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**HERTFORDSHIRE COUNTY COUNCIL
CHILDREN SCHOOLS AND FAMILIES
SELECT COMMITTEE**

TUESDAY, 19 JUNE 2001, AT 2.15 P.M.

Agenda item No.

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paper**

4

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ESTABLISHMENT OF MEMBER PANELS, ETC

Report of the Director of Children Schools and Families

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1. Purpose of this Report

To consider the Select Committee's requirements for Panels and co-options to the Children Schools and Families Select Committee and to set out information requested by the Select Committee at its meetings in October 2000 and March 2001.

2. Summary of the Report

- 2.1. At its meetings on 18 October 2000 (Minute 2.1) and March 2001 (Minute 4), the Select Committee agreed that a review should be undertaken of the involvement of co-opted members on the Select Committee and its Panels and the views of Panel members should be sought on the operation of the Panels. This report provides that information.
- 2.2. The report proposes five Panels and their remit should reflect the integrated nature of Children Schools and Families.
- 2.3. The strong commitment of the County Council to involve users and stakeholders in the development of C.S.F. is reflected in the membership of the Panels. It is proposed that voting membership of each Panel should comprise eight county councillors and one parent governor or Church representative from the CSF Select Committee. One representative of the appropriate Headteacher and Governor Partnership Group should be appointed in a non-voting capacity. Stakeholders and users representing a wide range of children's interests

would then be co-opted in a non-voting capacity for long term and short term periods.

- 2.4. It is proposed that representatives of the teacher unions and the National Association of Governors and Managers should be co-opted to the C.S.F. Select Committee as non-voting members. This reflects the central role of schools in C.S.F. and their particular relationship in law to the Local Education Authority.

3. Conclusion

- 3.1. It is proposed that five C.S.F. Panels should be established:

- a) Strategic Management
- b) Corporate Parenting
- c) Pupil Achievement and School Standards
- d) Resources
- e) School Places, Admissions and Commissioning

- 3.2. The proposed remit and size of each Panel is set out in Appendix 2.

- 3.3. It is proposed that one representative from the following teaching staff associations be co-opted as a non-voting member of the C.S.F. Select Committee:

- a) Secondary Headteachers Association - C Brooks
- b) National Association of Schoolmasters/Union
of Women Teachers - I Gibson
- c) National Union of Teachers - J Hayes
- d) Association of Teachers and Lecturers - G Rowlands
- e) National Association of Headteachers - S Springett
(As listed under item 2 on the agenda)

- 3.4. It is proposed that one representative of the National Association of Governors and Managers be co-opted as a non-voting member of the C.S.F. Select Committee - P Brooks.

1. Introduction

- 1.1. The County Council on 16 May 2000 adopted a new constitution with effect from 1 August 2000 (subsequently amended by the Council on 28 November and 3 April 2001). Within that constitution it was agreed that each Select Committee should determine whether to establish Panels to consider matters which regularly require comment or investigation. Two or more Select Committees may agree to establish a joint Panel to report to them.
- 1.2. Each Select Committee may set up Topic Groups with limited life to consider and comment on 'one-off' matters.
- 1.3. Both Panels and Topic Groups may include, or consist of, members who are not members of the parent Select Committee, and also non-members in a non-voting capacity.
- 1.4. A Best Value Review Group shall report direct to the Cabinet on behalf of the Select Committee. A Panel or Topic Group may respond direct to the Cabinet on a matter which the Cabinet has referred to it for comment.
- 1.5. The Select Committee can establish a Best Value Review Group(s) to oversee reviews, which shall include at least one member of the Select Committee.
- 1.6. This report invites the committee to agree the establishment and size of Panels.
- 1.7. The report also considers co-options to the Select Committee as requested at the Committee's meeting on 18 October 2000.

