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# Children's Services Scrutiny Committee

Date: **Monday 30 March 2009**

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Time: **10.00 am**

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Place: **The Council Chamber, Brockington, 35  
Hafod Road, Hereford**

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Notes: Please note the **time, date** and **venue** of the meeting.

*For any further information please contact:*

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**Herefordshire Council**



HEREFORDSHIRE  
COUNCIL



# AGENDA

## for the Meeting of the Children's Services Scrutiny Committee

<b>To:</b>	<b>Councillor</b>	<b>SJ Robertson (Chairman)</b>
	<b>Councillor</b>	<b>WU Attfield (Vice-Chairman)</b>
	<b>Councillors</b>	<b>ME Cooper, BA Durkin, P Jones CBE, G Lucas, JE Pemberton, RV Stockton, AM Toon, WJ Walling and JD Woodward</b>
	<b>Church Members</b>	<b>Mr T Leach (Church of England)</b>
	<b>Parent Governor Members</b>	<b>Mr N Parker (Secondary School Parent Governor) and Mr A Wood (Special School Governors)</b>
	<b>Teacher Representatives</b>	<b>Mr M Harrison (Teacher Representative)</b>
	<b>Headteacher Representatives</b>	<b>Mrs OR Evans (Special Schools), Mr C Mutton (Primary School Headteachers) and Mrs D Strutt (Secondary School Headteachers)</b>
	<b>Community Representatives</b>	<b>Ms K Berry (Connexions) and Ms H Tank (The Alliance)</b>

### Pages

#### 1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

#### 2. NAMED SUBSTITUTES

To receive details of Members nominated to attend the meeting in place of a Member of the Committee.

#### 3. DECLARATIONS OF INTEREST

To receive any declarations of interest by Members in respect of items on the Agenda.

#### GUIDANCE ON DECLARING PERSONAL AND PREJUDICIAL INTERESTS AT MEETINGS

The Council's Members' Code of Conduct requires Councillors to declare against an Agenda item(s) the nature of an interest and whether the interest is personal or prejudicial. Councillors have to decide first whether or not they have a personal interest in the matter under discussion. They will then have to decide whether that personal interest is also prejudicial.

A personal interest is an interest that affects the Councillor more than most

other people in the area. People in the area include those who live, work or have property in the area of the Council. Councillors will also have a personal interest if their partner, relative or a close friend, or an organisation that they or the member works for, is affected more than other people in the area. If they do have a personal interest, they must declare it but can stay and take part and vote in the meeting.

Whether an interest is prejudicial is a matter of judgement for each Councillor. What Councillors have to do is ask themselves whether a member of the public – if he or she knew all the facts – would think that the Councillor's interest was so important that their decision would be affected by it. If a Councillor has a prejudicial interest then they must declare what that interest is and leave the meeting room.

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|---|------------------|
| <b>4. MINUTES</b>   | 1 - 6            |
| To approve and sign the Minutes of the meeting held on 8 December 2008.   |                  |
| <b>5. SUGGESTIONS FROM MEMBERS OF THE PUBLIC ON ISSUES FOR FUTURE SCRUTINY</b>  |                  |
| To consider suggestions from members of the public on issues the Committee could scrutinise in the future.  |                  |
| <b>6. OFSTED APA OUTCOMES FOR CHILDREN'S SERVICES 2008</b>  | 7 - 16           |
| To update the Children's Services Scrutiny Committee and formally report the outcome of the recent 2008 APA inspection of Children's Services.  |                  |
| <b>7. SAFEGUARDING ACTION PLAN</b>  | 17 - 30          |
| To note the actions taken by the Director of Children's Services and the Herefordshire Children's Safeguarding Board (HSCB) in regard to improving the effectiveness of safeguarding arrangements in the County.                      |                  |
| <b>8. COMPREHENSIVE AREA ASSESSMENT AND PERFORMANCE DIGEST - OCTOBER- DECEMBER 2008/2009</b>  | 31 - 34          |
| To summarise the proposals for assessing children's services under the Comprehensive Area Assessment and to present the Performance Digest for Children's Services for the third quarter, October to December 2008.                   |                  |
| <b>9. CAPITAL BUDGET REPORT 2008/9</b>  | 35 - 42          |
| To report the capital budget position for 2008/09 for the Children & Young People's Directorate and to provide detailed information on variances between planned expenditure and the forecast outturn at 31 <sup>st</sup> March 2009. |                  |
| <b>10. REVENUE BUDGET MONITORING 2008/9</b>   |                  |
| To report on the monitoring of the revenue budget for 2008/09 for the Children and Young People's Directorate.  |                  |
|   | REPORT TO FOLLOW |
| <b>Revenue Monitoring Report</b>  | 43 - 48          |
| The attached report and appendix were issued to the Committee with the agenda.  |                  |

<b>11. ESTABLISHING LINK ROLES FOR SCRUTINY MEMBERS TO SUPPORT EVERY CHILD MATTERS</b>	49 - 52
To consider the establishment of Scrutiny Member roles to enable a fuller understanding of the issues affecting Children and Young People in Herefordshire, thus enabling them to support the Scrutiny Committee in fulfilling its role effectively in the support of Every Child Matters (ECM).	
<b>12. COMMITTEE WORK PROGRAMME</b>	53 - 56
To consider the Committee work programme.	



