents, for whom the Council had a duty to educate. It was noted that hotels were not homes, and that living in hotels would likely affect education access.

A potential review topic on this could relate to how schools were coping with this or how the response differed across the Borough. It was noted that there tended to be a dispersion issue in that children were concentrated in certain schools. This could be an information item.

On permanent exclusions, a focus could be around what method of education was being provided to children who had been permanently excluded. This could be an information item.

It was noted that 'children not in education' could relate to absenteeism.

It was suggested that children with Education, Health and Care Plans (EHCPs) be taken into consideration, and whether their needs were being met. 'Not in education' may include those who were suspended or not actively participating in school. Members further noted that this suggestion linked to the possible review topic of the impact on mainstream schools of additional children with SEND.

Ideas to further narrow down:

7) Mental health

It was noted that the Health and Social Care Select Committee had been undertaking a review related to mental health and that this linked to absenteeism in schools. It was suggested that there may be an avenue whereby the Health and Social Care Select Committee and the Children, Families and Education Select Committee could establish joint recommendations, should their next review topics align.

Within the remit of the Children, Families and Education Select Committee, a review topic in this area could look at the accessibility of mental health services to young people, and what the barriers were to accessibility. Another area could be service effectiveness: how effective current mental health programmes and interventions were; and what the outcomes were. This could also look at the effectiveness of school-based interventions, including the role and training of school counsellors and teachers around mental health.

8) School standards

Members noted that there had previously been a report to the Select Committee on this, and there was also a future report scheduled. There was a suggestion of an information item on how the Council supports schools with a view to improving standards, however, the Chairman noted that with a number of reports both previous and scheduled, Members needed to be mindful of officer time.

	<p>9) Cyber-bullying/ mental health links This could be monitored with a view to having a future information item on an area relating to cyber-bullying, or possibly a future review topic.</p> <p>10) Social media/ mental health links</p> <p>In summary, it was noted that a number of the above issues could be further investigated, following the discussion.</p> <p>Members highlighted that absenteeism was within the eyeline of Central Government currently, and that it would be good to get ahead of the curve on this topic. The Department for Education and Local Government Association were also concerned with absenteeism.</p> <p>RESOLVED: That the Committee:</p> <ol style="list-style-type: none"> 1. Noted the policy review topics raised at the last meeting set out in the report and suggested any changes; 2. Agreed 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 Table 1 of the report, officers had been provisionally invited to the next meeting; and 3. 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.
37.	<p>FORWARD PLAN (<i>Agenda Item 6</i>)</p> <p>Members considered the Cabinet Forward Plan.</p> <p>Members noted the upcoming Cabinet agenda item on 'Proposed Changes to Admissions Criteria for Community Schools'. It was highlighted that in a number of schools, classrooms that were no longer needed as class spaces had been used for additional SEND capacity. It was raised whether the Council had thought about this issue across schools, particularly primary schools. It was suggested that there could be a partnership between the Council and schools to use available school spaces for community activities.</p> <p>Members also asked about the SEND Strategy. This had previously come to the Select Committee in November 2022 as part of its consultation. Members asked if the report would come back to the Select Committee and noted a relatively small response to the consultation. Officers noted that this was scheduled as a Cabinet Member Decision expected in October, and so would not go back to Cabinet or the Select Committee.</p> <p>RESOLVED: That the Children, Families and Education Select Committee noted the Forward Plan</p>

38.	<p>WORK PROGRAMME (<i>Agenda Item 7</i>)</p> <p>Officers noted that the Committee planned to invite the Youth Council to a future meeting, to align with a future report on the one-year review of the Youth Offer. This would take place around October 2024.</p> <p>There was an item scheduled for November Cabinet entitled ‘DPS for Alternative Provision – Education and SEND’. Officers confirmed that this would be added to the Select Committee’s Work Programme for November.</p> <p>Officers highlighted two small amendments to the recommendations of the Stronger Families Hub review:</p> <ul style="list-style-type: none"> i) Recommendation 1 and Recommendation 5 had been swapped; ii) Recommendation 5 had been updated to read: “<i>To continue to raise awareness of...</i>” <p>On the Stronger Families Hub review, Members suggested rewording: “<i>The Committee concluded that, overall, the ...</i>” to remove the word ‘overall’. This would now read “<i>The Committee concluded that the ...</i>”. Members agreed to this amendment.</p> <p>Officers asked Members if they had any suggestions for potential site visits. On this, Members noted a previous visit to the Youth Parliament/ Youth Council. It was suggested that this could be done again.</p> <p>Members noted there were only few information items on the Work Programme, and some still to be confirmed.</p> <p>Members suggested an item on move-ins to the Borough and ease of their accommodation in secondary schools.</p> <p>RESOLVED: That the Children, Families and Education Select Committee:</p> <ul style="list-style-type: none"> 1) Considered the report and agreed any amendments; 2) Confirmed that the item entitled ‘DPS for Alternative Provision – Education and SEND’ would be added to the Work Programme; and 3) Amended the wording of the final Stronger Families Hub review report.
	<p>The meeting, which commenced at 7.00 pm, closed at 7.35 pm.</p>

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.

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

With this in mind, the Committee has invited a number of key officers to establish the suitability of these topic ideas as the theme of the next major review:

- Absenteeism in schools
- Court system/ social work
- Communication with schools
- Children not in education
- County Lines

RECOMMENDATIONS

That the Committee:

- 1. Discuss the above noted topic ideas with officers, with a view to deciding on a review topic; and**
- 2. 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.

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 MTFF (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										
Improving communication with schools										
Children not in education										
Youth Justice/ County lines, (a) Prevention and early intervention (b) Diversion from the justice system										

(c) Restorative justice										
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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	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>

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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)
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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)

SI	Public Preview of matters to be considered in private	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	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

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

Cabinet meeting - Thursday 14 December 2023 (report deadline 27 November)

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			Private (3)
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

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										
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
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	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

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										
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
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

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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 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
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Cabinet meeting - Thursday 23 May 2024 (report deadline 3 May)

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
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Cabinet Member Decisions expected - May 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
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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

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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	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)
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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The Cabinet's Forward Plan is an official document by the London Borough of Hillingdon, UK

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
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	October 10	November 15	December No meeting	January 9	February 1	March 14	April 18	May No meeting	June TBC	July TBC
Review: TBC										
Policy Review Discussion & Guidance	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										
Twice Yearly School Places Planning Report						X				X
Quarterly Performance Monitoring						X				
Annual Education Standards report (prior to Cabinet)						X				
Learn Hillingdon Self Assessment Review (annual)				22-23						
Mid-year budget / budget planning report				X						
Reports/minutes from the Corporate Parenting Panel		X			X				X	
Cabinet Forward Plan Monthly Monitoring	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										
Council Strategy 2022-2026 consultation										
Hillingdon's Youth Offer & Delivery Model - review of implementation of Cabinet decisions from September 2023										
Consultation on changes to school admissions arrangement										
SEND Strategy		X								
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						X				
School Admissions Arrangements - Whitehall Infant/Junior				X						
Targeted Services of Disadvantaged Children - TBC										
DPS for Alternative Provision – Education and SEND				X						
Past review delivery										
Stronger Families Hub 2022/23 - 2023/24										

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