

**POLICY OVERVIEW CO-ORDINATING COMMITTEE**

**Friday, 16th October, 2009**

**9.30 am**

**Darent Room, Sessions House, County Hall,  
Maidstone**







## AGENDA

### POLICY OVERVIEW CO-ORDINATING COMMITTEE

Friday, 16 October 2009 at 9.30 am  
Darent Room, Sessions House, County  
Hall, Maidstone

Ask for: Paul Wickenden  
Telephone: 01622 694486

*Tea/Coffee will be available 15 minutes before the meeting*

#### Membership (10)

Conservative (9): Mr E E C Hotson (Chairman), Mrs E M Tweed (Vice-Chairman),  
Mrs A D Allen, Mr C J Capon, Mr M C Dance, Mr C Hibberd,  
Mr G A Horne MBE, Mr P W A Lake and Mr K Smith

Liberal Democrat (1): Mrs T Dean

#### UNRESTRICTED ITEMS

*(During these items the meeting is likely to be open to the public)*

#### Item No

- 1 Substitutes
- 2 Declarations of Interests by Members in items on the Agenda for this meeting.
- 3 Minutes - 1 October 2009 (Pages 1 - 2)
- 4 Select Committees - two year work programme (Pages 3 - 58)
- 5 Councillor Call for Action (Pages 59 - 66)
- 6 Policy Framework (Pages 67 - 72)

#### EXEMPT ITEMS

*(At the time of preparing the agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public)*

Peter Sass  
Head of Democratic Services and Local Leadership  
(01622) 694002

**Thursday, 8 October 2009**

*Please note that any background documents referred to in the accompanying papers maybe inspected by arrangement with the officer responsible for preparing the relevant report.*

**KENT COUNTY COUNCIL**

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**POLICY OVERVIEW CO-ORDINATING COMMITTEE**

MINUTES of a meeting of the Policy Overview Co-ordinating Committee held in the Wantsum Room, Sessions House, County Hall, Maidstone on Thursday, 1 October 2009.

PRESENT: Mr E E C Hotson (Chairman), Mr M C Dance, Mr C Hibberd, Mr G A Horne MBE, Mr P W A Lake and Mrs E M Tweed

ALSO PRESENT: Mr L Christie and Mr A J King, MBE

IN ATTENDANCE: Mr P Sass (Head of Democratic Services and Local Leadership), Mr P D Wickenden (Overview, Scrutiny and Localism Manager) and Ms D Fitch (Assistant Democratic Service Manager (Policy Overview))

**UNRESTRICTED ITEMS****7. Membership**

*(Item 1)*

(1) It was noted that as Mr Kit Smith had been elected Chairman of the Learning and Development Policy Overview Committee he was now a Member of this Committee.

**8. Minutes - 9 September 2009**

*(Item 4)*

RESOLVED that the minutes of the meeting held on 9 September 2009 are correctly recorded and that they be signed by the Chairman.

**9. The Potential to Refocus and Restructure the Overview and Scrutiny Function**

*(Item 5)*

(1) Mr King presented an interim paper which took account of the comments made at the Cabinet Scrutiny Committee and the Policy Overview Committees (POC's). Members' comments were invited prior to a final report being produced for the County Council meeting on 15 October 2009. The comments made included the following:-

- The need for a mechanism to share information across POC's whilst avoiding duplication was mentioned.
- There was support for using Rapporteurs to gather information and report back to the Committee, but it was important that there were clear guidelines around this role. The possibility of Health Overview and Scrutiny Committee piloting this scheme, as they had a willing volunteer was raised. It was envisaged that Rapporteurs would carry out the majority of their work themselves, with little or no support from officers.

- The Information Point was commended as a good source of research support for Members.
- Strengthening the role of the Co-ordinating Committee was discussed including its role in formulating and sharing work programmes for POC's.
- The importance of the Forward Plan to the POC's ability to have an input at an early stage into policies that were being formulated was mentioned. In order to do this effectively the period of the Forward Plan needed to be longer than the current 4 months, it was suggested that the Forward Plan need to at least cover a 6 month period. It was acknowledged that the items put on more than 4 months in advance would only be provisional. The Forward plan also needed to be comprehensive and easy to use.

RESOLVED that the comments made by the Committee on the interim paper be noted.

#### **10. Items for Meeting on 16 October 2009**

The Chairman informed the Committee that the next meeting of the Committee on 16 October 2009 would start at 9.30am. In addition to the item on the Select Committee work programme, there would be three other reports which were on the Policy Framework, Councillor Call for Action and which POC should take the lead for Climate Change issues.

By: Overview Scrutiny and Localism Manager  
To: Policy Overview Co-ordinating Committee – 16 October 2009  
Subject: Select Committee - Topic Review Programme – 2009 - 2011  
Classification: Unrestricted

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Summary: This report sets out for the Committee the topics which have come forward from the Policy Overview Committees, Individual Members and Cabinet Members for potential inclusion in the Select Committee Work Programme 2009-11.

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### **Context**

1. (1) The Committee will be aware that underpinning an effective Overview and Scrutiny function is a Work Programme which is realistic, deliverable, within existing resources, but retains the ability to be responsive and flexible. This is a constant challenge, to identify those issues/topics and widening the conversation to engage local people, service providers, neighbourhood users, communities as well as elected Members. There is unanimity of all members that the Topic Reviews are successful in influencing policy and decision makers both within the County Council and outside with the Councils external partners. Members have stressed the importance of ensuring that the overview and scrutiny process adds real value, reaching positive and realistic recommendations. It is not about duplicating the work of Regulators and Inspectorates.

(2) This report needs to be put into the context of the extensive discussions which have taken place since the first meeting on the new County Council on 25 June 2009, when the Leader announced a thorough review of the Overview and Scrutiny function would be carried out to ensure that it is fit for purpose in relation to the shape and structure of the new Council and in the context of external developments. The outcome of this review will be debated at the County Council on 15 October which might impact on the deliberations of this Committee at today's meeting. For example the report to be debated at the County Council proposes:-

(a) the strengthening of the role of this Committee in determining the appropriate mechanism pieces of work are to be delivered; and

(b) the potential to develop a rapporteur scheme (which it is proposed should be developed by this Committee in collaboration with the Cabinet)

(3) The Committee are reminded that the County Council policy is to ensure that the Work Programme is sustainable, and can be delivered within the resources available, the topics selected:-

- (a) must add value to the County Council and the residents of Kent;
- (b) must not duplicate other internal or external work being undertaken by the Cabinet or a Managing Director or their staff;
- (c) must not be the subject of external inspections; and
- (d) must not have been the subject of topic reviews by other Councils from which details of best practice can be obtained.

## **Resources**

2. (1) My Team comprises of:-

- Three full time Democratic Services Officer posts supporting 7 of the 8 Policy Overview Committees and providing the administrative support to the Select Committees and Informal Member Groups.
- Support for the Environment, Highways and Waste POC is provided by a Democratic Services officer in the Council and Cabinet Team.
- Three research officers (2.5 full time posts) who provide the research and prepare reports on behalf of Select Committees.
- One research officer who is dedicated to the Health Overview and Scrutiny Committee (HOSC).
- One research officer who is dedicated to the Cabinet Scrutiny Committee

(2) I take the lead for the Policy Overview Co-ordinating Committee and HOSC providing the administrative support to the HOSC as well..

## ***Identification of Potential Topic Reviews***

3 (1) The following topics have been identified by the Policy Overview Committees, individual Members and Cabinet Members for possible inclusion in the Work Programme.:-

- Dementia (Pages 9 - 10)
- Educational Attainment of pupils and schools in areas of high deprivation (Pages 11 -12)
- Extended School programme and links with youth and community services - (Pages13 - 21)
- The Future of Waste (Pages 22 – 23)
- How the young people of Kent can interact with and help older people of the county and conversely how the older citizens of Kent can interact with and help young citizens (Pages 24 – 26)
- The impact of the slowdown of existing, and absence of new, Developer Contributions- on the Kent Economy and Regeneration in Kent (Pages 27 – 29)
- Renewable energy – what should Kent’s role be? (Pages 30 – 33)
- Safeguarding and Adult Protection (Pages 34 – 36)
- Skills Shortage and help for finding work opportunities during difficult times (Pages 37 – 39)

(2) In order to assist the Members of this Committee in setting the work programme an assessment form has been completed for each of these proposals. The first part of the form is where the proposer of the review sets out the detail for the proposed review. The remainder of the form has been completed by the Directorate in consultation with the appropriate Cabinet Member(s). The proposer, Directorate representatives and Cabinet Member(s) (or their Deputies) have been invited to this meeting to express their views on the topics prior to the Co-ordinating Committee setting the Work Programme. Attached as Appendix 1 are the completed assessment forms for each of these topics.

(3) On each of the assessment forms there is a section asking whether there is any specific timeframe for the review. The response to this question should be taken into consideration when placing any review in the work programme.

(4) To assist The Committee in assessing the topics that have been put forward I attach at Appendix 2 a spreadsheet showing which if any other Local Authorities have also carried out reviews on these subjects. For those topics that have had a lot of in depth work done by other authorities Members may wish to consider whether it would be a better use of resources to draw on the best practise identified in those reviews rather than KCC carrying out its own review.

(5) It is for this Committee to determine which topics should be included in the Work Programme to be supported from within existing resources.

### ***Work programme – selection and next steps***

4. (1) . A total of 9 reviews could be carried out in the period 2009-2011 which means that all topics put forward could be included but Members may wish to leave some flexibility in the programme for topics that may forward during this period. Alternatively, the Committee may decide that a suggested review could be delivered by another mechanism.

(2) It should be borne in mind that one of the research officers works on a part time basis so the review that this colleague supports will need to have a very sharp focus or be carried out over a longer period of time.

(3) Topic reviews are usually allocated for a period of 6 months, for the review to be carried out and the report submitted to Cabinet. It is suggested that the first three reviews identified should start immediately, with the Select Committee Members being identified as quickly as possible. This will enable arrangements to be made for a cross party group drawn from the Membership of the Select Committee to meet with the research officer to discuss the terms of reference for the review.

(4) Following this stage there would be an inaugural meeting of the Select Committee to agree their terms of reference, list of witness, timescale for hearing etc,

(5) Throughout this early stage of the process there would be liaison with the Directorate(s) and the Cabinet Member(s).

(6) Once the Committee have produced their draft report based on written evidence, oral evidence from hearing sessions and visits a draft report will be prepared and agreed by the Committee. The draft will then be shared with the Directorate(s), Cabinet Member(s) and partners for their comments, before the Committee agree the final version for submission to the Cabinet endorsement and later to County Council for debate.

(7) POC(s) will be kept fully informed of progress of their Select Committees by an update at every meeting. It would be anticipated that this first tranche of reviews would start to submit their final reports to Cabinet from April 2010 onwards. It is anticipated that there may be some natural slippage in the programme which will avoid all of the reviews going to a single Cabinet Meeting or it may be necessary to phase their submission.

(8) It is intended that there will only be a maximum of one Select Committee report to each County Council meeting in order that there can be a full debate.

(9) The work programme will be kept under constant review by this Committee so that it can be amended to respond to changes which may arise.

(10) I would welcome the flexibility to agree the order of the reviews with the Chairman, Vice- Chairman and Liberal Democrat Spokesman and other stakeholders outside of this meeting so that I can allocate the most appropriate research resource to each respective Topic Review.

### **Recommendations**

5. The Committee are requested to :-

- (a) note the resources available to the Policy Overview Committees to carry out the Topic Review Work Programme;
- (b) agree which of the topics proposed the Policy Overview Co-ordinating Committee wish to form the Select Committee Topic Review Programme for 2009/11;
- (c) delegate to the Overview and Scrutiny Manager the authority to agree the order of the Select Committee Topic Reviews in consultation with the Policy Overview Co-ordinating Committee Chairman, Vice Chairman and Liberal Democrat Spokesman and other relevant stakeholders.

Paul Wickenden  
Overview and Scrutiny and Localism  
Manager  
(01622) 694486  
paul.wickenden@kent.gov.uk

Background documents - Nil

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## ASSESSMENT OF A SELECT COMMITTEE TOPIC REVIEW

(\* - sections to be filled in by the proposer of the topic)

**\*Subject of Proposed Review:-**  
Dementia

**\*Reason for the Review:-**  
(see note 1 below)

- Increase in prevalence
- Demography over 80
- Dementia Strategy (national)
- Future training
- Impact on future services
- Public interest in this issue: increasing numbers of people diagnosed with dementia and carers

**\*Issues to be covered by the Terms of Reference:-**

- Future Demand levels / postcode lottery for drugs
- Current thinking on measure to delay / ameliorate onset of dementia ie. Memory clinic

**\*Scope of the review:-**

- Include all partners in debate including carers and people diagnosed with dementia
- Examination of adequacy of support for carers

**\*Purpose and objectives of the Review:-**

- Capacity of service to offer assistance to people diagnosed with dementia to help delay development of dementia

**Proposers of the review**

*J Maswani*      *Trudy Dean*

To be completed by the Directorate/Cabinet Member(s)

**Are there any reasons why this review should not be put forward for inclusion in the work programme for 2009/10?**

In the light of the recently published National Dementia Strategy (February 2009) health and social care organisations are focussing their resources on implementation of the key 17 objectives. It would be beneficial for the review to focus on the key implementational issues.