2. Background

- 2.1. At the meeting of the C.S.F. Select Committee on 18 October 2000 (Minute 3), it was noted that the Panels set out below had been those established by the former Education Committee and Social Services Committee. It was agreed that they should continue on an interim basis while a review of the Panels for the integrated Children Schools and Families services is undertaken:
 - a) Pupil Achievement and School Improvement Panel
 - b) School Provision and Resources Panel
 - c) Special Educational Needs Panel
 - d) Student Services Panel
 - e) Youth Service Panel
 - f) Early Years Panel
 - g) C.S.F. Panel
 - h) Corporate Parenting Panel
- 2.2. The remit and membership of the above is set out in Appendix 1.

- 2.3. At meetings of the Select Committee in October 2000 and March 2001, it was agreed that :
- a) a review should be undertaken of the role and involvement of co-opted members, parent governors and church representatives on the Select Committee and its Panels (Minute 2.1. of 18.10.00.)
 - b) teacher representatives should be co-opted as non-voting members of the committee on an interim basis (Minute 2.2. of 18.10.00.); and
 - c) to inform the preparation of a report on Panels for the Select Committee on 19 June 2001 the views of Panel members and spokesmen be sought on the operation of the Panels (Minute 4 of 28.3.00).

3. Remit and Membership of the Panels

- 3.1. Children Schools and Families was established to bring together the work of the former Education Department and the Children's Section of Social Services in order to respond, in an integrated way, to the needs of the child. It is important that the remit of Panels re-enforces the integrated working of C.S.F.
- 3.2. The Panels need to cover the full range of C.S.F. work because as areas for policy development or scrutiny are identified, they may be allocated to a Panel for detailed work.
- 3.3. Five responses were received from members and a parent governor commenting on the work of the Panels. These indicate that Panels are valued where the following occur:
- a) The remit is clear and the agenda is manageable, i.e. a number of important and substantial items that can be dealt with in, say, 6 meetings a year, and where clear recommendations or conclusions are reached.
 - b) They can engage in the detail necessary to develop policy to send on to the executive, to discuss proposals coming from the executive and scrutinise policies.
 - c) The Panel engages with users and experts to develop an in-depth understanding of the issues under consideration.
- 3.4. In the light of the above, it is proposed that five Panels are established, each with a clear remit which allows service issues to be considered in the round rather than on a divisional basis. The proposed Panels are set out below and Appendix 2 gives details of each. It will be noted

that they draw on the work of the previous Panels (Appendix 1) but also develop the work of C.S.F.:

- a) Strategic Management
- b) Corporate Parenting
- c) Pupil Achievement and Schools Standards
- d) Resources
- e) School Places, Admissions and Commissioning

3.5. The County Council is committed to involving users and stakeholders in the delivery of C.S.F. and their involvement in the work of Panels will be very important. Service users – parents, carers and young people - should be invited to meetings to comment on the impact of services on their lives. Stakeholders – voluntary sector, health, teachers, employees - should be invited to meetings to help develop services and policies.

3.6. It is proposed that the membership of the Panels except for Corporate Parenting should comprise:

- a) Eight county councillors (voting);
- b) One parent governor or church representative who is a voting member of C.S.F. (voting);
- c) One representative of the appropriate headteacher and governor Partnership Group (non-voting) (see 3.7 below for details);
- d) Co-opted members as and when required drawn from users and stakeholders (non-voting). The latter may include the voluntary sector, health, people with specialist knowledge, parents, carers, young people, headteachers, governors and representatives of the church not included on the C.S.F. Select Committee.

3.7. The Corporate Parenting Panel would comprise County Councillors (voting) with co-options (non-voting) from users and stakeholders. This reflects the role of county councillors as the Corporate Parent.

3.8. A review has been undertaken of the partnership arrangements with headteachers and governors. It is proposed that a Partnership Group of headteachers and governors should exist for each of the following areas of panel work:

- a) Strategic Management
- b) Pupil Achievement and Schools Standards/Corporate Parenting
- c) Resources
- d) School Places, Admissions and Commissioning

The purpose of the Partnership Group would be to comment on specific areas of policy or scrutiny which the panels are involved with, and to advise on an agenda for the development of C.S.F. which covers both policy and operational issues.

The inclusion of Corporate Parenting with Pupil Achievement would mean that a specific focus is given to the achievement of Looked After Children by headteachers and governors.

