

**SCRUTINY BOARD**

**Thursday, 10th March, 2011**

**10.00 am**

Darent Room, Sessions House, County Hall, Maidstone







## AGENDA

### SCRUTINY BOARD

**Thursday, 10 March 2011 at 10.00 am**      Ask for:      **Paul Wickenden**  
**Darent Room, Sessions House, County Hall,**      Telephone      **(01622) 694486**  
**Maidstone**

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

#### **Membership (10)**

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

Liberal Democrat (1):      Mrs T Dean

#### **Webcasting Notice**

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site – at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

By entering the meeting room you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you do not wish to have your image captured then you should make the Clerk of the meeting aware.

#### **UNRESTRICTED ITEMS**

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

#### **Item No**

- 1      Introduction/Webcasting
- 2      Substitutes
- 3      Membership  
To note that Mr N Chard (Chairman of the Health, Overview and Scrutiny Committee) is now a member of this Board.
- 4      Declaration of Interests by Members in items on the Agenda for this meeting
- 5      Minutes -1 February 2011 (Pages 1 - 4)
- 6      Child and Adolescent Mental Health Services (CAMHS) - verbal update

- 7 Enhancing and Improving the Overview and Scrutiny Process (to follow)
- 8 Select Committee update (Pages 5 - 12)
- 9 Sharing of good practice

### **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

**Wednesday, 2 March 2011**

*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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### SCRUTINY BOARD

MINUTES of a meeting of the Scrutiny Board held in the Darent Room, Sessions House, County Hall, Maidstone on Tuesday, 1 February 2011.

PRESENT: Mr E E C Hotson (Chairman), Mr P W A Lake (Vice-Chairman), Mrs A D Allen, Mr C J Capon, Mr M C Dance, Mrs T Dean, Mr C Hibberd and Mr K Smith

ALSO PRESENT: Mr R J Lees, Mr A J King, MBE and Mrs E Green

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 Services Manager (Policy Overview))

### UNRESTRICTED ITEMS

#### **39. Minutes - 3 November 2010**

*(Item 4)*

RESOLVED that the minutes of the meeting held on 3 November 2010 are correctly recorded and that they be signed by the Chairman as a correct record.

#### **40. Select Committee update**

*(Item 5)*

(1) Mr Wickenden presented an update report on the Select Committee work programme. The Select Committees on Extended Services and Renewable Energy had submitted their reports to Cabinet on 29 November 2010 and to Council on 16 December 2010. The three Select Committees in the current work programme were Dementia, Educational Attainment and The Student Journey. These reviews were in the early stages of carrying out their work. He made the point that currently at least two of these were likely to be ready to submit their report to County Council in December 2011. He was mindful that, in order for them to be given full consideration, it was preferable that only one Select Committee report was received at any County Council meeting and he would work with Select Committee Chairmen to achieve this.

(2) Mrs Dean, Chairman of the Select Committee on Dementia, gave an update on the way in which the Select Committee were developing their Terms of Reference and the use of focus groups. The first focus group of professionals had already met and identified 25 key issues. The Committee wished to organise a focus group of carers to inform the Terms of Reference, but it would mean making support available for carers to enable them to attend. However, there was no budget available to provide this and she requested the Board to look at whether resources could be made available.

(3) Mrs Dean also raised the request from her Select Committee to webcast some of their evidence gathering sessions as a large number of people had an interest in

the review subject but would not be able to attend sessions. She suggested that some of the more formal Select Committee sessions could be webcast. Mrs Dean explained that a number of carers had expressed the wish to tell their story, but it was important the decisions on how this was recorded and made available were treated with sensitivity. She suggested that it would be appropriate to webcast evidence gather sessions involving professionals and to use webcasting later in the Select Committee process.

(4) The Chairman pointed out that there were resource issues if all Select Committees meetings were webcast. Mr Wickenden stated that a fixed amount of hours were specified under the new webcast contract and hours outside of that would be chargeable. There was also a balance to be struck between getting the best from witnesses and wider engagement though webcasting. Mr Kit Smith reinforced the need for a balanced approach to the webcasting of Select Committee sessions. Although webcasting could be a good tool for keeping the public informed the webcasting of Sessions could restrict the type of debate that was held and stifle freer participation.

(5) Mrs Green expressed the view that the decision should be made on an individual Select Committee basis and that earlier evidence gathering sessions did not necessarily lend themselves to this as in some reviews they may contain personal accounts on sensitive issues. She agreed that the later stages of the review may be a better time to use the webcast, unless there were other sessions that contained broader issues of wider interest. A number of Members agreed with this point of view.