There is a Kent & Medway Dementia Collaborative in place to monitor implementation of the strategy locally.

**How will the review contribute to corporate objectives and priorities?**

Support for people with Dementia is a key driver in the Active Lives policy framework for later life, and the Kent Adult Social Services strategy. This is all supported by collaborative commissioning and provision with health.

**Will the review support the achievement of PSA or LAA targets? If yes, please identify targets:-**

N1 125 – Intermediate Care/Independent Living

**Does the review need to be completed within a specific timeframe? If yes, please give details:-**

This would realise most benefit if conducted 2010/2011, to review post strategy implementation and outcomes achieved from the Dementia Demonstrator Project and other support services.

**How will this review have an impact on KCC policy development and/or help to influence national policy?**

Commissioning and provision of robust Dementia pathway services, that provides service users and carer's choice and control.

**How will this review add value to the County Council and residents of Kent?**

Improved outcomes increased collaborative and integrated service provision, and a better use of resources.

**Any additional comments from the Portfolio Holder/Strategic Director:-**

Portfolio Holder's Signature:-



Strategic Director's Signature:-



Contact Officer:- Janice Duff

Date:- 9/9/09

## ASSESSMENT OF A SELECT COMMITTEE TOPIC REVIEW

\* - sections to be filled in by the proposer of the topic

### \*Subject of Proposed Review:-

Educational attainment of pupils and schools in areas of high deprivation

### \*Reason for the Review:-

(see Note 1 below)

- Priority 1 of the Kent Children and Young People's Plan is 'to reduce the impact of poverty (generational and situational) on children's lives by tackling the underlying causes and mitigating the effects.' As one of the actions to achieve that objective, Kent County Council is committed to achieving Outcome 1B(3): 'narrow the educational attainment gap between the children and young people eligible for Free School Meals and their peers.'
- Performance in Kent against National Indicator 102 shows an estimated achievement gap of 28% in 2008/9, albeit with a trend towards improvement.
- We need to examine the reasons for this differential in achievement, and the effectiveness of measures being taken by the CFE Directorate, in partnership with others, to reduce it.

### \*Issues to be covered by the Terms of Reference:-

1. Levels of attainment of pupils and of performance by schools with the highest scores for multiple deprivation, compared to the Kent norm.
2. Factors which contribute to this differential.
3. Differential levels of attainment within the category and reasons for this.
4. Action taken by the Directorate to raise levels of attainment in this category (by monitoring, challenging, supporting).
5. The effectiveness of the multi-agency work of Local Children's Services Partnerships in helping schools in this category to raise the levels of attainment

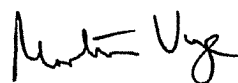
### \*Scope of the review:-

The review should examine the Key Stage 2 SATs results of schools within the group of schools with the 50 highest scores for Multiple Deprivation. It would be necessary to interview AEOs, managers and chairs of LCSPs, Headteachers of schools showing Best Practice, and possibly PEP Heads and School Improvement Partners. Chatham House rules would apply where appropriate.


### \*Purpose and objectives of the Review:-

1. Working with schools, parents, children, voluntary organisations to identify the factors inhibiting higher attainment by pupils in schools with the highest scores for Multiple Deprivation.
2. To assess the effectiveness of work being done to counteract those factors, and to raise the level of attainment of pupils in these schools.
3. To propose any additional action the Select Committee believes would be helpful in achieving Priority 1.

Proposer of the review - (Please print name and sign)



Martin Vye



Trudy Dean

To be completed by the Directorate/Cabinet Member(s)

**Are there any reasons why this review should not be put forward for inclusion in the work programme for 2009/10? (see Note 2 below)**

An analysis of attainment results for 2009 (broken down into the vulnerable groups across the county and linked into the IMD) will only be available, fully validated, by late Spring 2010. It is suggested to Members that a full discussion at the Learning and Development Policy Overview Committee in Spring 2010 to enable Members to agree if a specific Select Committee is still required and the exact details of the focus.

**How will the review contribute to corporate objectives and priorities?**

**Will the review support the achievement of PSA or LAA targets? If yes, please identify targets:-**

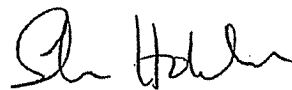
**Does the review need to be completed within a specific timeframe? If yes, please give details:-**

**How will this review have an impact on KCC policy development and/or help to influence national policy?**

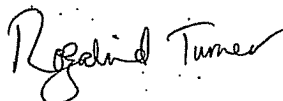
**How will this review add value to the County Council and residents of Kent?**

**Any additional comments from the Portfolio Holder/Strategic Director:-**

**Portfolio Holder's Signature:-**



**Strategic Director's Signature:-**



**Contact Officer:-**

**Date:-**

## ASSESSMENT OF A SELECT COMMITTEE TOPIC REVIEW

\* - sections to be filled in by the proposer of the topic

### **\*Subject of Proposed Review:-**

**Kent's Extended School programme and links with youth and community services**

### **\*Reason for the Review:-**

(see Note 1 below)

The Government's focus on Extended School Services and delivery of the core offer is nearing its target date of all schools being able to offer access to the core offer of Extended Services by September 2010. Kent is doing very well with 90% of our schools now delivering against the government definition of the core offer (\* see briefing paper attached).

However, it is important to consider what would be the Kent offer in relation to extended schools, to realise the leadership's vision of "the school that never sleeps", and to ensure we are maximising the delivery of a wide variety of activities and services in partnership with our schools.

The recent White paper on 21<sup>st</sup> Century schools takes a less prescriptive view of Extended Schools and Extended Services – looking at schools as part of their community, working in partnership with others to support their communities. The Government's funding for these developments is changing and we are uncertain as to what the funding regime post March 2011 will be.

It is therefore timely to take stock of the Kent Extended School programme, to consider achievements and further opportunities in the light of current and potential future funding sources.

### **\*Issues to be covered by the Terms of Reference:-**

- Is the current approach of focus on the government's "core offer" meeting community and KCC priorities, and are we maximising the partnership with youth, adult education, library services, cultural, sporting and health providers?
- Are the current programmes helping to enrich and support children and families to ensure they both enjoy and achieve through the extended role of schools. Is there a focus on children and young people who may not be doing so well currently? Is there a demonstrable impact on pupil attainment and/or well-being?
- Are there any blockages that are preventing current and future developments? What are these and are there possible solutions?
- Look at resources (human, financial and capital) across KCC and our partners, to ensure we use them in the most efficient and effective way possible.

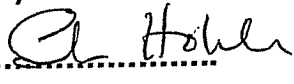
### **\*Scope of the review:-**

Evaluate what has been put in place so far, identify areas for development in order to support Kent's priorities, our CYPP priorities and national targets. With funding for public services certain to come under pressure, we need to ensure efficiency across the many services that work around this agenda.

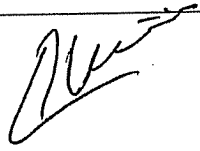
### **\*Purpose and objectives of the Review:-**

To inform the vision and planning for KCC's delivery of Extended School Services over the next 3 to 4 years.

Proposer of the review - (Please print name and sign)

BRATH HOLLER 

MIKE HILL



To be completed by the Directorate/Cabinet Member(s)

**Are there any reasons why this review should not be put forward for inclusion in the work programme for 2009/10? (see Note 2 below)**

No. The review will link with a project about to commence that will be looking at improved community use of secondary school sites. This will report back in February/March 2010. It would be helpful if this review took place at a time when it could take account of the results of this project. We also need to ensure that the review does not cover the same ground as the recent review on positive action for young people.

**How will the review contribute to corporate objectives and priorities?**

Extended School Services supports the delivery of corporate objectives and priorities as set out in the Children and Young People's Plan. This review could inform how this capacity can be strengthened.

**Will the review support the achievement of PSA or LAA targets?**

Yes

**Does the review need to be completed within a specific timeframe? If yes, please give details:-**

By June 2010 at the latest; it will then be able to inform changes prior to the end of the current spending review period.

**How will this review have an impact on KCC policy development and/or help to influence national policy?**

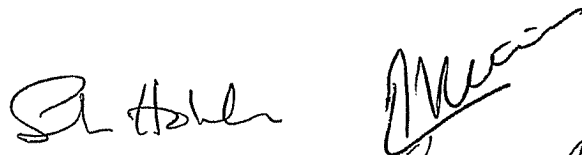
It will inform KCC's response to:  
The Schools White Paper  
The parenting strategy  
Positive activities for young people  
Adult and community learning  
Localism and community engagement,

**How will this review add value for the County Council and residents of Kent?**

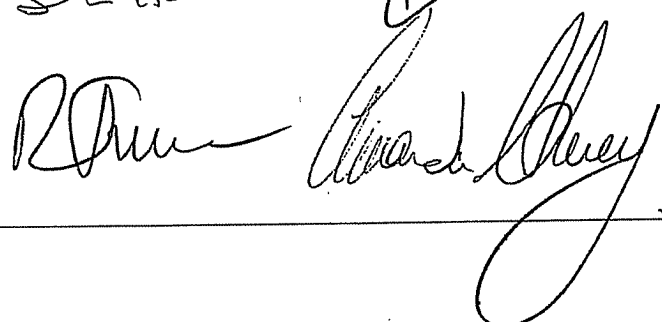
It will ensure that Kent's young people and adults are able to access support and services through extended school activities.

**Any additional comments from the Portfolio Holder/Strategic Director:-**

**Portfolio Holder's Signature:-**



**Strategic Director's Signature:-**



<b>Contact Officer:- Marisa White</b>	<b>Date:- 21 September 2009</b>
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## **Notes**

It is vital that schools are engaged positively with the review, and it is suggested that the terms of reference are shared with the schools funding forum, the primary, special and secondary school forums, and that representatives from schools and governors are sought to inform the work of the review.

The select committee will be encouraged to visit current extended school activities to see work on the ground, including current links with youth, adult education and library services

## **Extended Services Briefing Note September 2009**

1. Extended Services is part of the Change for Children agenda and at the heart of the delivery of Every Child Matters. Children's Centres and Extended Schools are two of the main vehicles for local delivery of services for children and their families.

### **2. Underpinning philosophy:**

Children's experiences greatly influence their life chances in adulthood. Educational attainment is a powerful route out of poverty and disadvantage. Extended Schools work with the LA and other partners to offer access to a range of services and activities which support and motivate children and young people to achieve their potential. The services that the Government expects to see in place by 2010 in and around schools are:

- varied menu of activities, combined with childcare in Primary schools. (Breakfast, after school and holiday clubs)
- swift and easy access to targeted and specialist services
- parenting advice and support (particularly at points of transition in children's lives) and family learning
- community access to school facilities (where these are of a reasonable and safe standard, where this will not undermine other local facilities and businesses and where this is sustainable through being able to cover costs through charging)

All services and activities should be developed in consultation with children, young people, their families and the local community and there should be clear evidence of need and demand. By working in partnership with other agencies Extended Schools (and Children's Centres) will provide their local communities with access to the above services either at the school or Children's Centre or by using other facilities and resources in the local area.

### **Impact:**

- National research on the first phase of Extended Schools has demonstrated that in many cases children in Extended Schools improved at twice the national rate particularly in relation to engagement with learning and self esteem.

### 3. **Government expectations:**

- That all schools will offer access to extended services by 2010. (regular monitoring through the TDA and progress reported as part of the APA. Kent is exceeding its stretched target)
- That school's development of Extended Services will be embedded within their school improvement plans and that this is evidenced via Ofsted.
- Extended Services is now part of the Ofsted inspection framework
- That all schools will attain and keep Healthy Schools status
- That the Children's Trust will have a Parenting Commissioner who will develop a Strategy for supporting parents and an action plan that will be developed through consultation with parents. The commissioner is expected to ensure mapping of services and gap analysis and work to ensure that all parenting programmes are evidence based, appropriately targeted and accessible and that practitioners receive appropriate training and support. The commissioner role is also responsible for championing of parental voice and participation. (All monitored through GOSE).

### 4. **The Unit**

The current Extended Services Unit (central team) is made up of the following elements:-

- **Extended Services** / Extended Schools development:-

Deals with advice and support to ESDMs (deployed and managed within LCSP teams), LCSPs and Schools around Extended Services development; production of information and guidance, problem-solving and liaison to ensure join-up with other strategic agendas e.g. Healthy Schools, School Workforce reform, Aiming Higher for Disabled Children, Eco Schools, Personalisation, Children's Centre development, PSHE, Community Cohesion, Play strategy and delivery of Playbuilder Programme (with Districts and Voluntary Sector), Teenage Pregnancy Strategy, 20 in 12, Bookstart and Booktime, Positive Activities and TYS.