## **PUBLIC INFORMATION**

### **HEREFORDSHIRE COUNCIL'S SCRUTINY COMMITTEES**

The Council has established Scrutiny Committees for Adult Social Care and Strategic Housing, Childrens' Services, Community Services, Environment, and Health. A Strategic Monitoring Committee scrutinises corporate matters and co-ordinates the work of these Committees.

The purpose of the Committees is to ensure the accountability and transparency of the Council's decision making process.

The principal roles of Scrutiny Committees are to

- Help in developing Council policy
- Probe, investigate, test the options and ask the difficult questions before and after decisions are taken
- Look in more detail at areas of concern which may have been raised by the Cabinet itself, by other Councillors or by members of the public
- "call in" decisions - this is a statutory power which gives Scrutiny Committees the right to place a decision on hold pending further scrutiny.
- Review performance of the Council
- Conduct Best Value reviews
- Undertake external scrutiny work engaging partners and the public

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There are also two other ways in which you can directly contribute at Herefordshire Council's Scrutiny Committee meetings.

#### **1. Identifying Areas for Scrutiny**

At the meeting the Chairman will ask the members of the public present if they have any issues which they would like the Scrutiny Committee to investigate, however, there will be no discussion of the issue at the time when the matter is raised. Councillors will research the issue and consider whether it should form part of the Committee's work programme when compared with other competing priorities.

Please note that the Committees can only scrutinise items which fall within their specific remit (see below). If a matter is raised which falls within the remit of another Scrutiny Committee then it will be noted and passed on to the relevant Chairman for their consideration.

#### **2. Questions from Members of the Public for Consideration at Scrutiny Committee Meetings and Participation at Meetings**

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## **Remits of Herefordshire Council's Scrutiny Committees**

### **Adult Social Care and Strategic Housing**

*Statutory functions for adult social services including:  
Learning Disabilities  
Strategic Housing  
Supporting People  
Public Health*

### **Children's Services**

*Provision of services relating to the well-being of children including education, health and social care.*

### **Community Services Scrutiny Committee**

*Libraries  
Cultural Services including heritage and tourism  
Leisure Services  
Parks and Countryside  
Community Safety  
Economic Development  
Youth Services*

### **Health**

*Planning, provision and operation of health services affecting the area  
Health Improvement  
Services provided by the NHS*

### **Environment**

*Environmental Issues  
Highways and Transportation*

### **Strategic Monitoring Committee**

*Corporate Strategy and Finance  
Resources  
Corporate and Customer Services  
**Human Resources***

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- Have access to a list specifying those powers on which the Council have delegated decision making to their officers identifying the officers concerned by title.
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## **HEREFORDSHIRE COUNCIL**

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HEREFORDSHIRE COUNCIL

**MINUTES of the meeting of Children's Services Scrutiny Committee held at The Council Chamber, Brockington, 35 Hafod Road, Hereford on Monday 8 December 2008 at 10.00 am**

<b>Present:</b>	<b>Councillor</b>	<b>SJ Robertson (Chairman)</b>
	<b>Councillor</b>	<b>WU Attfield (Vice Chairman)</b>
	<b>Councillors</b>	<b>PGH Cutter, BA Durkin, G Lucas, RV Stockton, AM Toon, WJ Walling and JD Woodward</b>
	<b>Parent Governor Members</b>	<b>Mr N Parker (Secondary School Parent Governor)</b>
	<b>Headteacher Representatives</b>	<b>Mrs OR Evans (Special School Headteachers) and Mrs D Strutt (Secondary School Headteachers)</b>
	<b>Community Representatives</b>	<b>Ms H Tank (The Alliance)</b>

**In attendance: Councillors: WLS Bowen, PJ Edwards, JA Hyde (Cabinet Member Children's Services), TM James and AT Oliver**

**32. APOLOGIES FOR ABSENCE**

Apologies were received from: Mrs K Berry; Councillor ME Cooper; Mr JD Griffin; Councillor Brig. P Jones CBE; Mr T Leach; Mr C Mutton; Mr A Wood.

Apologies were also received from Councillor PD Price (Cabinet Member – ICT, Education and Achievement).

**33. NAMED SUBSTITUTES**

Councillor PGH Cutter for Councillor Brig P Jones CBE. Mrs D Coates substituted for Mr C Mutton. (Primary School Headteacher representative)

**34. DECLARATIONS OF INTEREST**

During consideration of agenda Item 8 - Capital Budget Report 2008/09 – Councillor AM Toon declared a personal interest as a Member of the Hereford City Council in relation to the funding of Hereford Skate Park.