(6) Mr King stated that the Select Committee process was one of the most innovative processes of the Overview and Scrutiny business and had grown in stature over the past ten years. It demonstrated the contribution that Members can make when there a topic was looked at in depth. In relation to webcasting, different Select Committee required different approaches. Webcasts should be used in situations where there was a need for a wider contribution. There was an opportunity to use webcasting to enable people with an interest in the Select Committee to follow the progress of the review. He suggested that the appropriate time to use webcasting was at the final stages of the review when the Committee were debating what would be included in its final report.

(7) Mr King then emphasised the importance of looking at what the next steps were for taking the Select Committee progress forward and to ensure that outcomes were used in the formation and delivery of policy by the County Council. Mr Capon highlighted the need to ensure that the outcomes of Select Committees were acted upon. It was important that there was proof of having listened to the public and genuine consultation in order for localism to work.

(8) Mr Dance reflected on his experience as a Chairman of Select Committees and emphasised the power of the quality of the report writing. He suggested that Select Committees should invite the Cabinet Member(s) to come along to a meeting of the Select Committee as a witness to give them the opportunity to express their views.

(9) The Chairman suggested that the Select Committee should have more direct contact with the Cabinet Member(s) and there should be engagement at the end of

the process to get feedback from the Cabinet Member on how the recommendations from the review would be taken forward.

(10) Mrs Dean referred to an unsolicited endorsement of the work of the Alcohol Misuse Select Committee which she had heard from a panel member at an event she had attended. It had been said that the Alcohol Select Committee had carried out the best piece of work in the field which had been invaluable in bringing together professionals and had made a shift in that field.

(11) RESOLVED that:

- (a) the progress of the Select Committee topic reviews on Renewable Energy and Extended Service be noted,
- (b) the progress and timescales for the Select Committees on Educational Attainment and Dementia and the Student Journey be approved.
- (c) draft guidelines for the webcasting of Select Committees be produced and submitted to the Board for approval.
- (d) officers seek a solution that would enable the carers to attend a focus group to assist the Select Committee on Dementia.

#### **41. Child and Adolescent Mental Health Services (CAMHS)**

*(Item 6)*

(1) Mr Wickenden introduced a report which set out a request from the Kent LINK to set up a Select Committee to look at Child and Adolescent Mental Health Services (CAMHS).

(2) Mrs Allen welcomed the proposal that Members look at the issues around the suggestion that insufficient services were being provided by CAMHS particularly for children with Autistic Spectrum Disorder. She pointed out that following an Ofsted inspection Health colleagues were required to produce an action plan, she was concerned that KCC would take on a service that was not fit for purpose and would like to have advice on how to take this forward.

(3) Mr Wickenden stated that the only resource that he had available to carry out any work on this would be the Health Overview and Scrutiny Research Officer.

(4) Mr King explained that once the new staffing structure was in place there would be the central research capacity to focus on issues such as this, however this matter was urgent. He referred to work being carried out in Children's Social Services and it was important to link into that.

(5) Mr Hotson stated that it was important to talk to the Cabinet Member, it was important to work as a team and to talk to the new interim officer.

(6) Mrs Dean did not feel that a Select Committee was the way to take this forward, she suggested that it should be delegated to the three party spokesmen to decide how to proceed.

(7) Mr Hotson suggested that the group spokesmen (and Mr Dance) should meet with the Directors to discuss a way forward with this issue. Mrs Allen stated that it was important to discuss this with the Children Trust Board and the Preventative

Services to see where they targeted resources. It was key that resources were targeted at an early stage. There should be an early meeting, maybe an IMG lasting a couple of days to try to put together a way forward with Health and other colleagues.

(8) Mrs Allen suggested that in the meantime health colleagues should be asked how far they had progressed with their action plan and whether it was possible to produce a joint action plan with KCC. It was noted that Kent LINK had requested to participate in the discussion.

(9) RESOLVED that a meeting be arranged as early as possible with Mrs Allen, Mr Dance, Mrs Dean, Mr Lees and Mr Christie to meet the two relevant Directors for their input and report back to the next meeting. (If necessary the group spokesmen will be asked to agree to set up an emergency IMG to start the process).

## **42. Sharing of good practice**

*(Item 7)*

(1) Mrs Dean drew Members' attention to a pilot on KCC's budget setting process which was being run by Mr Wood at West Malling Primary school on Thursday 3 February 2011, and invited Members to attend.

