

## Scrutiny Review - Planning & Scoping Document

<p><b>What is the Purpose of the Review?</b></p> <ul style="list-style-type: none"> <li>• <i>Specify exactly which Outcome(s) the review is examining?</i></li> <li>• <i>Also being clear what the review is <u>not</u> looking at</i></li> <li>• <i>What is the Scrutiny Review seeking to achieve?</i></li> <li>• <i>Where possible refer to VFM issues of service cost, service performance and/or customer satisfaction.</i></li> </ul>	<p>To explore activities mainly delivering two aspects of the corporate plan; namely <b>Safe</b> and <b>Independent</b>.</p> <ol style="list-style-type: none"> <li>1. To enquire of stakeholders how the changes in delivery and funding of SEND is impacting on quality, performance and the security of the budget</li> <li>2. To identify evidence of progress in delivering the SEND strategy action plan</li> <li>3. To investigate what progress has been made in other budget delivery changes and identify any issues the cabinet might wish to consider in recommendations to the shadow executive before the shadow council confirms its budget, with a particular reference to SEND and Children Looked After (CLA).</li> </ol>
<p><b>What are the Criteria for Selection?</b></p> <ul style="list-style-type: none"> <li>• <i>Why has this particular topic been considered to be a priority issue for scrutiny?</i></li> <li>• <i>Which of the principle criteria promoted by the Centre for Public Scrutiny does it satisfy?</i></li> </ul>	<p>The principles for this scrutiny are to</p> <ol style="list-style-type: none"> <li>1. Provide a constructive ‘critical friend’ challenge</li> <li>2. Amplify the voices and thoughts of the public</li> <li>3. Look at aspects of the service from the view point of all DCC committees</li> <li>4. Ensure budget sustainability</li> </ol> <p>The enquiry day has been planned by the Overview and Scrutiny Management Board (OSMB) to avoid duplication and is being led by the Audit and Governance chair. Various changes have occurred in the Children’s Services budget leading to a range of change of practice. This scrutiny is to follow up these changes and provide up-to-date information before LGR comes into effect in April 2019.</p>
<p><b>What are the Indicators of Success?</b></p> <ul style="list-style-type: none"> <li>• <i>What factors / outcomes will demonstrate that this Scrutiny Review has been a success?</i></li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders involved in the enquiry day will have provided feedback saying that they felt their views had been heard and understood</li> <li>• Officers will feel that they have a better understanding on how various changes they are implementing are impacting on; their client’s wellbeing, the quality of the service and the budget targets.</li> <li>• Members will have a greater understanding of this vital part of our services and have produced a report for consideration by the cabinet and the shadow council</li> </ul>
<p><b>What Methodology / Approach is to be followed?</b></p> <ul style="list-style-type: none"> <li>• <i>What types of enquiry will be used to gather evidence.</i></li> </ul>	<p>The enquiry day will be split into 5 sections:</p> <ol style="list-style-type: none"> <li>1. Focus on students/carers/parents/voluntary helpers/transport providers</li> <li>2. Focus on schools</li> </ol>

<p><i>Following a structured and proportionate review process, which is likely to involve the active consideration of evidence, direct representation(s), a review of financial, performance and risk data to arrive at an objective opinion against some Key Lines of Enquiry;</i></p>	<ol style="list-style-type: none"> <li>3. Focus on support staff</li> <li>4. Panel discussion focussing on outcomes from the morning session, particularly on any issues to be considered reflecting on the budget</li> <li>5. A more in depth study, with officers, of the present state of the budget and the implications for the LGR budget setting process</li> </ol>
<p><b>What specific resources &amp; budget requirements are there?</b>  <i>What support is required for the review exercise?</i></p> <ul style="list-style-type: none"> <li>• <i>specialist staff</i></li> <li>• <i>any external support</i></li> <li>• <i>site visits</i></li> <li>• <i>consultation</i></li> <li>• <i>research</i></li> </ul>	<ul style="list-style-type: none"> <li>- Hiring a room outside of the council to relax participants</li> <li>- Refreshments</li> <li>- Invitations to guests</li> <li>- Relevant officers</li> <li>- Note takers</li> </ul>
<p><b>Are any Corporate Risks associated with this Review?</b>  <i>Identify any weaknesses and barriers to success</i></p>	<p>Current Corporate Risks:</p> <p>High Risks:</p> <ol style="list-style-type: none"> <li>1. Failure to stabilise the budget for the High Needs Block (HNB)</li> <li>2. Failure to keep school finances in balance</li> </ol> <p>Medium Risk:</p> <ol style="list-style-type: none"> <li>3. Failure to deliver Education health &amp; Care Plans (EHCP's) within statutory timescales</li> </ol>
<p><b>Who will receive the review conclusions and any resultant recommendations?</b></p>	<ul style="list-style-type: none"> <li>• Director of Children's Services</li> <li>• Cabinet members Steve Butler and Andrew Parry</li> <li>• Full cabinet</li> <li>• Audit and Governance and Safeguarding committees</li> <li>• Dorset Shadow Executive Committee</li> </ul>
<p><b>What is the Review Timescale?</b></p> <ul style="list-style-type: none"> <li>• <i>Identify key meeting dates and any deadlines for reports or decisions.</i></li> </ul>	<p>The Enquiry day is set for Tuesday January 15<sup>th</sup>. Reports will be written as quickly as possible after this date and taken to cabinet and the OSMB at the end of the month in order that they can be seen before a budget is finalised by the Shadow Council in February. Prior to that date a draft structure for the day will be formulated by the chairman and officers from Children's services. Two meetings are planned for the panel before Christmas to finalise the invitations and the questions we want answered.</p>

<p><b>Who will lead the Review Exercise?</b></p> <ul style="list-style-type: none"> <li>• <i>Identify a nominated:</i> <ul style="list-style-type: none"> <li>- <i>Elected Member</i></li> <li>- <i>Lead Officer</i></li> </ul> </li> </ul>	<p>The panel will be the chairs of the four main committees, with other members of the committees invited to participate if they wish. The chair of A&amp;G will lead.</p> <p>The lead officers are Andrew Reid and Gerri Kemp</p>
<p><b>Media Interest / Publicity</b></p> <ul style="list-style-type: none"> <li>• <i>Communications Plan</i></li> <li>• <i>Do we need to publicise the review to encourage community involvement?</i></li> <li>• <i>What sort of media coverage do we want? (e.g. Fliers, leaflets, radio broadcast, press release, etc.)</i></li> </ul>	<p>Not really applicable</p>
<p><b>Completed by:</b> Date:</p>	<p>Cllr David Harris Chairman of the OSMB / Audit and Governance Committee</p>
<p><b>Approved by Scrutiny Committee</b> Date:</p>	<p>This process was approved by the OSMB in July</p>