Reports to DCSF through the TDA on Extended Schools Core Offer progress and monitors and provides QA across the County around ES developments. Pilots/tests out new approaches and services and supports implementation, i.e. roll out and evaluation of DCSF Disadvantage Subsidy. Delivery of and support to schools around the use of the School Improvement Planning tool for Extended Services development. Provision of training for school staff and their partner organisations and for school governing bodies.

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Operational delivery and development of Extended Services is carried out via the ESDMs within LCSP teams. ESDMs are deployed and managed by Partnership Managers and answer to their LCSP Board.

**90% of Kent schools are delivering the full Core Offer by September 2009.** (National target 85%).

- **Study Support** – provides advice and support to ESDMs, Schools, clubs and providers around the delivery of quality study support activity. The team advises on methods for measurement of and evidencing of impact at school level; it commissions training for providers of Study Support to ensure basic quality standards are met and initiates partnerships with providers to introduce enhancement programmes across the County (i.e. partnership work with Charlton; Transition Programmes, work with HSBC on money management and enterprise activities) and promotes their adoption by schools and LCSPs.
- This part of the Unit also comprises of Kent Children's University and Playing for Success. KCU delivers out of school learning opportunities, holiday clubs and summer schemes. We have four Playing for Success Centres: Spitfires in partnership with Canterbury Cricket Club, the Fleet in partnership with Ebsfleet Football Club, Margate PFS in partnership with Margate Football Club and the Buckmore Centre in partnership with Buckmore Park Karting Circuit. Playing for Success Centres promote and deliver exciting learning opportunities for children and young people outside normal school hours.
- **Parent Commissioner/Parent Support:-**

This includes the development and implementation of a strategy around the delivery of parent support for Kent; support to LCSPs in gap analysis around the current provision of advice and support for parents; the implementation of a co-ordinated programme of evidence-based Parenting Programmes – this includes working with the National Academy of Parenting Practitioners to facilitate practitioner access to training; ensuring that quality assurance measures and advice on appropriate targeting, delivery and assessment of outcomes is in place; practitioner support and development; development of Parent Voice and Parent Participation ; implementation of and oversight of national projects delivered via the "Think Family" and "Parent Support" grants, i.e. the youth Crime Family Intervention Project, the Parenting Early Intervention Project and the piloting of Family Support Plans. Also includes management of the County "Speakeasy" Programme Co-ordinator (jointly funded by Health and government grants).

- **Family Liaison Officer/Parent Support Adviser Service**

The FLO Manager works with 16 Senior FLOs (based mainly in schools and who carry out FLO work for the majority of their time) to provide the following support to FLOs/PSAs, Schools and LCSPs:-

- facilitate regular group 'case supervision' for FLOs and PSAs
- identify, arrange, facilitate appropriate training
- act as assessors for the NVQ in Health and Social Care
- advise schools on the recruitment and development of FLOs
- provide a contact point for FLOs, PSAs, Schools and LCSPs around problem-solving
- co-ordination of FLO/PSA support around work with Choice Advisers, delivery of Booktime and Bookstart and other strategic work
- ensure that FLOs and PSAs are linked into LCSP and broader partner developments

There are currently 253 FLOs and PSAs in schools and LCSPs providing support to **over 400** schools and in excess of 15,000 families (2009/10). They support families across a range of issues (debt, housing, attendance, training, literacy, work readiness, supporting their children's learning, wellbeing and development) and are able to signpost to other services where this is appropriate.

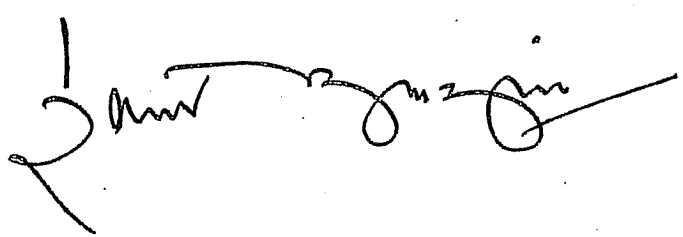
- **Healthy Schools**:- The National Healthy Schools Programme is a schools-based intervention aimed at raising awareness and standards of health related practice and increasing the knowledge and skills of pupils and their families around the broader health and wellbeing agenda. The programme's strategic aims are to:-
  - support children and young people in developing healthy behaviours
  - help raise pupil achievement
  - help reduce health inequalities and
  - help promote social inclusion
- The National programme has over 75% of schools with Healthy Schools status. In Kent we have over 81% of our schools with H.S. status and all other schools are actively engaged. The Programme co-ordinator works with teams within the PCTs to deliver support to schools. This work is also supported by the LCSP based Extended Schools Development Managers.
- The Healthy Schools team also delivers the 2010 Healthy eating Pilots. These include:-
  - Two Community Chefs (Isle of Sheppey and Dartford/Gravesham)

- 
- Kent Cooks Cookery Competition for schools
  - Community fruit and veg bag schemes
  - Healthy Eating training for FLOs and Children's Centre staff so that they can cascade the training to families
  - Increasing school meal uptake
  - A school Health Challenge (delivered/piloted in 6 Kent schools)
  - The community-based healthy eating pilots have attracted £450,000 of funding over 3 years from a range of partners (NHS, NCB, GOSE, Food Standards Agency as well as KCC).
  - The pilots have led to further partnerships being forged in order to deliver programmes for the direct benefit of specific communities and families.

The Healthy School's team is also piloting a 'Healthy Early Years' programme (funded by Kent's two PCTs)

# ASSESSMENT OF A SELECT COMMITTEE TOPIC REVIEW

\* - sections to be filled in by the proposer of the topic

<b>*Subject of Proposed Review:-</b> <p style="text-align: center;">The future of Waste</p>
<b>*Reason for the Review:-</b> (see Note 1 below)  <b>Key public issue</b> <ul style="list-style-type: none"><li>➤ Contact with key representative bodies/forums</li><li>➤ Media coverage – Public interest issue covered in local media</li></ul> <b>Central Government priority / New Government guidance or legislation published</b>
<b>*Scope of the review:-</b>  To consider the potential implications of the review of the Waste Framework Directive, which must be transposed into UK legislation by the end of 2010.  To consider measures to minimise the economic impact on KCC as the waste disposal authority and its collection authority partners.  To review the effectiveness of existing partnership working and consider options for changes to governance arrangements.
<b>*Purpose and objectives of the Review:-</b>  To ensure KCC is apprised of likely changes in national waste policy.  To identify the most effective operational model and governance arrangements for the future to secure savings and avoided costs across Kent, delivering improved two-tier working.
Proposer of the review - (Please print name and sign) <b>David Brazier</b>  

To be completed by the Directorate/Cabinet Member(s)

Are there any reasons why this review should not be put forward for inclusion in the work programme for 2009/10? (see Note 2 below)

None identified.

How will the review contribute to corporate objectives and priorities?

Improved customer service – joined up service delivery  
Securing cost savings / cost avoidance for the tax payers of Kent  
Improved two-tier working  
Contributing to environmental excellence

Will the review support the achievement of PSA or LAA targets? If yes, please identify targets:-

NI 191 – residual household waste, by household.  
Target to reduce to 704kg / household by 2010/11

Does the review need to be completed within a specific timeframe? If yes, please give details:-

The review may need to be refreshed when the waste framework directive has been transposed into UK legislation in 2010.

How will this review have an impact on KCC policy development and/or help to influence national policy?

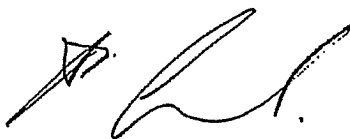
Yes. There is a current consultation on the revised waste framework directive.

How will this review add value to the County Council and residents of Kent?

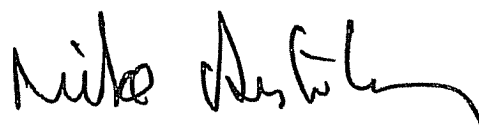
The review aims to improve value for money and support effective partnership working.

Any additional comments from the Portfolio Holder/Strategic Director:-

Portfolio Holder's Signature:-



Strategic Director's Signature:-



Contact Officer:- Sue Barton

Date:- 28.09.09

## ASSESSMENT OF A SELECT COMMITTEE TOPIC REVIEW

\* - sections to be filled in by the proposer of the topic

### \*Subject of Proposed Review:-

How the Young People of Kent can interact with and help the Older People of the County & conversely how the Older citizens of Kent can interact with and help the Young citizens.

### \*Reason for the Review:-

(see Note 1 below)

To ensure that the skills, experience and knowledge of the County's older citizens can benefit the young of the County and at the same time ensuring that the vigour and enthusiasm of the younger generation benefits and helps the older citizens.

### \*Issues to be covered by the Terms of Reference:-

How can each group "understand" the other  
The attitudes of both Groups to each other.  
What skills can be transferred between the groups.  
How best can each group help the other.  
The different philosophies and life styles of each group.  
The differing expectations of both groups.

### \*Scope of the review:-

Investigation of current :-  
"life styles"  
Interaction  
Potential synergies,  
Current differences,  
Et al.

### \*Purpose and objectives of the Review:-

To ensure that both groups understand and respect the others' social mores, way of life and ambitions and thus how joining together will result in a greater contribution to both society and each other.  
Additionally as a result of a mutual understanding and help, fully develop mutual respect and a will to interact and support each other.  
To generate an enthusiasm to work together and to make both groups' lives much richer.

Proposer of the review - (Please print name and sign)

Richard J. Parry

*Richard J. Parry.*

To be completed by the Directorate/Cabinet Member(s)

**Are there any reasons why this review should not be put forward for inclusion in the work programme for 2009/10? (see Note 2 below)**

This is an important topic which was discussed enthusiastically by all the POCs when considering the Policy Framework for Later Life. However, to ensure the Select Committee work adds value the terms of reference would need to be tightly defined as this is potentially a huge and somewhat nebulous subject. Perhaps the Select Committee could explore practical examples of good practice, in Kent and elsewhere, and consider how such activity could be more widely spread within Kent.

**How will the review contribute to corporate objectives and priorities?**

It would support the delivery of Priority 4 (support people's citizenship, learning and participation in community life) and Priority 7 (promote a positive image of later life and dignity and respect for older people) of the Policy Framework for Later Life, and would contribute to the Children and Young Person's Plan Priority 7 (increase engagement and participation by young people in education, employment and society).

**Will the review support the achievement of PSA or LAA targets? If yes, please identify targets:-**

It is probably too late to significantly impact on KA2, but potentially the review could support the delivery of

NI6 – Participation in Regular Volunteering  
NI110 – Young people's participation in positive activities

**Does the review need to be completed within a specific timeframe? If yes, please give details:-**

No.

**How will this review have an impact on KCC policy development and/or help to influence national policy?**


Preparing for and dealing with the demographic changes facing the population both nationally and locally in Kent is a key strategic issue. Any evidence of innovative activity that can

(a) support independent living for older people and prevent them from becoming socially isolated and

(b) encourage young people to interact with older people, learn from them and possibly teach them about new technology  
could potentially be very influential

**How will this review add value to the County Council and residents of Kent?**

As the squeeze on public expenditure gets ever tighter, it becomes ever more important to find ways in which local communities support the individuals within them, rather than the state so doing. If the terms of reference are focussed accordingly, this review could identify how to stimulate such voluntary activity to the benefit of young and old alike.

<b>Any additional comments from the Portfolio Holder/Strategic Director:-</b>	
<b>Portfolio Holder's Signature:-</b>	
	
<b>Strategic Director's Signature:-</b> <i>subject to review re maintenance capacity &amp; supporting email trail.</i>	
<b>Contact Officer:-</b>	<b>Date:-</b>
<b>Notes</b>	

**Note 1 - Possible reasons for the review**

1. Key public issue, identified by
  - Focus groups/citizens panels
  - Member contact with constituents/member surgeries
  - Contact with key representative bodies/forums
  - Media coverage – Public interest issue covered in local media
2. Issue highlighted via POC activities or previous reviews
3. Issue recommended to POC by another body e.g. another POC, Cabinet Scrutiny, Directorate, Cabinet or an external body.
4. Poor performing service i.e.:-
  - High level of complaints/dissatisfaction with service
  - Performance standards poor/below target – (evidence from PI's or benchmarking)
  - Identified through external review/inspection (OFSTED/Audit/ CPA etc)
  - Budgetary overspends
5. Key reports or new evidence published
6. County Council priority
7. Central Government priority/New Government guidance or legislation published

**Note 2 - Possible reasons why a review should not be put into the next years/ next two years work**

1. Issue being examined by
  - Cabinet
  - Cabinet Scrutiny
  - Officer Group
  - another internal body

## ASSESSMENT OF A SELECT COMMITTEE TOPIC REVIEW

\* - sections to be filled in by the proposer of the topic

<p><b>*Subject of Proposed Review:-</b> The impact of the slowdown of existing, and absence of new- Developer Contributions- on the Kent Economy and Regeneration in Kent</p>
<p><b>*Reason for the Review:-</b> (see Note 1 below)</p> <p>Because the issue has been both highlighted by discussions in the Corporate Policy Overview Committee, and by Districts and Boroughs- especially those in "Growth" areas</p>
<p><b>*Issues to be covered by the Terms of Reference:-</b> The two issues attaching to Developer Contributions detailed above.</p>
<p><b>*Scope of the review:-</b> Wide ranging- involving interviews with representatives of Districts/Boroughs, internal "Regeneration" Units within KCC, government quangos such as HCA, Seeda etc, and Developers themselves such as Land Securities.</p> <p>Suggestions to be sought as how the situation retrieved so that vital infrastructure can be put in place IN ADVANCE of development.</p>
<p><b>*Purpose and objectives of the Review:-</b> As above.</p>
<p>Proposer of the review - (Please print name and sign)</p> <p>Mike Snelling.....14/07/09.....</p>

**To be completed by the Directorate/Cabinet Member(s)**

**Are there any reasons why this review should not be put forward for inclusion in the work programme for 2009/10? (see Note 2 below)**

No, in fact we consider the review timely as it will allow KCC to evaluate the effects of the economic recession upon development contributions and infrastructure delivery. The review topic as defined is potentially very broad in its scope. We would suggest that we look at "The impact of the slowdown of existing, and absence of new- Developer Contributions - on key Regeneration schemes in Kent"

The review may also cover alternative funding streams and how they may be utilised to smooth the effects of housing and infrastructure delivery during the economic recession and buoyant markets with a view to agreeing a protocol for the future.