4. Co-options to the Select Committee

- 4.1 Paragraph 2.3 of the Background section of this report refers to the Select Committee having asked that consideration should be given to the involvement of co-opted members on the Select Committee and Panels.
- 4.2 It has been proposed that there should be considerable involvement by users and stakeholders with Panels. It is at the Panel that members undertake detailed work and where external input will be most valuable in the preparation of policy or when scrutinising the work of C.S.F.
- 4.3. The Select Committee includes the following voting members: four elected parent governor representatives; and two appointed church representatives (Diocese of St Albans and Diocese of Westminster). The Church representatives are required to represent the Church of England and the Roman Catholic Church.
- 4.4. It is proposed that non-voting co-options to the Select Committee should be confined to representatives of headteachers, teachers and governors. Their formal representation on the Committee will ensure that the schools element of C.S.F. is represented.
- 4.5. It is not proposed that other C.S.F. staff are co-opted onto the Select Committee because they do not represent a part of the service which, while being part of the L.E.A., has responsibilities which are separate from it. Also it is not proposed to add further church representatives because that interest is already secured.
- 4.6. It is proposed that the following are co-opted:
 - a) One representative from each of the following associations:
 - Secondary Headteachers Association
 - National Association of Schoolmasters/Union of Women Teachers
 - National Union of Teachers
 - Association of Teachers and Lecturers
 - National Association of Headteachers
 - b) One representative from National Association of Governors and Managers.

Remit and Membership of C.S.F. Panels
up to 1 April 2001

1. Pupil Achievement and School Improvement Panel

Remit:

- a) To comment on proposals from the Cabinet in relation to Pupil Achievement and School Improvement.
- b) To scrutinise any matter in relation to Pupil Achievement and School Improvement chosen by the panel or referred by the Select Committee.

Membership:

8 county councillors
1 elected parent governor
1 teacher association representative from C.S.F. Committee

2. School Provision and Resources Panel

Remit:

- a) To comment on proposals from the Cabinet in relation to the provision and resourcing of schools.
- b) To scrutinise any matter in relation to the provision and resourcing of schools chosen by the panel or referred by the Select Committee.

Membership:

8 county councillors
1 elected parent governor

3. Special Educational Needs Panel

Remit:

- a) To comment on proposals from the Cabinet in relation to the exercise of the duties of the Education Authority to children with special educational needs.

- b) To scrutinise any matter in relation to the exercise of the duties of the Education Authority to children with special education needs chosen by the panel or referred by the Select Committee.

Membership:

8 county councillors
1 elected parent governor
1 teacher association representative from C.S.F. Select Committee

4. Student Services Panel

Remit:

- a) To comment on proposals from the Cabinet in relation to the following student services:
- admissions
 - pupil transport
 - exclusions
 - children out of schools
 - post 16
 - adult education
 - Connexions service
- b) To scrutinise any matter in relation to the above student services matters chosen by the panel or referred by the Select Committee.

Membership:

8 county councillors
1 elected parent governor

5. Youth Service Panel

Remit:

- a) To comment on proposals from the Cabinet in relation to the Youth Service.
- b) To scrutinise any matter in relation to the Youth Service chosen by the panel or referred by the Select Committee.

Membership:

8 county councillors
1 elected parent governor

6. Early Years Panel

Remit:

- a) To comment on proposals from the Cabinet in relation to early years development and the Childcare Plan.
- b) To scrutinise any matter in relation to early years development and the Childcare Plan chosen by the panel or referred by the Select Committee.

Membership:

8 county councillors
1 elected parent governor
1 chairman of Early Years Partnership

7. Children, Schools and Families Panel

Remit:

- a) To comment on proposals from the Cabinet in relation to the development of the Children, Schools and Families service.
- b) To scrutinise any matter in relation to the development of the Children, Schools and Families service chosen by the panel or referred by the Select Committee.

