

## Child and Family Services Scrutiny Performance Panel 21 August 2017

### ROLE OF THE CHILD AND FAMILY SERVICES SCRUTINY PERFORMANCE PANEL

#### 1. Introduction

- 1.1 The main aim of scrutiny is to act as a 'critical friend' to the Cabinet and other decision makers in order to promote better services, policies and decisions. Councillors involved in scrutiny will hold the Council's executive to account and examine the work of Council departments, as well as other public services.

#### 2. Role of the Child and Family Services Scrutiny Performance Panel

- 2.1 The role of this Panel in general is to The Panel will receive and request relevant performance reports to monitor and challenge assessments on service performance and quality in respect of children's social services

On behalf of the Panel, the convener will write to the relevant Cabinet Member raising issues of concern, comments and recommendations as appropriate following Panel meetings.

Terms of Reference are attached in *Appendix 1*.

#### 3. Membership

- 3.1 11 Councillors sit on this Panel. They are:

Paxton Hood-Williams	Yvonne Jardine
Susan Jones	Irene Mann
Kevin Griffiths	Peter Jones
Des Thomas	Cyril Anderson
Mary Jones	Mike Durke
Alyson Pugh	

#### 4. Child and Family Services Scrutiny Performance Panel Convener

- 4.1 Scrutiny Conveners are appointed by the Scrutiny Programme Committee to lead specific activities. Paxton Hood-Williams will convene the Child and Family Services Scrutiny Performance Panel.

- 4.3 Councillors who are appointed as conveners will be responsible for ensuring that Panels are operating effectively. A role description for conveners is attached in *Appendix 2* (taken from 'New Scrutiny Arrangements' Council Report 18 October 2012)

#### 5. The Work Programme for 2017/18

5.1 The Child and Family Services Scrutiny Performance Panel Work Programme has been developed based upon core annual items, topic suggestions received and input from the Head of Child and Family Services. This draft work programme is a basic framework that allows for further items to be added or removed based on your discussions today. It also allows for flexibility throughout the year for key items that may arise.

5.2 It is proposed that all meetings start at 10.00am with a preparation meeting at 9.30am and are held in a committee room in the Guildhall unless otherwise stated.

Meeting Date	Items to be discussed
<p><b>Meeting 1</b> Monday 21 August 2017  10am</p>	<p><b>Overview of Child and Family Services in Swansea</b> (including key priorities and challenges and first quarter performance report) <i>Presentation by Julie Thomas, Head of Child and Family Services</i></p> <p><b>Role of the Child and Family Services Scrutiny Performance Panel</b> including Terms of Reference and Draft Work programme</p> <p><b>Letters to / from Convener</b></p>
<p><b>Meeting 2</b> Tues 30 October 2017  10am</p>	<p><b>Performance Monitoring</b> including</p> <ul style="list-style-type: none"> <li>• update from Barnardos</li> <li>• end of year comparative data</li> <li>• quarter 2 performance report (including adoption and YOS)</li> </ul> <p><i>Julie Thomas, Head of Child and Family Services and Representative from Barnardos</i></p>
<p><b>Meeting 3</b> Tues 18 December 2017  10am</p>	<p><b>Child Disability briefing</b></p> <p><b>Advocacy update</b></p>
<p><b>Additional meeting</b> (Jan?)</p>	<p>Commissioning review – Domestic violence hub ? Commissioning review – Under 11s and over 11s ?</p>
<p><b>Meeting 4</b> Tues 26 February 2018  10am</p>	<p><b>Performance Monitoring</b></p> <p><b>Prevention and Early Intervention</b></p>
<p><b>Additional meeting</b> (Feb 17?)</p>	<p>Draft budget proposals for Child and Family Services</p>

<b>Meeting 5</b> Tues 30 April 2018  10am	<b>Performance Monitoring</b>

## 6. Finding Effective Ways of Working

6.1 The panel should take the opportunity to discuss how it can work most effectively, for example in its preparation for meetings:

- Developing Questions and Questioning Strategy
- Use of short Pre-meetings / Post meetings / summing up
- Team / Inclusive Working and Communication
- Decorum at meetings
- Any other practical considerations.