As the success of the review is dependant upon third parties we would like to agree a project brief for the review to ensure deliverability.

**How will the review contribute to corporate objectives and priorities?**

The review will identify areas affecting the ability to secure development contributions and deliver infrastructure in the current economic climate which in turn will enable KCC objectives and priorities to be set in order to deal with the effects of the current housing market.

**Will the review support the achievement of PSA or LAA targets? If yes, please identify targets:-**

It will help identify any additional actions required to support the delivery of 2010 target 40:-

*Ensure that new housing developments include the right infrastructure and local facilities and cater for a mix of age groups and incomes.*

**Does the review need to be completed within a specific timeframe? If yes, please give details:-**

The review could take 6 to 12 months, dependent upon the engagement of third parties with a concentrated effort over the next 6 to 8 months.

**How will this review have an impact on KCC policy development and/or help to influence national policy?**

The review will help to inform future KCC policy and working with HCA, SEEDA etc could help promote a national approach for dealing with development contributions and infrastructure delivery in the current economic climate.

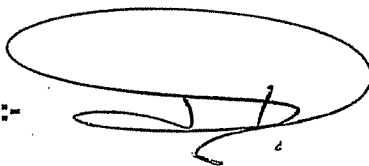
**How will this review add value to the County Council and residents of Kent?**

It will identify the issues that need to be addressed to deliver the infrastructure required to support housing delivery during the South East Plan period. This in turn will help future

planning.

**Any additional comments from the Portfolio Holder/Strategic Director:-**

**Portfolio Holder's Signature:-**



**Strategic Director's Signature:-**



**Contact Officer:-**

**Date:-**

## ASSESSMENT OF A SELECT COMMITTEE TOPIC REVIEW

### \*Subject of Proposed Review:-

**Renewable energy – what should Kent's role be?**

### \*Reason for the Review:-

**The role of renewable energy as part of the mix of future energy supplies is a highly emotive and key public issue, upon which Kent 's position is somewhat unclear.** Hardly a day goes by without a press or media report on a refusal or a permission for an on or offshore wind farm, on bio-diesel, wood as a fuel, or installations of solar or photovoltaic cells or mini turbines on new or existing buildings, or another new technology. This high level of public interest is likely to continue as pressures on energy security and fuel price worries continue.

Our lifestyles and economy are currently heavily dependant on the use and existence of fossil fuels. Their availability is decreasing and action is needed now to reduce dependency and to develop renewable fuel sources which can offer **future energy security at an affordable price.** The carbon dioxide associated with energy generation as a major contributor to climate change is another key driver for changing to renewable energy. High **carbon emissions and high priced energy bills are also impacting on health** as pollution levels rise and the number of fuel poor residents grows.

Kent's large population and its economy are increasingly affected by this issue. However, its position on how best to meet its future energy needs sustainably and through the **development of renewable energy sources needs further development.** UK targets for renewable energy require a very significant level of change if they are to be met and all communities are being expected to play their part. The role of the public sector in bringing about this transformation has been highlighted in recent Government policy statements.

**In Kent we start from a very low level of renewable energy generation (less than 1%).** Planning policy is effecting some change in respect of new development but on an inconsistent basis across the County and not at the level required to achieve the expected level of change. There is also the need to address Kent's existing built stock which is highly dependant on fossil fuel energy sources. **KCC's own Environment Policy (2007)** is to 'increase the proportion of the energy needs of our existing estate met from renewable sources'. **Public interest** and awareness about renewable energy has grown but so too has **opposition to new technologies** particular where this involves projects of a community scale **such as large wind turbines or Combined Heat and Power plant.**

There is a real opportunity now to consider how the County Council can bring leadership and direction to the **transformation of energy supply in Kent.** This should cover the role and policies of the County Council, its ability to effect change and buy into the take up of renewable energy solutions, and the use of its estate as an exemplar for the Kent community. Alongside this, consideration should be given to how deploying low carbon and renewable energy technologies can **stimulate and support low carbon economic growth and new jobs in the County.**

Further drivers for a focus on Kent's position include:

- **County Council strategic policy** –Although there is a SE Plan regional renewable policy, there is no clear strategic position at the Kent level. This could result in a

failure to grasp opportunity for economic and social as well as environmental benefit for Kent as opposed to other SE counties, given its potentially advantageous geography.

- **The Kent Economic Board** and its Environment Task Group--- have recently identified energy as a key issue for Kent, as an element of its environmental technologies sector initiative.
- **Previous reviews**--The Climate Change Select Committee in 2007 highlighted energy as a significant issue for the future, particularly in relation to energy security, energy efficiency and renewable energy.
- **Issue recommended to POC by another body** -This Select Committee topic has also been recommended by the Environment Agency (Kent and East Sussex).
- **Policy and legislation**--A whole raft of legislation is emerging around this agenda, including

Climate Change Act requires a 26% cut in carbon emissions by 2020; an 80% cut by 2050.

EU Renewable Energy Directive requires 20% of the EU's energy requirement to come from renewable sources by 2020. The UK target is 15% of total energy requirement which will mean that 30-35% of our electricity will need to be generated renewably.

Carbon Reduction Commitment (CRC) mandatory scheme is designed to deliver carbon emissions reduction and cost savings in the service sector, public sector and other less energy-intensive industries.

Planning Policies requiring new buildings to adhere to design codes and meet a proportion of their energy demand from on site renewable energy generation are now an integral part of Local Development Frameworks.

Building Regulations --Revisions are driving the adoption of new low carbon technologies and construction methods.

**\*Issues to be covered by the Terms of Reference:-**

- Future energy supply and key issues in Kent
- Increasing the proportion energy supply from renewable sources
- Obstacles to maximising potential for renewable energy in Kent
- KCC's and Kent's role
- New economic opportunities

**\*Scope of the review:-**

Kent as a sub region. The full range of renewable technologies should be considered i.e. wind, wave, solar, geothermal, air, biomass

**\*Purpose and objectives of the Review:-**

**Purpose:** To increase the take up of renewable energy in Kent and identify opportunities to support the Kent economy

**Objectives - to:**

- Assess how best to meet the future energy needs of KCC and Kent, particularly in light of carbon reduction and renewable energy targets
- Ensure KCC and Kent make the most of emerging opportunities from a low carbon energy economy
- Recommend a clear KCC policy position on renewable energy

**Proposer of the review - (Please print name and sign)**

Dr Linda Davies  .....

**To be completed by the Directorate/Cabinet Member(s)**

**Are there any reasons why this review should not be put forward for inclusion in the work programme for 2009/10? (see Note 2 below)**

None.

**How will the review contribute to corporate objectives and priorities?**

The review will help deliver reduction of carbon emissions and development of a low carbon energy sector in Kent which will contribute to the delivery of the :

- Kent Agreement 2
- Regeneration Framework
- Vision for Kent
- KCC's Carbon Reduction Commitment obligations

**Will the review support the achievement of PSA or LAA targets? If yes, please identify targets:-**

Yes – NI185, 186, 187, 188 and 189

**Does the review need to be completed within a specific timeframe? If yes, please give details:-**

No, but there is an increasing urgency to address this agenda highlighted by UK and EU targets relating to the supply of energy from sustainable sources.

**How will this review have an impact on KCC policy development and/or help to influence national policy?**

It will impact on KCC's:

- Future KCC building programme
- Housing Strategy
- Direction and delivery of the Regeneration Framework

KCC will be better placed to influence and lead on national, regional and local policy.

**How will this review add value to the County Council and residents of Kent?**

It will add value through:

- Increased confidence in security of supply, affordability of energy and the role of renewable energy in that mix
- Identification of opportunities for reducing energy bills for Kent residents, reducing the number of residents deemed fuel poor and addressing linked health issues
- Improved economic performance of business through more stable and reduced energy bills
- Promotion of the low carbon economy in Kent and resulting job creation.

**Any additional comments from the Portfolio Holder/Strategic Director:-**

Portfolio Holder's Signature:-



Strategic Director's Signature:-



Contact Officer:-

Cordyn Macgillivray

1916

Date:-

16/09/09.

## ASSESSMENT OF A SELECT COMMITTEE TOPIC REVIEW

(\* - sections to be filled in by the proposer of the topic)

<b>*Subject of Proposed Review:- SAFEGUARDING AND ADULT PROTECTION</b>
<b>*Reason for the Review:-</b> (see note 1 below).  Recently we have all been aware of the terrible case of 'Baby P' in The London Borough of Haringey and the abuse and neglect that led to the death of a 17 month baby boy. About the same time, in the London Borough of Newham, a young man of 23 with learning difficulties died from neglect and nothing more than lack of care. How many people were aware of this case? Very few, I would guess. We need to be sure we have done everything we possibly can to eliminate the likelihood of any case of neglect and abuse occurring in our Garden of England - Kent.
<b>*Issues to be covered by the Terms of Reference:-</b>  Investigate the present arrangements. To identify areas of good practice and improvement. Ensure people who direct their own support benefit from appropriate safeguards. The relevance of CRB checks, Safeguards from Transition to Adult Care. Arrangements with partners, especially Police and Health Services. Add a definition of a vulnerable person.
<b>*Scope of the review:-</b>  Safeguarding from transition through to later life to include the period around passing on - safeguarding a person's dignity and wishes. What safeguards are in place, or should be, for people on Direct Payments or Personal Budgets, arranging their own care? Probably include Care or Nursing Homes, self-funders and vulnerable people placed by other Local Authorities, arrangements in the community and in a person's own home.
<b>*Purpose and objectives of the Review:-</b>  To establish a systematic approach in preventing neglect and abuse across the county's Adult Social Services. That effective and fit for purpose safeguarding arrangements are in place and made available to all.
<b>Proposer of the review</b>  <b>Tom Maddison – Vice Chairman, ASSPOC</b> (Member for Dartford West)

*PS – Please see Commission for Social Care Inspection Report on Safeguarding Adults, published 4 November 2008*

To be completed by the Directorate/Cabinet Member(s)

**Are there any reasons why this review should not be put forward for inclusion in the work programme for 2009/10?**

In March 2009 KASS and the safeguarding adults multi agency arrangements were subjected to a full inspection by Commission for Social Care Inspection (now Care Quality Commission). The full report was submitted to Cabinet on 13<sup>th</sup> July and the outcome of the inspection was that our safeguarding arrangements were Good and our capacity to improve was excellent. An internal and external action plan is in place to address areas for improvement and the outcome of the Action Plan will be reported to the Inspectorate in December 2009.

KASS arranged a full public event as part of the DH consultation on the review of No Secrets. This successful event provided opportunity for staff, officers, members and the public to express their views on Safeguarding arrangements.

There is currently a full review of all legislation related to community care and this is likely to include consideration of the need for specific legislation to support the protection of adults who are vulnerable to abuse.

Safeguarding adults is now an integral part of KASS business and it links into arrangements for safeguarding children, community safety and domestic abuse. Senior officers and practitioners are fully engaged in the multi agency public protection arrangements which aim to reduce the risk posed by dangerous offenders and with the Multi agency risk assessment conferences which bring all agencies together to plan to protect high risk victims of domestic abuse.

The multi agency Safeguarding Adults Board chaired by the KASS managing Director has a published strategy to take forward all identified aspects of safeguarding adults. A Board manager has been appointed to support the board to carry out its strategy.

A review at this time will divert essential resources from the completion of the inspection action plan and is likely to identify the same areas for attention as those reported by the inspector.