Membership:

10 county councillors
1 elected parent governor
2 representatives of health

8. Corporate Parenting Panel

Remit:

- a) To comment on proposals from Cabinet in relation to the Council's duties as a corporate parent.
- b) To scrutinise any matter in relation to the Council's duties as a corporate parent chosen by the panel or referred by the Select Committee.

Membership:

8 county councillors
1 elected parent governor

Proposed Remit and Membership of C.S.F. Panels
after 19 June 2001

1. Strategic Management

Remit:

- c) To comment on proposals from the Cabinet in relation to:
 - targets for C.S.F.
 - C.S.F. plans
 - C.S.F. service policies

- d) To scrutinise any matter in relation to:
 - targets for C.S.F.
 - C.S.F. plans
 - C.S.F. service policies

- e) Examples of areas of work:
 - the Education Development Plan
 - Quality Protects
 - Early Years Plan and Childcare
 - Connexions service
 - school attendance issues and service responses, e.g. ESCs, YPU, EWS and a Bullying Policy
 - client entitlements
 - permanent and fixed term exclusions
 - SEN procedures and policies
 - Youth Service policies and developments
 - health services used by C.S.F.

- f) Membership:
 - 8 county councillors
 - 1 parent governor or church representative on C.S.F. (voting)
 - 1 representative from the appropriate Management Partnership (non-voting)
 - co-optees as required (non-voting)

2. Corporate Parenting

Remit:

- a) To comment on proposals from the Cabinet in relation to:
 - county councillors' responsibility for LAC
 - LAC policy

- b) To scrutinise any matter in relation to:
 - county councillors' responsibility for LAC
 - LAC policy

- c) Examples of areas of work:

- work of children's homes
 - adoption services
- d) Membership:
- 8 County Councillors
 - 1 elected parent governor (voting)
 - co-optees as required (non-voting)

3. Pupil Achievement and School Standards

Remit:

- a) To comment on proposals from the Cabinet in relation to:
- action for raising standards in institutions
 - action for raising standards among identified groups of children
- b) To scrutinise any matter in relation to:
- action for raising standards in institutions
 - action for raising standards among identified groups of children
- c) Examples of areas of work:
- looking at all schools
 - schools causing concern
 - quality and performance of Education Support Centres
 - success of summer schools and study support activities
 - attainment and development of groups of children, e.g. looked after, leaving care, ethnic minorities, young carers, poor attenders, health problems, and by geographical area
 - achievement of children with SEN
- d) Membership:
- 8 county councillors
 - 1 elected parent governor or church representative on C.S.F. (voting)
 - 1 Member from the appropriate Management Partnership (non-voting)
 - co-optees as required (non-voting)

4. Resources

Remit:

- a) To comment on proposals from the Cabinet in relation to:
- the scheme of delegation for primary, secondary and special schools
 - revenue and capital budgets
- b) To scrutinise any matter in relation to:
- the scheme of delegation for primary, secondary and special schools
 - revenue and capital budgets
- c) Examples of areas of work:

- considering the capital programme
 - reviewing the unit of resource for schools
 - sources of external funding
 - resources attached to Quality Protects, Early Years
 - minor works
 - allocation of resources to C.S.F. (non-school) services
- d) Membership:
- 8 county councillors
 - 1 elected parent governor or church representative on C.S.F. (voting)
 - 1 representative from the appropriate Management Partnership Group (non-voting)
 - co-optees as required (non-voting)

5. School Places, Admissions and Commissioning

Remit:

- a) To comment on proposals from the Cabinet in relation to:
- the provision of buildings and commissioned services
 - the annual admission process for nursery, primary and secondary schools
- b) To scrutinise any matter in relation to:
- the provision of buildings and commissioned services
 - the annual admission process for nursery, primary and secondary schools
- c) Examples of areas of work:
- planning school places
 - planning special school and unit places
 - development of children's homes
 - youth club buildings
 - provision of early years settings
 - contract services to voluntary sector
 - impact of admission rules
- d) Membership:
- 8 county councillors
 - 1 elected parent governor or church representative on C.S.F. (voting)
 - 1 representative from the appropriate Management Partnership (non-voting)
 - co-optees as required (non-voting)