## Child and Family Services Scrutiny Performance Panel

### Terms of Reference

**1. Name:**

Child & Family Services Scrutiny Performance Panel

**2. Why this topic is important?**

- Given the importance of, and past focus on Child & Family Services and, as it is potentially still an area of high risk, this warrants attention
- The service has made good progress but it is vital this is maintained and that further improvements are made across all areas of the service
- Continues to be an area of high demand and high spend - there are significant financial pressures in this service area
- Corporate Priority Area – Improvement Objective to ensure that people are safe, well and supported to live independently (Child & Family Services)

**3. What is the purpose of the panel?**

The Panel will receive and request relevant performance reports to monitor and challenge assessments on service performance and quality in respect of children's social services

On behalf of the Panel, the convener will write to the relevant Cabinet Member raising issues of concern, comments and recommendations as appropriate following Panel meetings.

**4. Meetings:**

The Panel will be expected to meet on an ongoing basis, 4-6 times a year.

The Panel will report periodically on progress to the Scrutiny Programme Committee.

**5. Support**

Lead Scrutiny Officer: Liz Jordan ([Liz.jordan@swansea.gov.uk](mailto:Liz.jordan@swansea.gov.uk))  
Tel: 01792 637314

## **Scrutiny Convener Role Description**

### **1. General**

- 1.1 The Scrutiny Convener will be responsible for a portfolio of scrutiny topics that they will manage and deliver. These topics, allocated by the Council's Scrutiny Programme Committee, will not be confined to a single subject or department. The scrutiny work led by these conveners will be done through informal task and finish groups / panels and the conveners will chair the meetings of these groups. Conveners will be accountable to the Scrutiny Programme Committee.

### **2. Providing leadership**

- 2.1 To provide confident and effective management of the topics for which they are responsible.
- 2.2 To promote the role of scrutiny within and outside the council, liaising effectively both internally within the Council and externally with the Council's partners.
- 2.3 To contribute to the development of a balanced scrutiny work programme.
- 2.4 To ensure the programme takes account of relevant factors such as: the work programmes of the executive and other committees, strategic priorities and risks, and relevant community issues.
- 2.5 To demonstrate an objective and evidence based approach to scrutiny and to facilitate the identification of conclusions and recommendations accordingly.
- 2.6 To evaluate the impact and added value of scrutiny activity and identify areas for improvement.
- 2.7 To promote cross party working.
- 2.8 To keep any relevant deputies fully involved and informed to ensure they are able to cover the conveners' role as required

### **3. Managing the work programme**

- 3.1 To ensure that the work programme is delivered.
- 3.2 To report on progress against the work programme to Council, and others as appropriate.
- 3.3 To liaise with officers, other members and community representatives to resource and deliver the work programme.

## **4 Effective meeting management**

- 4.1 To set agendas containing clear objectives and outcomes for meetings.
- 4.2 To manage the progress of business at meetings, ensuring that meeting objectives are met.
- 4.3 To ensure that the necessary preparation is done beforehand.
- 4.4 To ensure that all participants have an opportunity to make an appropriate contribution

## **5 Community leadership**

- 5.1 Where necessary to act as a focus for liaison between the council, community and external bodies in relation to the scrutiny function.
- 5.2 To build understanding and ownership of the scrutiny function within the community.
- 5.3 To involve fully external stakeholders for example, service users, expert witnesses and partners in scrutiny activity.
- 5.4 To support the involvement and development of scrutiny members
- 5.5 To encourage high performance from all scrutiny councillors in task and finish groups.
- 5.6 To assess individual and collective performance within task and finish groups and facilitate appropriate development.

## **6 Values**

### **6.1 To be committed to the values of the Council and the following values in public office:**

- a. Openness and transparency;
- b. Honesty and integrity;
- c. Tolerance and respect;
- d. Equality and fairness;
- e. Appreciation of cultural difference;
- f. Sustainability.