**How will the review contribute to corporate objectives and priorities?**

**Will the review support the achievement of PSA or LAA targets? If yes, please identify targets:-**

**Does the review need to be completed within a specific timeframe? If yes, please give details:-**

**How will this review have an impact on KCC policy development and/or help to influence national policy?**

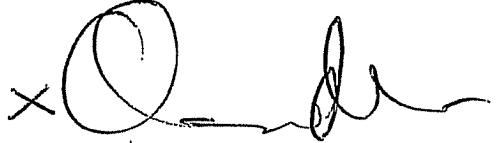
**How will this review add value to the County Council and residents of Kent?**

Any additional comments from the Portfolio Holder/Strategic Director:-

Portfolio Holder's Signature:-



Strategic Director's Signature:-



X

Contact Officer:- Carol McKeough

Date:- 2/9/09

## ASSESSMENT OF A SELECT COMMITTEE TOPIC REVIEW

\* - sections to be filled in by the proposer of the topic

**\*Subject of Proposed Review:-**

**Skills Shortage and help for finding work opportunities during difficult times**

**\*Reason for the Review:-**

(see Note 1 below)

**Questions / concerns raised at the Corporate POC and the CFE POC (Learning and Development) have re enforced my original request for a review of this subject.**

**Member feedback / general public attempts and concerns. Increased unemployment and fewer job vacancies. Feedback from employers of basic skills (or lack off) from applicants to low skilled jobs.**

**Also the middle range of mid career redundancies with lack of opportunity to use knowledge and skill transfer. Or complete change in career.**

**\*Issues to be covered by the Terms of Reference:-**

**Look at needs verses opportunities available. Recommend increase or implementation of new initiatives for unemployed and skills shortage.**

**\*Scope of the review:-**

**Kent County Council and partners. Remit and restrictions by law.**

**\*Purpose and objectives of the Review:-**

**To give the residents of Kent the best possible chance to survive and prosper in the changing world of employment.**

**Proposer of the review - (Please print name and sign)**

**.....Robert Burgess .....**

To be completed by the Directorate/Cabinet Member(s)

**Are there any reasons why this review should not be put forward for inclusion in the work programme for 2009/10? (see Note 2 below)**

No

**How will the review contribute to corporate objectives and priorities?**

The outcomes of this review could inform the further development of the Backing Kent People programme – which seeks to help people through the recession. One of the key themes is “employment”.

It would be helpful to consider an initial scoping exercise to determine the key areas of adult skills and work opportunities that the review should focus on.

**Note of other related work underway:** KCC is working on various projects including the Future Jobs Fund, ThanetWorks apprentices, Gap Year Program and the development of an apprenticeship talent pool for KCC and any other businesses in Kent. The Kent & Medway Capacity Building Project have also decided to develop a pan Kent workforce plan that identifies skills gaps across the public sector in Kent.

**Will the review support the achievement of PSA or LAA targets? If yes, please identify targets:-**

*Kent Agreement 2 – Theme Economy Success – NI 163 – Adults level 2 skills. Work is focussed on the following:*

- working together to help people, especially those who have not worked for a long time, gain the skills and confidence to re-enter the workforce
- participating in a Local Employment Partnership to offer job opportunities
- working together to give co-ordinated support and advice to individuals on how to set up in business and help small businesses to grow

**Does the review need to be completed within a specific timeframe? If yes, please give details:-**

No

**How will this review have an impact on KCC policy development and/or help to influence national policy?**

The review in its research into need and supply of support available and the market place is likely to identify "gaps". The findings could support the ongoing work of the Employment and Skills Board.

The review could (if it chose to) focus on the issue that government policy has shifted funding toward under 19's, with very little for over 24s. Furthermore many mid career changes involve people who already have a level 2 qualification (5 gcse's or better), who can no longer access training funds. Findings in this area could provide evidence (such as the level of demand for over 24 training) to potentially influence Government policy.

**How will this review add value to the County Council and residents of Kent?**

The review will enable KCC to understand more fully the precise needs and issues people are facing. It should also identify support, services and systems available to residents which could then be identified on the BKP website and other materials such as the Money Box Magazine.

**Any additional comments from the Portfolio Holder/Strategic Director:-**

There is a substantial amount of work currently underway to consider future skills requirements in Kent in the context of the changing nature of the economy. While the outcomes of this work can support the Review, we should not seek to duplicate this work. It may therefore be most helpful if the scope of the Review focused on support services currently available to support people into work and ways in which they could be improved in the short to medium term or new services introduced where there are gaps.

**Portfolio Holder's Signature:-**

**Strategic Director's Signature:-**



**Contact Officer:-** Caroline Hooper

**Date:-** 23<sup>rd</sup> Sept 09

**Notes**

**Note 1 - Possible reasons for the review**

1. Key public issue, identified by

- Focus groups/citizens panels
- Member contact with constituents/member surgeries
- Contact with key representative bodies/forums

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TOPIC REVIEW	OLA	Topic Review Title (2004 onwards)	Date	Comments/Key words (file ref for quick file location)
Dementia	City of York Council	Dementia Review: Accessing Secondary Care	2008	<p>Due to an increasingly elderly population dementia and other mental health problems are becoming more prevalent, and more people with these complaints have the need to access secondary care for physical ailments.</p> <p>The Committee's aim was to look at whether existing services were meeting people's needs properly and whether their dementia/mental health problem was recognised and taken into consideration when treatment/appointments for other ailments were being organised.</p>
Dementia	West Sussex County Council	Services for Older People with Dementia	2007	<p>The Task Force focused on three key areas:</p> <ul style="list-style-type: none"> <li>• first point of contact for older people with dementia and their carers</li> <li>• the level of service provision within West Sussex</li> <li>• the integration of Health and Adults' Services provision for older people with dementia.</li> </ul> <p>The Task Force made a number of recommendations which have been forwarded to the council's cabinet member for Adults' Services, West Sussex PCT and Sussex NHS Partnership Trust.</p>
Dementia	Warwickshire County Council	Dementia Care for Older People	2007	<p>The improvement of adult social care services for older people is a key priority for the Council. Over the next 10 years the number of older people with dementia in Warwickshire is projected to rise by 27% and the over 85 population by 35%.</p> <p>This report examines how the Council needs to change to meet rising demand against a background of decreasing resources.</p>
Dementia	Warwickshire County Council	Review of Dementia Care for Older People - Outcomes	2009	This document highlights the outcomes achieved by a scrutiny review of dementia care services for older people in Warwickshire.
Dementia	East Sussex County Council	East Sussex Health Overview and Scrutiny Committee	2008-9	Key achievements include reviewing proposals for maternity services in East Sussex; stroke services review; contributing to development of GP-led health centres in Eastbourne and Hastings; <u>review of acute assessment services for older people with dementia</u> ; scrutiny of day and vocational mental health services; examination of cervical cancer schools vaccination programme
Dementia	Brighton and Hove City Council	Current scrutiny project on Dementia Strategy	2009-	Review in progress

TOPIC REVIEW	OLA	Topic Review Title (2004 onwards)	Date	Comments/Key words (file ref for quick file location)
Safeguarding and Adult Protection	London Borough of Bexley	Transforming Adult Social Care	2008	<p>The purpose of the review was to consider the key elements of the Social and Community Services Change Programme, to help the Council set its agenda and make recommendations as to how the following key elements of the Programme could be taken forward:</p> <ul style="list-style-type: none"> <li>• Safeguarding Adults;</li> <li>• Intermediate Care &amp; Reablement; and</li> <li>• Joint Strategic Needs Assessment &amp; Joint Commissioning.</li> </ul> <p>During the scrutiny project, each element was tested to:</p> <ul style="list-style-type: none"> <li>• examine key issues and the Council's statutory duties</li> <li>• assess the strengths and limitations of existing arrangements</li> <li>• assess and understand the needs of local residents and how this information can be brought together</li> <li>• consider the needs and opportunities of joint working with key stakeholders for the benefit of local residents, and</li> <li>• make recommendations as to the ways in which the key issues of Safeguarding Adults; Intermediate Care and Reablement; and the Joint Strategic Needs Assessment/Joint Commissioning could be taken forward.</li> </ul>
Safeguarding and Adult Protection	Norfolk County Council	Safeguarding Practice Audit	2009	<p>The aim of the audit was to evaluate the way in which internal policies, procedures and practices for the protection of vulnerable adults were working.</p> <p>The audit has involved case file checks, staff questionnaires and interviews with staff and the Police.</p>
Safeguarding and Adult Protection	Nottinghamshire County Council	Safeguarding Vulnerable Adultd	2008	<p>Between April and July 2008 the Safeguarding Vulnerable Adults Select Committee gathered information and evidence relating to the Safeguarding Vulnerable Groups Act 2006, the Mental Capacity Act 2005, partnership work and the development of the separate safeguarding boards for the city and the county. With the move from an adult protection focus to a wider safeguarding remit, the development of a new safeguarding board and the implications of the new legislation, the select committee members felt the time was right to gauge the impact these changes will have on the safeguarding agenda.</p>

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Safeguarding and Adult Protection	Leeds City Council	Adult Care	2003	During 2001/02 and 2002/03, the Board received reports on multi-agency adult protection work in Leeds. A recurring theme when discussing these reports was the Board's concern about the seemingly low numbers of adult protection referrals that had been received. Whilst the Board accepted that no detailed comparisons were appropriate, they were surprised to be told that early indications from a neighbouring local authority suggested that the number of referrals received by Leeds should be three times higher.
Energy	Cardiff County Council	Cardiff: Energy Efficiency into Action	2006	<p>The Environmental Scrutiny Committee undertook an inquiry into energy efficiency between October 2005 and February 2006, and focused on a number of important areas where the Council could make a difference, including council buildings, housing and planning. The outcome of the inquiry was a report presented to the Executive detailing the Committee's findings and recommendations.</p> <p>The Committee felt that although there had been some progress in promoting energy efficiency within the Council, progress had been fragmented and not taken forward in a strategic or co-ordinated manner. A number of recommendations were made to help inform the Council's Energy Management Policy and Implementation Strategy, and to help the Council develop a reputation for best practice in energy efficiency.</p>
Energy	Leeds City Council	Energy Matters	2003	<p>During the period October 2002 to April 2003, the Scrutiny Board (Development and Sustainability) conducted an inquiry into energy matters. The investigation focused on the Council's targets both to improve the energy efficiency of the city's housing stock and tackle fuel poverty, and to make progress against the targets of the Home Energy Conservation Act (HECA) Strategy.</p> <p>In order to make progress towards the housing targets, the Board made a number of recommendations to give this area of work a higher profile. These included more inter-departmental working, but also an enhanced role for inter-agency working, as the Board felt the Council could not achieve the target improvements in energy efficiency without co-operation from other partners and property owners.</p>

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Energy	Pendle Borough Council	Pendle: Home Energy Efficiency	2006	<p>Since the review actions that have taken place include:</p> <ul style="list-style-type: none"> <li>• several events were held, aimed at raising awareness amongst Pendle people about how to reduce their fuel bills whilst helping the environment</li> <li>• a leaflet was prepared by Building Inspectors to give to people who are refurbishing homes, advising them of potential help towards installing energy efficiency measures</li> <li>• alternative sources of funding for some of the home energy efficiency grant schemes that recently lost their external funding sources were investigated</li> <li>• increased administrative resources were allocated to support home energy efficiency work</li> <li>• joint events with organisations such as Age Concern and Surestart increased</li> <li>• appropriate staff from external organisations were trained to identify vulnerable households when making home visits, and a fuel poverty checklist was devised to help in the process.</li> </ul>
Energy	Derby City Council	Derby City: Home Energy Conservation	2003	<p>The report found the in-house service impressive. Taken together the 26 recommendations offer a package of actions that will help promote energy saving measures to Derby householders across the income range. Four of the recommendations identify legal or national policy changes that the City Council should lobby to achieve.</p>
Energy	Bedford Borough Council	Bedford: Delivering, and Influencing the Delivery of, Renewable Energy Technologies in Borough Council Buildings	2005	<p>The Environment Committee started this review when the Borough Council found out its energy bill was to rise significantly.</p> <p>It rapidly became aware that saving money was important, but there were equally important issues such as energy conservation, CO2 reduction, alternative renewable energy sources and climate change, which also had to be considered.</p>