(2) Mr Dance explained that following his POSC District visits on Regeneration, a District by District report for Member and partners was being collated. It was important that the knowledge built up by the POSC as a result of their District visits was utilised. He stated that consideration was being given to what the POSC would do next and a suggestion was visits on a thematic basis, for example looking at Kent as the "Garden of England" which could involve visits to East Malling, Hadlow College, Brogdale and Thanet Earth.

(3) RESOLVED that the updates be noted.

By: Paul Wickenden, Overview, Scrutiny and Localism Manager  
 To: Scrutiny Board – 10 March 2011  
 Subject: **Select Committee Work Programme**

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Summary: To receive (a) an update on the current Topic Review Programme and the resources available to deliver the programme and (b) also to consider guidelines for webcasting of Select Committee topic reviews.

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### **1. Resources to Deliver the Select Committee Work Programme**

There are currently two and a half FTE Research officers supporting the Select Committee topic review programme. They are supported by three Democratic Services Officers from the Overview and Scrutiny team who also support the Policy Overview and Scrutiny Committees. In addition I have one Research officer who is dedicated entirely to the Health Overview and Scrutiny Committee and a Research Officer to the Cabinet Scrutiny Committee Research Officer, who in addition to supporting the Cabinet Scrutiny Committee also carry's out a number of specific projects to support the development of the Overview and Scrutiny function.

### **2. Select Committees that have completed their work**

#### Renewable Energy and Extended Services Select Committee

(1) In accordance with the monitoring process agreed by the County Council, an action plan for the recommendation from Renewable Energy Select Committee will be submitted to the Environment, Highways and Waste POSC on 8 April 2011. The Select Committee will be re-convened at the end of 2011 to receive a report on progress with their recommendations.

(2) The action plan for the Extended Services Select Committee recommendations was due to be submitted to the 5 April meeting of Communities POSC and 14 April Education, Learning and Skills POSC. However, with the agreement of the Chairmen, has been postponed until the July meetings of the POSC's as a process of informal and formal consultation on the future resources and structure for extended services is being carried out. Until this process is complete it will not be clear what resources, if any, will be available to deliver on the recommendations of the select committee.

### **3. Select Committee – Topic Review Programme**

#### Educational Attainment Select Committee

(1) The Select Committee on Educational Attainment of Pupils in Schools in Areas of High Deprivation held its inaugural meeting on 3 February 2011, Mr C

Wells was elected Chairman. The Select Committee have agreed their terms of reference and scope (attached as **Appendix A**)

(2) The current timetable for the review is to hold Informal Briefing, hearings and Visits etc during May/June/July and September 2011. As hearings may go into September is unlikely that this review will be completed in time to report to Cabinet in November and County Council in December. A revised timetable will be reported to the next meeting of the Scrutiny Board for approval.

#### Select Committee: Dementia

(3) The Select Committee on Dementia under the Chairmanship of Mrs Dean is continuing with its work, Throughout February they have carried out a number of visits to day centres, care homes, dementia cafes, peer support groups, carer support groups, meeting people with dementia, being shown around the venues and talking to people involved in care and support. Hearings are going to be held throughout March and early April 2011.

(4) The Select Committee are still in the process of developing their Terms of Reference and Scope and are very keen that carers are able to influence the work and will use the input from carers who will be attending the first hearing session on 9th March 2011. There will be another carers-support themed session on 16th March and from then sessions will focus on a range of professionals who can answer questions on the key themes identified. The scope for the review is potentially broad but with feedback from the Focus Group of Professionals and from carers it should be possible to choose a few specific areas towards which they we can direct their efforts in subsequent questioning of experts and information gathering.

(5) The Research officer has been approached by several carers, who are quite elderly but keen to take part. With Mrs Deans agreement officers are exploring options to go out and interview people, possibly on video, in their homes in order to share this with Select Committee Members and provide an opportunity for the voices of possibly the most marginalised people, to be heard.

(6) A number of GPs are involved in the work and we plan a further piece of engagement work in addition to our hearings. In addition, one trainee GP has also kindly agreed to share the findings of some recent research work with us.

(7) There has been a great response to our call for involvement in the review and in fact the greatest challenge has been to manage the volume of information received.

(8) The Select Committee will be meeting in early June to discuss evidence and recommendations and the Focus Group will meet shortly afterwards to give their input, and identify any further evidence required at that point, prior to production of a draft report in the summer. The timetable for the review is challenging but it is still intended for the report to be submitted to Cabinet in November and to County Council on 15 December 2011.

