

## **CHILDREN & YOUNG PEOPLE SCRUTINY COMMITTEE TERMS OF REFERENCE**

### **Membership**

1. The Committee will be made up of elected members from the Scrutiny Assembly, as appointed at Annual Council in line with the political balance of the Council, and co-opted scrutiny members.
2. The Committee may appoint co-opted scrutiny members but they must not exceed the number of elected members.
3. The Parent Governor and the Catholic and Anglican diocesan representatives will have statutory voting rights on education matters as set out in the Local Government Act 2000. Other co-optees will not have voting rights.
4. In addition to the standing co-optees, the Committee may appoint additional co-optees for one-off reviews to supplement the skills, knowledge and experience of the Committee on that particular issue. (Subject to the number of co-opted scrutiny members not exceeding the number of elected members.)
5. The Chair is appointed at the Annual General Meeting of full Council. A Vice-Chair may be appointed by majority decision of the Committee
6. The quorum required for a meeting is 3 elected members.
7. All Committee members should undergo the Corporate Parenting and Child Sexual Exploitation training offered by the Council (including any refresher training).
8. Members of Committee should act as champions for children and young people in the care of the authority and raise awareness of the issues facing children and young people in care with other elected members and members of the public.

### **Functions**

9. The Committee will be the main mechanism by which Scrutiny members will scrutinise and monitor the planning and performance of the Council's services to children and young people and the Council's Corporate Parenting role, including but not limited to the following key areas
  - Early years and child care
  - All aspects of education including schools and academies, school improvement, school/college transport, training and apprenticeships, behaviour and attendance, further education
  - Children's Centres
  - Special Educational Needs and Disabilities
  - Child and Adolescent Mental Health Services (CAMHS)
  - Positive activities for young people
  - Safeguarding and child protection (including exploitation)
  - Corporate Parenting

## Appendix A

- Looked After Children and Care Leavers
- Fostering and adoption
- Teenage pregnancy
- Supported accommodation and lodgings
- Supported employment for young people
- Youth Services
- Youth Offending Service
- Youth unemployment, NEETs
- Family Support

10. The Committee will set its own work programme. The following points may be taken into consideration when considering the work programme each year:

- areas where significant change is proposed and the potential impacts
- performance in areas where significant change has been implemented;
- areas of financial overspend;
- areas receiving a high level of budgetary commitment;
- areas where there is a high level of user dissatisfaction;
- reports and action plans produced/agreed with external inspectors;
- areas that are key issues for the public or have become a public interest issue covered in the media.

11. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.

### **Meeting Administration and Proceedings**

12. The Committee procedure rules as set out in the Council's Constitution apply to this Committee.

13. The meetings will follow the principles of scrutiny ie no party whip will be applied and a constructive, evidence based approach will be used.

14. If the Chair and Vice Chair (if appointed) are unable to attend a meeting the Members present will elect a Chair for the meeting.

15. All Scrutiny Committee meetings will be held in public, unless exempt information is being considered or discussed. Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review and these sub-groups may hold informal meetings but will report back their findings to the Scrutiny Committee.

16. The meetings will be administered by Scrutiny Services and Democratic Services. Frequency of meetings will be agreed by the Committee as necessary to carry out the work programme.

17. The Cabinet Member for Children and Young People, Executive Directors, Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from other organisations may be invited to attend.

### **Sensitive and Confidential Information**

18. From time to time members may become privy to information of a confidential nature. If this happens, members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.
19. Information obtained as a result of membership of the Committee is sensitive and should be treated as being confidential by members.

### **Reporting Arrangements**

20. The Chair will provide regular updates to meetings of the Scrutiny Management Board to inform the other Scrutiny Chairs of performance and budget issues relating to the remit of their Committees.
21. The Chair of the Committee, or his/her representative, will provide and present reports and recommendations of the Committee to the Council's Cabinet, Full Council or other relevant organisations when necessary.