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Energy	Tameside Metropolitan Borough Council	Reducing Energy Consumption in Council Owned Buildings	2008	<p>For some time, Tameside MBC has been committed to reducing energy consumption throughout its buildings. From the outset, the Scrutiny Panel agreed that large financial savings could be made with very initial outlay, and mainly through staff involvement.</p> <p>This review examines current and future energy saving initiatives throughout the council's buildings, includes an employee/elected member consultation report on their awareness of energy saving issues, and highlights examples of best practice.</p>
Energy	Worcestershire County Council	Tackling Climate Change	2009	<p>The cross-party gathered information from a wide variety of people and organisations during their six months of work, including visitors to the Three Counties Show and Community Fair Events, young people at a special conference held in November, County Council officers, other beacon authorities and the Marches Energy Agency.</p> <p>Recommendations include:</p> <ul style="list-style-type: none"> <li>• make tackling climate change a County Council Corporate Priority</li> <li>• ensure a named council officer is available to support schools and pupils' energy audits</li> <li>• incorporate climate change adaptation measures into all new building designs</li> <li>• map all agencies in the county which support carbon reduction.</li> </ul>
Energy	Blaby District Council	Scrutiny Final Report Affordable Warmth Working Group	2009	<p>The objective set by the working group was to:</p> <ul style="list-style-type: none"> <li>• ensure effective targeting and promotion of affordable warmth through strong networking and systems</li> <li>• examine the problems associated with fuel poverty</li> <li>• improve the number of households targeted and referral take-up through improved networks and referral systems.</li> </ul>
Energy	City and County of Swansea	Energy Management	2007	<p>The aim of this review was to scrutinise efficiency in Energy Management as the key to the improvement agenda based upon the Corporate objective of sustainability and concern over rising energy costs in 2006/07. It is the hope of the City and County of Swansea to become a Council that is 'Caring, Sustainable and Green'</p>

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Energy	Lancashire County Council	Energy Efficiency in County Buildings	2003	The Working Group sought information on what had been done to reduce energy consumption in Council buildings. The information would enable the Group to consider what steps could be taken to improve the Council's performance and to provide appropriate advice to others (including individual schools).
Energy	Cambridgeshire County Council	Cambridgeshire: Energy Management	2005	The review stemmed, in part, from the obligation on Cambridgeshire scrutiny committees to identify efficiency savings. Crucial to the success of the review was its comprehensive evidence base, including evidence from beacon authorities and an energy consultant.  The review led to the establishment of an energy management unit at Cambridgeshire County Council.
Developer Contributions	East Northamptonshire District Council	East Northamptonshire: Annual Report	2004	This comprehensive review of the way the Council operates and administers planning obligations (arrangements for securing community benefits through developer contributions, known as Section 106 Agreements), resulted in 21 detailed recommendations being adopted by the Council at its meeting on 26 April 2004. The Committee has continued to monitor regularly, and is satisfied with, the progress being made to implement those recommendations.
Educational Attainment	Nottinghamshire County Council	GCSE Attainment and Deprivation	2009	The review examined the performance of Nottinghamshire schools at Key Stage 4, and considered if schools were doing enough to improve outcomes for pupils eligible for free school meals. The review also looked at how Nottinghamshire County Council was supporting this.
Educational Attainment	Durham County Council	Durham: Education - Key Stage 4	2007	The review focused on attainment by young people at Key Stage 4. There were some geographical differences in attainment rates across the County as well as gender issues. The project looked at the specific work underway to help to raise attainment levels.
Educational Attainment	Stockport Metropolitan Borough Council	Stockport: Tackling Child Poverty	2007	A review focusing on both strategic and service-based aspects of work in Stockport contributing towards the Government's goal of ending child poverty by 2020.
Educational Attainment	Medway Towns Council	Medway Towns: Key Stage 2 Attainment	2005	This review explored the reasons for low attainment of pupils at Key Stage 2, focusing on ways in which pupil achievement could be improved.  The report outlines ways in which boys attainment in particular can be raised and sets out a series of findings addressed to schools and the council to take forward.

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Intergenerational Relationships	Manchester City Council	Valuing Older People Report	2004-08	The report was produced in 2004 and updated in 2008. One section of the report covers the topic of intergenerational working. In 2009 the Authority was awarded almost £400,000 to support the Generations Together initiative. The initiative includes 13 projects including intergenerational volunteering in schools, a community radio project, cookery classes, generation games and a mental health project.
Intergenerational Relationships	Gateshead Borough Council	Older Persons Overview and Scrutiny Committee	2005	Through the OSC process, the need to develop intergenerational activity was identified. An intergenerational event was held involving a total of 38 younger and older people, and covering the areas of safety and neighbourhood, food, transport, war and fashion.  In 2009 Gateshead won a share of £5.5 million fund allocated across 12 projects (the Generations Together project) to help close widening generation gap through volunteering.
Intergenerational Relationships	Worcestershire County Council	Intergenerational Strategy		Worcestershire is one of very few authorities with an intergenerational strategy already in place. Varied and innovative activities include: <ul style="list-style-type: none"> <li>• employability /development - harnessing the experiences and knowledge of 'older people' to help some of the County's 16 – 19 year olds who are not in education or employment prepare for their search for work – including job coaching and a 'buddy' system to support young people in the first few weeks in the workplace</li> <li>• Multi-Media Inclusion Project – using the skills of younger volunteers to provide shared computer learning and help older people use the internet to access information, such as energy saving or healthy eating tips</li> <li>• capturing experiences of economic downturn - producing a DVD of interviews with old and young volunteers from urban and rural communities capturing the experiences of living through recession.</li> </ul>

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Intergenerational Relationships	Derbyshire County council	Intergenerational Strategy	2007	<p>Intergenerational projects that informed the development of this strategy included:</p> <ul style="list-style-type: none"> <li>• Four book groups that have brought the opportunity to read and discuss books into residential homes, a sheltered housing complex and a community venue. Group members were aged thirteen to sixteen and sixty to eighty-five</li> <li>• Four gardening projects with group members aged five to sixteen years and fifty to eighty-plus have resulted in an allotment, a wildlife garden and two sensory gardens</li> <li>• A digital photography project which will run until September 2007 when a book, depicting village life through photographs, will be launched</li> <li>• A writing and drama project, which culminated in a drama performance. A DVD of the performance was produced and used as a teaching aid.</li> </ul>
Intergenerational Relationships	Leeds City Council			The authority intends to Develop a 5-year intergenerational strategy, incorporating an annual intergenerational festival, embedding the benefits of positive interactions between generations to the wider community.
Skills Shortage and Job Opportunities	Birmingham City Council	Effectiveness of Employment Strategies	2009	Members of the Regeneration O&S Committee received many performance reports on local employment programmes. Although these reports were positive, they resulted in little reduction in overall worklessness rates of those areas. Members therefore wanted to explore in more detail what was happening and what impact the additional money being spent in these areas was having.

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Skills Shortage and Work Opportunities in Difficult Times	Bradford City Council	Scrutiny of Worklessness in the Bedford District	2007	Worklessness was identified as a major issue through the Committee's annual work planning process. This combined looking at performance information within the context of the Council's priorities, and discussion with relevant Directors and Portfolio Holder.
Skills Shortage and Work Opportunities in Difficult Times	Durham County Council	Working Group Report on Worklessness	2007	The promotion of economic wellbeing, through a combination of reducing the number of people claiming incapacity benefits, job creation and the knowledge economy, was identified as a priority. The working group explored current mechanisms in place in the authority and in several other agencies, and investigated ways to improve these mechanisms in order to support vulnerable people back into employment.
Skills Shortage and Work Opportunities in Difficult Times	Hartlepool Borough Council	Youth Employment - Final Report	2007	Scrutiny Forums in Hartlepool considered work programme items based on a number of sources, including Members, Heads of Service, Portfolio Holders and Local Area Agreement Targets.  The investigation into 'Youth Unemployment' was selected by Members as it appeared that supporting young people to gain suitable employment was a priority.
Skills Shortage and Work Opportunities in Difficult Times	London Borough of Hackney	Young People in Hackney not in Education, Employment or Training (NEET)	2007	Members reviewed a wide ranging number of topics relating to NEETs, including background national legislation and guidance, the role of the Connexions Service and Youth Services, the impact of developments in secondary education provision in Hackney and nationally, and work and training opportunities available to young people in the Borough.  The needs of Voluntary and Community Sector Services providing assistance and support to NEET young people and their parents/carers were also reviewed.
Skills Shortage and Work Opportunities in Difficult Times	London Borough of Tower Hamlets	Graduate Unemployment: Report of the Transition from Education to Employment Scrutiny	2007	A working group investigated: the common barriers that graduates were faced with trying to enter employment or training opportunities in the borough; and providing access to employment or training opportunities for new graduates. After carrying out the investigation, it was agreed that the availability of jobs was not an issue, but support was necessary to help new graduates access paid work.

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Skills Shortage and Work Opportunities in Difficult Times	Middlesbrough Council	Final Report - Worklessness	2006	The Economic Regeneration and Transport Panel at Middlesbrough Council recognised that there had been a shift in government focus from unemployment to worklessness. It was felt amongst members that this was especially relevant for Middlesbrough because the town has one of the worst rates of worklessness in England.
Skills Shortage and Work Opportunities in Difficult Times	Nottingham City Council	Review of Training and Employment	2006	The review looked at training in the city of Nottingham and whether it is effective in leading to employment. It focused on: <ul style="list-style-type: none"> <li>• the City Council's activity in promoting and providing training leading to employment for city residents;</li> <li>• the City Council's role in supporting employment of local people;</li> <li>• the role of other organisations in promoting and providing training leading to employment for city residents including further and higher education establishments, voluntary organisations and social enterprises;</li> <li>• the effectiveness of partnership working in this field; and</li> <li>• the needs of businesses in the city and their role in training city residents.</li> </ul>
Skills Shortage and Work Opportunities in Difficult Times	Redditch Borough Council	Jobs, Employment & the Economy Leisure, Tourism & Economy Overview & Scrutiny Committee	2005	The purpose of this review was to articulate the challenges and priorities in the Redditch economy as they affect employers, the people working in Redditch, and those who will be seeking jobs in Redditch in the future.  This report was written by the Members of Leisure, Tourism & Economy O&S Committee.

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Skills Shortage and Work Opportunities in Difficult Times	Sedgefield District Council	The Council's Contribution to Reducing Economic Inactivity (Increasing Employability)	2007	<p>The review group gathered information and evidence as follows:</p> <p>Attendance by officers and members from within the Council and outside bodies to provide information, undertake presentations and respond to questions from the Review Group: Members also analysed data and reports, undertook a visit to Sedgefield Borough Training Centre, to gain an understanding of the services provided.</p> <p>The Chairman of the Review Group also attended a Durham Employability Workshop, Initiatives to Tackle Employability in County Durham, mapping worklessness initiatives in the County, identifying strengths and weaknesses of different approaches and drawing on examples of good practice. He also visited Finchale College, Durham to examine programmes offered by the College following a referral from Job Centre Plus.</p>
Skills Shortage and Work Opportunities in Difficult Times	Tameside Metropolitan Borough Council	Services for Children and Young People Scrutiny Panel. Review of Staying On Rates in Post 16 Education, Employment and Training	2008	The review highlights examples of good practice being carried out in Tameside schools and by Connexions. However it also produces a number of recommendations which aim to further develop the existing careers information and support infrastructure, in order to maximise young people's capacity for making the most appropriate choices about their future learning and career pathways.
Extended Schools	Stockport Metropolitan Borough Council	Extended Schools Lifelong Learning, Leisure and Cultural Services Scrutiny Committee	2004	The review focused on two key objectives; to examine in more depth extended school pathfinder projects that have been developed and identify what Stockport can learn from these; and to define a set of criteria for successful extended school projects.

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Extended Schools	Leeds City Council	Report of Scrutiny Board (Children and Young People) Extended Schools Date	2005	<p>This inquiry considered how the extended schools concept was being developed in Leeds, through a number of formal meetings and visits to schools and units. The recommendations centred on partnership working and engagement with school leaders and governors. More specifically, the inquiry investigated:</p> <ul style="list-style-type: none"> <li>• the current position in Leeds in developing the principles of extended schools</li> <li>• the potential benefits for pupils and schools, families and communities</li> <li>• the capacity to analyse local need and generate local involvement</li> <li>• the role of area management arrangements in influencing the development of extended schools</li> <li>• the role of other key partners and stakeholders in developing the concept of extended schools</li> <li>• the role of parental involvement (the Scrutiny Board decided that parental involvement should form a strand of each of their major inquiries during the year).</li> </ul>
Extended Schools	Middlesbrough Council	Final Report - Extendedn Schools	2008	<p>The terms of reference of the scrutiny investigation were as follows:</p> <ul style="list-style-type: none"> <li>• to explore the background to the development of extended schools, including the impact of any relevant national guidance or directives;</li> <li>• to investigate the key issues relating to the extended schools programme, including the Council's responsibilities and how the programme is being developed in Middlesbrough;</li> <li>• to assess the impact of any relevant performance indicators or performance measures;</li> <li>• to investigate resource and funding arrangements and to examine any associated issues; and</li> <li>• to examine links with other education initiatives and programmes.</li> </ul>