(9) At the last meeting of the Scrutiny Board Officers were tasked with finding funding to alternative care to be provided to enable four Carers coming

via Maidstone Carers and Age Concern (now Age UK) Canterbury to give evidence to the Select Committee. The relatively small amount of funding needed has been provided by Kent Adult Social Services (KASS) from their Engagement Budget.

#### *Select Committee - The Student Journey*

(5) Mr Kit Smith is the Chairman designate for this review and the Membership of the Committee is currently being established. It is anticipated that the inaugural meeting for this Select Committee will be held at the end of April 2011 which will agree the Terms of Reference and scope for this review.

(6) The timetable for this review is still under discussion and it is unlikely that it will report to County Council in December 2011. Approval will be sought for the timescale for this review at a future meeting of the Scrutiny Board, once the terms of reference and scope of the review have been approved.

#### **4. Webcasting of Select Committee meetings.**

(1) At the last meeting of the Scrutiny Board there was a discussion on the suggestion from the Select Committee on Dementia that hearings of that Select Committee should be webcast.

(2) It was acknowledged that there was a balance to be struck between using webcasting to keep the public informed of the work of the review and ensuring that it did not restrict evidence gathering and participation. There was a view that the use of webcasting may be more appropriate for sessions involving professionals and could be used later in the Select Committee process.

(3) The amount of time available to webcast under the webcast contract was limited to 250 hours a year, with any additional hours incurring extra cost, so the use of this resource needed to be monitored. There it was important that, if approval was given by the Scrutiny Board to webcast, it was used for sessions from which the maximum benefit could be gained (e.g. where there was a need for a wider contribution or where there was great public interest).

(2) It was agreed that draft guidelines for the webcasting of select committee reviews should be produced and submitted to the Scrutiny Board for approval (copy attached at **Appendix B**).

#### **4. Recommendations that the**

(a) progress of the Select Committees on Educational Attainment and Dementia and the Student Journey be approved;

(c) Board considers whether it wishes to agree to webcasting select committee meetings, with approval being granted on a review by review basis, and to adopt the draft guidance (appendix B) with any amendments that the Board wish to make.

*Paul Wickenden*  
*Tel No: 01622 694486*  
*e-mail: paul.wickenden@kent.gov.uk*

*Background Papers – Nil*

**Select Committee – Educational Attainment**

**Terms of Reference**

To examine the reasons for variations in Key Stage performance of all Kent schools with a focus to those schools in areas of deprivation.

**Purpose and objective of review:**

- a) To examine levels of attainment at KS2 by reviewing the performance of all schools at a district level. This will include the identification of schools in areas of deprivation in each district. These schools will have the highest levels of Free School Meals and Index of Multiple Deprivation. It will also include a review of those schools with 2 or more years below the national floor target of 55% for combined English and Maths and those schools with a 3 year declining or improving trend.
- b) To gain an understanding of the nationally agreed factors that contribute to differential achievement in deprived areas and how those factors impact on children's individual attainment and on overall school performance.
- c) To explore what measures have been put in place in schools and their surrounding communities to mitigate the effects of disadvantage or low attainment and consider their effectiveness. To explore the factors that have enabled some schools within individual districts to have broken the link between deprivation and poor attainment.
- d) To propose any additional action the Select Committee believes would be helpful in raising attainment either across Kent generally or in individual districts.

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**Guidance for the webcasting of Select Committees – DRAFT**

- (1) Select Committees wishing to webcast their meetings/informal sessions must submit their request to the Scrutiny Board for approval.
- (2) Requests to webcast Select Committee sessions should give an indication of the number of sessions (in hours) and the type of session that it is proposed to Webcast.
- (3) Approval for a Select Committee to webcast their meetings/informal sessions rests with the Scrutiny Board who will take into account the appropriateness of recording session for that review and also the resources available to webcast.
- (4) Sessions will be recorded using the webcasting equipment but will not be broadcast live.
- (5) The permission of witnesses must be obtained in advance of the session to be webcast, and it must be made clear to the witnesses that it is intended to make the webcast publicly available on the County Councils Website and that it could be used by third parties.
- (6) If any witnesses does not agree to be webcast then an audio recording of that session will be made for office use (as is the current practice).
- (7) All witnesses taking part in sessions that have been recorded for webcasting will have the opportunity to view the webcast and give their approval before it is posted to the website. (This reflects the opportunity currently give to witnesses to comment on and approve the detailed minutes from their session before they are published).

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