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Extended Schools	London Borough of Haringey Council	Scrutiny Review of Extended Services In and Around Schools	2007	<p>The review panel was asked to scrutinise the way in which extended services in and around schools were being developed in Haringey. The panel considered:</p> <ul style="list-style-type: none"> <li>• the advantages resulting from schools providing extended services;</li> <li>• the Government's targets and the advice given by them and other bodies; and</li> <li>• the actions being taken by the council and local schools to implement the government's targets.</li> </ul>
Extended Schools	Harrow Council	Scrutiny Review – Extended Schools as Community Resources	2009	<p>The Extended Schools Review was carried out as part of the Overview and Scrutiny 2008/09 work programme to assess progress and identify gaps in the current level of extended services. The review also considered how successful schools were in providing access to the core offer of services. Their long-term sustainability was another area the review group considered as part of the review.</p>
Extended Schools	Southwark Council	Extended schools Report of the Children's Services and Education Scrutiny Sub-Committee	2007	<p>In 2006/07 the Children's Services and Education Scrutiny Sub-Committee undertook a 'light-touch' review into extended school provision. The intent was to obtain a snapshot view of the services delivered, with the possibility of revisiting the subject in the future to monitor progress.</p> <p>The review was intended to inform the current implementation process, to raise issues that were highlighted through discussions regarding site visits, and to contribute further to planning and implementation. The Members of the Sub-Committee were particularly interested in looking at community engagement, the mix of extended schools activities, funding and sustainability and the behaviour management of students.</p>

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Waste	Wiltshire County Council	Wiltshire: Waste	2004	<p>The Task Group was set up with the aim to:</p> <ul style="list-style-type: none"> <li>• receive information about the setting of the performance indicator targets for waste, as stated in the council's Performance and Improvement Plan 2003-04 and the Executive's proposals for achieving these</li> <li>• support the Environmental Services Department in its efforts to develop programmes for improved waste recycling and reduction, alongside the Wiltshire Waste Partnership, Wiltshire Wildlife Trust and the Wiltshire Strategic Board.</li> </ul>
Waste	Stockton-on-Tees Borough Council	Stockton-on-Tees: Waste Management	2005	<p>The Committee were tasked with examining the issue in recognition of the growing waste problem. The aims of the review were to promote waste reduction through examination and amendment of Stockton Borough Council waste collection policies, and to make recommendations in terms of measures to help improve community participation in recycling and waste minimisation schemes.</p> <p>Evidence was collected from council officers, other local authorities and the local residents panel. A site visit was also undertaken to the local incinerator, and the Committee were accompanied by a Professor of Regional Planning from the University of Liverpool. Following the visit, the Committee heard evidence from Renew Tees Valley. Recommendations from the review were endorsed at a meeting of Cabinet in August 2005.</p>
Waste	Oxfordshire County Council	Oxfordshire: Waste Not Want Not	2005	<p>This review looked at the alternatives ways to reduce Oxfordshire County Council's reliance on landfill as a means of dealing with its waste, and compared the different technologies for recovering energy from waste.</p>
Waste	London Borough of Merton	Review of Waste Collection	2006	<p>The main focus of this review was the waste collection service, including general refuse collection, recycling, garden and bulky waste services.</p> <p>The review was undertaken over a five month period and evidence was gathered from a wide variety of sources including: a public consultation exercise, results of annual residents survey, visits to recycling and re-use centres, meetings with front line staff and information from other local authorities. The recommendations arising from the review were agreed at Cabinet on the 6th March 2006.</p>

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Waste	Monmouthshire County Council	Monmouthshire: Partnerships in Waste Management	2007	<p>The prospect of extensive fining for landfilling waste post 2012 led to four authorities in South Wales (Cardiff, Newport, Monmouthshire and the Vale of Glamorgan) embarking on the first joint scrutiny on this scale to discover the benefits and challenges of partnership-working on waste management.</p> <p>Through a challenging and complex investigation, the Authorities managed out the political and cultural issues that inevitably arose through four Councils with different political make-ups, investigating joint service delivery of Waste Management.</p> <p>The joint scrutiny exercise afforded Members a clear understanding of the challenges presented by partnership working and the benefits of working collaboratively, enabling them to make robust evidenced-based recommendations to their four Executives. The joint scrutiny exercise sought to establish a strong partnership of authorities in the South Wales region to address an issue of fundamental importance to their citizens.</p>
Waste	London Borough of Richmond upon Thames	Richmond: Waste Disposal	2005	<p>In September 2004 several hundred residents took part in an Internet poll of topics for Scrutiny to investigate. Waste disposal came top with over a third of votes cast and almost three times more votes than the next priority topic. On this basis, Members of the Environment OSC decided to establish a Task Group.</p> <p>In 2004 Borough residents produced over 86 thousand tonnes of waste - enough to fill Twickenham stadium with rubbish to a depth of 50m. The task group agreed that the way the Authority dealt with waste had to change, and that a greater concern on environmental and financial costs was needed.</p>
Waste	Surrey County Council	Surrey: Waste Management Strategy	2006	<p>This Select Committee review evaluated the waste treatment technologies available to deal with residual waste and then moved on to look at Surrey County Council's municipal waste management strategy in the round.</p> <p>This second part of the review looked at the choice of sites in the Waste Disposal Authority Action Plan, the number of facilities required and the suggested technology type in the context of Surrey.</p>

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Waste	Stockport Metropolitan Borough Council	Stockport: the Future for Waste	2005	This review investigated the effectiveness of the waste collection service and examined options to reduce the amount of waste that is sent for disposal. The review also verified that the Council's recycling and composting approach to waste management was supported.
Waste	London Borough of Redbridge	Redbridge: Waste Minimisation and Recycling	2008	The Working Group examined the Council's approach to recycling and the wider waste minimisation agenda investigated various methods that can be used to encourage residents to recycle more of their waste, to reduce the amount sent to landfill. The recommendations support extending the range of materials recycled and ongoing promotion and encouragement of recycling. The Scrutiny Working Group was also an opportunity for the Council to reaffirm its commitment to help residents dispose of their waste in both a convenient and sustainable way.
Waste	London Borough of Hillingdon	Hillingdon: Encouraging Waste Reduction & Recycling	2007	The review recommended food waste recycling, re-designing amenity site and better education and publicity. It was also found that plastic bags were preferred to wheelie bins.
Waste	The Telford and Wrekin Council	Telford and Wrekin: Waste Disposal Strategy	2005	Members of the commission were asked to submit their comments on the draft Waste Disposal Strategy.  In order to make informed comments, members carried out some investigations into the technological, financial and environmental aspects of the various methods of waste disposal available.
Waste	Leeds City Council	Leeds: Bulky Waste Collection Service	2004	An inquiry conducted via a working group into the proposed service changes for the bulky household waste collection service in Leeds.
Waste	Salisbury District Council	Salisbury: Waste Management Targets	2006	The Waste Management Targets Review Group was commissioned by the Council's Environment & Transport Overview & Scrutiny Panel in May 2005 to undertake a review of refuse collection and recycling in the District, focusing on the best way to adapt the current service to meet the targets set by the government.
Waste	Wakefield Metropolitan District Council	Wakefield: Recycling	2004	This inquiry examined what the Council is currently doing to promote the recycling of waste, and made a series of recommendations to assist the Council in making improvements and achieving its targets.

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Waste	Middlesbrough Council	Middlesbrough: Recycling	2006	The aim of the Scrutiny review was to: investigate the Council's involvement in recycling in the context of the overall trend of increased waste generation; to examine national developments; and consider the possible development of a strategy for green waste.
Waste	North Yorkshire County Council	North Yorkshire: Roads to Re-use and Recycling	2006	The Transport and Telecommunications Overview and Scrutiny Committee were aware that the County Council had already adopted an environmentally-friendly ethic by recycling plastic bollards and road planings. This scrutiny review, however, sought to dig deeper to uncover any innovative and imaginative ways of re-using and recycling materials for highway use.
Waste	Portsmouth City Council	Review Into the Effectiveness of Recycling and Recycling Initiatives	2005	This review looked at the effectiveness of recycling and recycling initiatives as a whole.  It started in December 2004 and completed in September 2005.  The Panel received evidence from a number of sources, which it used to draw up a series of recommendations to submit to the Executive.

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By: Alex King, Deputy Leader  
Peter Sass, Head of Democratic Services and Local Leadership

To: Policy Overview Co-ordinating Committee – 16 October 2009

Subject: Councillor Call for Action

Classification: Unrestricted

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Summary: This report gives the context for the Councillor Call for Action and also includes a draft protocol for its operation.

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### **What is the Councillor Call for Action (CCfA)?**

1. (1) The CCfA was introduced under Section 119 of the Local Government and Public Involvement in Health Act 2007 and came into force on 1 April 2009. It inserts a new section 21A into the Local Government Act 2000. The CCfA provides Members with the opportunity to ask for a discussion at an Overview or Scrutiny Committee meeting on issues where local problems have arisen and where other methods of resolution have been exhausted without success.

(2) The successful operation of CCfA will rely on several broad principles being recognised and supported in local authorities. These principles are:

- transparency in decision-making, and the involvement of overview and scrutiny in the decision-making process
- a willingness to identify mistakes and shortcomings, and a recognition of the need to resolve problems through discussion
- an understanding (among both officers and Members) of the role that overview and scrutiny can play to help a council improve its services
- an understanding and a wish to bolster and support the role that local Members play as leaders of their communities

(3) CCfA goes beyond the existing power scrutiny Members have to raise issues. This new power gives all Members the ability to call for debate and discussion at an overview or scrutiny committee on a topic of neighbourhood concern. Previously, under s.21 of the Local Government Act 2000, only members of an overview or scrutiny committee had the right to ensure that any matter which was relevant to the functions of the committee was included on the agenda and discussed.

(4) Under the 2007 Act, overview and scrutiny committees have the power to request information from certain partner organisations and to invite representatives from partner organisations to attend where relevant. CCfA is therefore an opportunity to bring about solutions to local problems using the influence that scrutiny can provide in bringing together a range of partners and produce innovative thinking around an issue.

(5) If a CCfA is accepted, discussion would take place at the committee meeting on how best to achieve the outcomes that the Member championing the CCfA is seeking. The committee would, in appropriate cases, explore potential solutions and make recommendations that certain actions be taken. The focus of the CCfA should be on the outcome and resolution of the issue raised.

## Limitations

2. (1) CCfA is designed to sit alongside existing mechanisms already at Members' disposal to resolve local issues. The power to refer a matter will be available only where the matter is of direct concern to the area which the Member represents, and only where the Member can demonstrate that s/he has exhausted all other potential avenues for resolution but without success. CCfA is not guaranteed to solve a given problem. CCfA can provide a method for raising such problems in committee and, through discussion, trying to overcome them. A referral (provided it is not an excluded matter – see paragraph 3 below) will ensure that the matter is included on the agenda of the relevant Overview or Scrutiny Committee. It is then up to the members of the committee to decide whether or not to take the matter further. A referral made to the committee is seen as being the end of the CCfA process and not the first step.

## Issues excluded from referral as a CCfA

3. The Overview and Scrutiny (Reference by Councillors) (Excluded Matters) (England) Order 2008 excludes the following matters from referral as a CCfA:

- any matter relating to a planning decision
- any matter relating to a licensing decision
- any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment
- any matter which is vexatious, discriminatory or not reasonable to be included in the agenda for, or to be discussed at, a meeting of the overview or scrutiny committee or at a meeting of a sub-committee of that committee

## Protocol

4. A detailed protocol has been drafted to guide Members who may be considering referring an issue for CCfA (attached as an **Appendix**). The Committee is requested to comment on the draft protocol and endorse it for submission to the Selection and Member Services Committee, prior to it being referred to the County Council for inclusion in the Constitution.

**5. Recommendation:** That, subject to the comments made by the Committee, the draft protocol for the CCfA be endorsed and that the Head of Democratic Services and Local Leadership be given delegated authority, in consultation with the Deputy Leader and the Chairman of the Selection and Members Services Committee, to agree the protocol and any consequential amendments to the Constitution, for submission to the County Council on 10 December 2010 approval.

Peter Sass  
Tel No: 01622 694002  
e-mail: peter.sass@kent.gov.uk

Background Information: *Nil*

**Kent County Council**

**Councillor Call for Action: Protocol**

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1. Key Points
2. Introduction
3. Issues excluded from referral as a Councillor Call for Action (CCfA)
4. Steps to be taken prior to making a CCfA
5. How to make a CCfA
6. Options available to the committee if it accepts the CCfA referral
7. Potential outcomes from the committee meeting hearing the CCfA

**1. Key Points**

- CCfA applies to all councils in England and Wales;
- The power to initiate a CCfA rests with the local Member;
- It will be up to individual Members to determine which issues to take forward as CCfAs;
- If a Member decides not to refer a matter, no further action is taken under a CCfA;
- The committee does not have to take up a Member's request but has to explain its reasons why;
- There will be no right of appeal for the member of the public via the council's committees;
- The CCfA may cover any matter relating to any function of the authority affecting the Member's electoral division or constituents;
- Any Member may request that the committee consider the inclusion of a CCfA in its work programme, under the terms of this CCfA Protocol. The operation of CCfA should be used only in exceptional circumstances where all other possible avenues for resolution of the issue have been followed by the referring Member, and yet a problem still exists.

## 2. Introduction

The “Councillor Call for Action” was introduced under Section 119 of the Local Government and Public Involvement in Health Act 2007 and came into force on 1 April 2009.

The CCfA enables any Member of the Council to refer to the relevant Policy Overview Committee or Cabinet Scrutiny Committee any local government matter which affects their electoral area.

The power to refer a matter is available only where the matter is of direct concern to the area which the Member represents. A Member can refer a matter even if no constituent has asked them to consider it, and there is no requirement for Members in multi-member divisions to agree – any of them can refer a matter.

## 3. Issues excluded from referral as a CCfA

The Overview and Scrutiny (Reference by Councillors) (Excluded Matters) (England) Order 2008 excludes the following matters from referral as a CCfA:

- any matter relating to a planning decision;
- any matter relating to a licensing decision;
- any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment;
- any matter which is vexatious, discriminatory or not reasonable to be included in the agenda for, or to be discussed at, a meeting or the Overview or Scrutiny Committee or at a meeting of a sub-Committee of that Committee.

In addition to the above exclusions, if the matter relates to a crime and disorder issue it should first be referred to the district council.

## 4. Steps to be taken prior to making a CCfA

Prior to referring a matter as a CCfA, Members should have tried to resolve the issue using all mechanisms and resources available to them. A flowchart has been designed at **Appendix A** to assist Members in deciding whether an issue is ready for referral to an Overview or Scrutiny Committee as a CCfA.

## 5. How to make a CCfA

If the issue has not been resolved despite alternative mechanisms being explored, a Member can refer it to the relevant Overview or Scrutiny Committee as a CCfA. To do this the Member should complete and submit a CCfA request form (**Appendix B**). The Overview, Scrutiny and Localism Manager will check this to ensure that the issue is not an excluded matter (see paragraph 2 on excluded matters) and will then inform the Chairman of the relevant Committee that the item will be included on their next available agenda. The Member will be informed whether or not their request has been successful. It will then be up to the committee Members to decide whether or not to take the matter further.

In deciding whether or not to take the request further the committee should consider:

- What actions have been taken by the Member in relation to resolving the issue;

- Any representations made by the Member as to why the committee should take the matter up;
- Whether committee Members are satisfied that all reasonable attempts have been made by the elected Member to resolve the issue;
- Whether a similar issue has been considered recently and, if so, whether the circumstances have changed;
- Whether this is an issue which is currently being looked at by another form of scrutiny, e.g. a district Committee;
- Whether the matter referred has the potential to produce recommendations which could realistically be implemented and lead to improvements for anyone living or working in the referring Member's area;

If the Committee decides not to accept the CCfA referral, it must inform the Member and provide reasons.

## **6. Options available to the Committee if it accepts the CCfA referral**

If the committee accepts the CCfA referral, it should then decide how to take the matter forward. The following should be considered by the committee:

- Potential solutions to the issue and how these could be achieved;
- Whether an Informal Member Group should be set up to undertake a more in depth review;
- Further evidence to be requested and relevant witnesses and representatives from partner organisations to invite to the committee meeting;
- Who will decide that the issue is resolved;

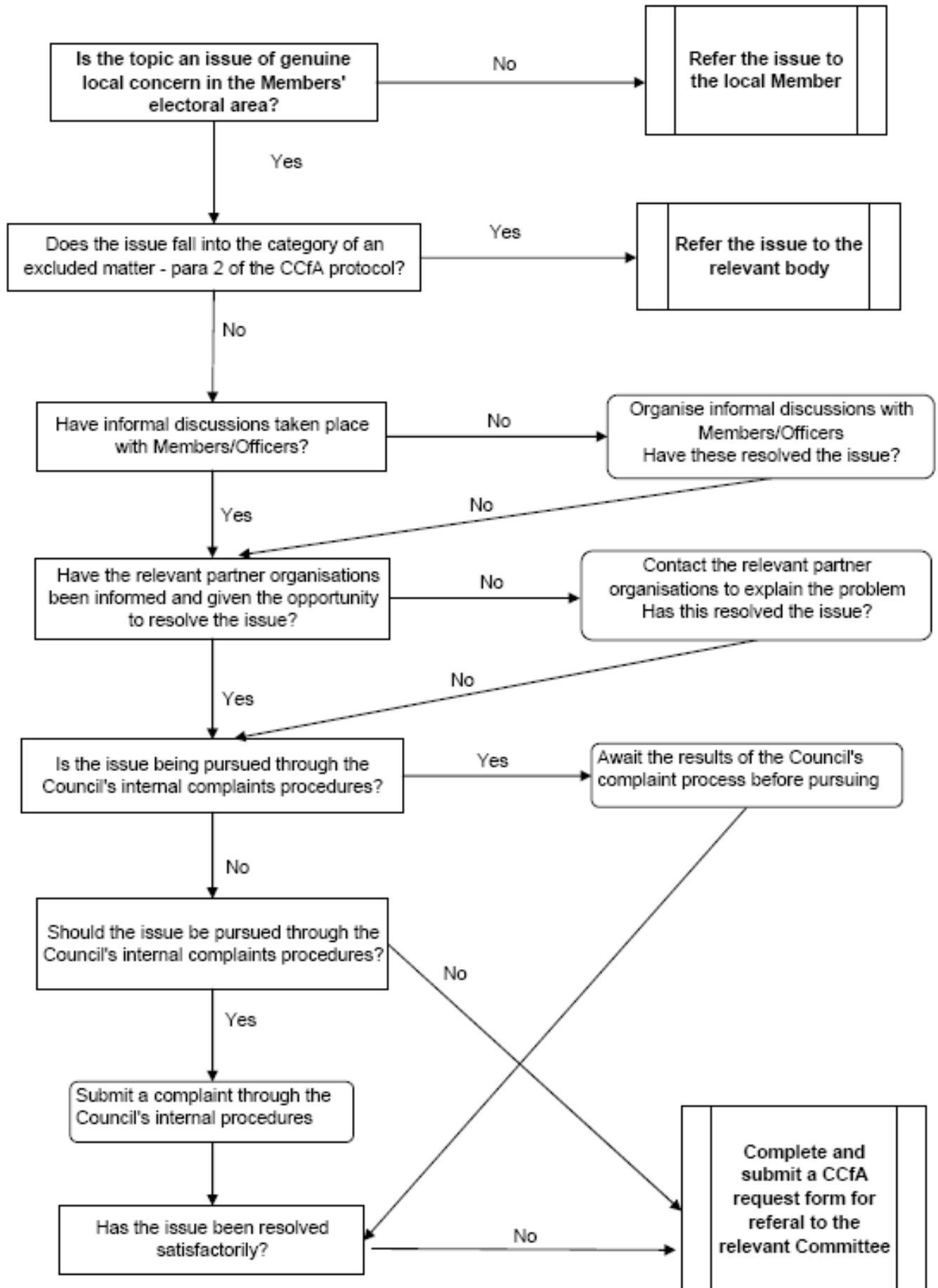
## **7. Potential outcomes from the committee meeting hearing the CCfA**

Following the committee meeting there are a number of potential outcomes:

- The committee could determine not to make a report, with the elected Member notified in writing;
- The committee could determine that it is a complex issue requiring further investigation and commission a Scrutiny review of the issue via the 'Policy Overview Co-Ordinating Committee';
- The committee could write a report and make recommendations on the CCfA to the Cabinet, full Council, or relevant committee.

Once the committee has completed its work on the CCfA request, the Member who made the request will receive a copy of any report or recommendations made.

# CCfA



## Call for Action Request Form

This form should be used by any Member of Kent County Council who would like the relevant overview or scrutiny committee to consider a Councillor Call for Action in their area.

Your contact details:
Name (print):
Signature:
Date:

The title of your Councillor Call for Action:
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Have you exhausted the steps set out in Annex A to the CCfA protocol?
Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you approached the relevant Scrutiny Committee on the same issue in the past six months?
Yes <input type="checkbox"/> No <input type="checkbox"/>

Please outline your main areas of concern:
What evidence do you have in support of your CCfA:
Which areas or groups are affected by the CCfA?
How have you tried to resolve the issue?

Is the CCfA currently the subject of legal action by any party (to your knowledge) or is it being examined by a formal complaints procedure?

Are there any deadlines associated with the CCfA of which the scrutiny committee needs to be aware?

**Please complete and return this form to:**

Overview, Scrutiny and Localism Manager  
Sessions House  
County Hall  
Maidstone  
ME14 1XQ

Or by email to [scrutiny@kent.gov.uk](mailto:scrutiny@kent.gov.uk)

By: Paul Wickenden, Overview, Scrutiny and Localism Manager  
To: Policy Overview Co-ordinating Committee – 16 October 2009  
Subject: Policy Framework  
Classification: Unrestricted

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Summary: Report which updates the County Council's policy framework.

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1. The attached report has been submitted to the Selection and Member Services Committee for consideration at their meeting on 13 October 2009. An oral report will be given on feedback from that meeting.
2. The views of this Committee are sought prior to the Policy Framework being submitted to County Council on 10 December for approval and incorporation into the constitution.

3. RECOMMENDED that the Committees endorse the attached Policy Framework.
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Paul Wickenden  
Overview and Scrutiny and Localism  
Manager  
(01622) 694486  
paul.wickenden@kent.gov.uk

Background documents - Nil

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By: Alex King, Deputy Leader  
Peter Sass, Head of Democratic Services and Local Leadership

To: Selection and Member Services – 13 October 2009

Subject: Policy Framework

Classification: Unrestricted

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Summary: This report updates the County Council's policy framework.

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## Background

1 (1) It is a statutory requirement that certain key documents form part of a Council's Policy Framework. Regulations made under the Local Government Act 2000 set out the documents that have to be approved by the Council. KCC's constitution requires these Policy Framework documents to be considered by the relevant Policy Overview Committees (POC's) prior to being submitted to County Council for approval. This does not preclude other plans and strategies being submitted to POC's for consideration prior to approval by Cabinet.

(2) The Policy Framework of the County Council was last updated in November 2006 (with a minor revision in June 2008 to take account of the newly established Communities Directorate). The 2006 version of the Policy Framework contained statutory documents which did not legally need to be incorporate into the Policy Framework. Some of these no longer need to be produced. In consultation with Directorates, the Policy Framework has been redrafted so that the revised version only includes documents which have to be approved as a matter of the law by the County Council.

## Revised Policy Framework

2 (1) Attached as an appendix is a revised version of the Policy Framework which consists of the documents, that have to be approved by the County Council (rather than by the Executive).

(2) Members should note that the Policy Framework will be incorporated as Appendix 3 in the Constitution, once approved.

(3) It is intended that this revised version of the Policy Framework will be submitted to the Policy Overview Co-ordinating Committee meeting on 16 October 2009 for endorsement.

<b>Recommendations</b> That the revised version of the Policy Framework, as set out in the Appendix to this report, be submitted to County Council on 10 December 2010
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for approval and that the Head of Democratic Services and Local Leadership be given delegated authority, in consultation with the Chairman of the Selection and Members Services Committee, to approve any amendments following the meeting of the Policy Overview Co-ordinating Committee.

Peter Sass  
Tel No: 01622 694002  
e-mail: peter.sass@kent.gov.uk

Background Information: *Nil*

*Appendix 3  
Policy Framework*

**PLANS AND STRATEGIES INCLUDED IN THE POLICY FRAMEWORK**

**Requiring Council debate and approval**

Name of Plan
Towards 2010

**Requiring Policy Overview Committee(s) consideration and Council approval**

Name of Plan (Policy Overview Committee )	Statutory Policy Framework plan	Duration of Plan	Next Plan Due	Notes
Children and Young Peoples Plan (C, F & E POCs Communities POC)	Yes	2008-2011	2011	Multi- agency plan
Crime and Disorder Reduction Strategy i.e. Community Safety Framework (Communities POC)	Yes	2008-11	2011	
Local Transport Plan 2 (Environment, Highways and Waste POC)	Yes	5 years 2006/11	March 2011	
Local Transport Plan 3 (Strategy)  (Environment, Highways and Waste POC)	Yes	15 years (tentative)	March 2026	DfT Guidance requires two separate documents, Strategy & Implementation Plan and local authorities decide duration of each of these plans to suit their needs. Reporting and reward funding to be through CAA process so unlikely to be requirement for formal delivery reporting as per LTP1 & LTP2
Local Transport Plan 3 (Implementation Plan)	Yes	3 years (tentative)	March 2014	Outlines proposals for delivery of the policies

Name of Plan (Policy Overview Committee )	Statutory Policy Framework plan	Duration of Plan	Next Plan Due	Notes
<i>(Environment, Highways and Waste POC)</i>				contained in the Strategy
Kent Minerals and Waste Development Framework i.e.  Minerals and Waste Core Strategy - Mineral site Allocations  Waste Management Site Allocations <i>(Environment, Highways and Waste POC)</i>	Yes	15 year timeframe from adoption i.e. period up until 2026	2011  2012  2012	In preparation. Development Scheme and Programme agreed by KCC and GOSE in May 2009. Submission of key documents (Core strategy and Site Allocations) to Government respectively in 2011 and 2012. Subject to regular (approximately five yearly) reviews.
Youth Justice Plan <i>(Communities POC )</i>	Yes	18 Months	April 2010	Current plan started in October 2008, and runs until the end of March 2010.