**35. MINUTES**

**RESOLVED: That the minutes of the meeting held on 18 November 2008 be approved as a correct record and signed by the Chairman.**

**36. SUGGESTIONS FROM MEMBERS OF THE PUBLIC ON ISSUES FOR FUTURE SCRUTINY**

No suggestions were received from Members of the public.

**37. SEN FUNDING IN MAINSTREAM SCHOOLS**

The Committee considered information concerning the provision of additional funding to mainstream schools for the purpose of making appropriate SEN arrangements under the 2001 SEN Code of Practice for children and young people identified as having special educational needs as defined in the code.

The Manager of SEN & Disability presented her report which set out: the financial implications of funding for additional educational support where a child had been identified with Special Educational Needs (SEN); the benefits and issues concerning the current funding system without statements of SEN; and current action being taken. Appended to the report were the Special Educational Need Code of Practice 2001 (Appendix 1) and Data concerning Statutory Assessment & Statements of SEN. A 'Summary of Information' was issued at the meeting.

The Manager of SEN & Disability reported that funding for additional support under the SEN 2001 Code of Practice was provided from the Dedicated Schools Grant (DSG). Staff providing administrative and casework services for statutory assessment and the maintenance of statements of SEN were funded through the Local Authority budgets. Schools based budgets included a notional 6% for additional needs. Further funding for SEN was currently retained centrally from the DSG and provided to mainstream schools on a needs basis through the Banded Funding levels with and without statements of SEN. There are currently 4 Band Levels of funding for individual needs ranging from £1,830 per annum (Level 1) to £10,930 per annum (Level 4). The band level was determined on the basis of evidence about a child's needs gathered as a result of assessment and purposeful interventions as described in the 2001 SEN Code of Practice and criteria. It was proposed to delegate funding associated with Band Levels 1 and 2 through a formula into schools base budgets. A recent 8-week consultation, undertaken by the Herefordshire Schools Forum, had looked at possible alternatives to the current method of delegating the Banded funding. A report on the outcome was due to be considered by the Herefordshire Schools Forum on 15th December 2008.

During the course of scrutinising the report the following principal points were noted:

- Responding to questions about parental confidence in any school's SEN arrangements and that Voluntary Aided schools required statements rather than banded assessments, the Committee noted that the system relied on schools maintaining a proper system of assessment and this was being monitored by the service. There was a statutory process for statements, and the Code of Practice set out the approach to banded funding.
- Banded funding for levels 1 and 2 was delegated under a formula to schools. Statemented funding followed the child if they moved school.
- The needs of the young person could be met in different ways to give the right outcome. Banded funding levels 1 and 2 addressed low level needs.
- By their nature formal statements took longer to prepare and consider and were more costly to administer.
- Questioned on the breakdown of data for bands 1 & 2 the Committee noted that, while not shown in the agenda, this data was collected and monitored.
- Responding to concerns regarding the number of statements e.g. for dyslexia the Committee were informed that the number had probably been low and where statements had been completed these had been for primary school pupils and may have been for 'difficult need' rather than specifically for dyslexia.
- It was noted that Hampton Dene Primary School had not been listed in table U at page 28/39 as it had a Language and Communication Centre.

- It was further noted that while the number of allocations, indicated in table T, was high for some High schools, this was dependant on whether SENCOs had made applications. It was important for there to be good liaison between primary and High schools at the time of transfer.
- Questioned whether the funding allocation under the formula covered the actual cost to the school it was acknowledged that this was dependant on a number of factors e.g. number of banded pupils in the school; their range of difficulties and the schools ability to provide for those pupils within the budget. Central Services were able to offer advice on budgeting in such circumstances.
- Concerning the number of pupils at band level 4, being pupils with a wide rang of difficulties and in need of the most assistance and therefore the most expensive, the Committee noted that a very small number of pupils went out of county for extra assistance and, in the main, these pupils were in special schools prior to out of county placement.
- The Committee were informed that the current allocation of levels 1 & 2 banded funding was made based on statistics for the take up of Free School Meals (FSM) in the school. The Committee questioned whether this was a fair and equitable method of allocating SEN funding bearing in mind the range of other indices and that every child's needs were important. Concern was expressed that a school may be significantly underfunded for SEN when based on its number of FSM. In response the Committee were informed that allocation by FSM was used for a high proportion of other school budget allocations and the FSM statistics were regularly and robustly checked.
- Voicing similar concerns over school funding for Statemented pupils the Committee were reminded that Statemented funding followed the child.
- It was claimed that some schools were finding it difficult to obtain adequate responses from the Education Psychology Service and the Behaviour Support Service.
- A Headteacher representative commented that while unfortunately there would be winners and losers, many teachers preferred the current allocation system for band levels 1 & 2 on the basis that the level of bureaucracy involved in applying for individual child funding took teachers away from teaching.

The Chairman suggested that in view of the concern now expressed about the system for allocating Level 1 and 2 Banded Funding a small Working Group be formed to look at background material, including the report to the Herefordshire Schools Forum, to ensure that the range of delegated funding options to schools are adequately considered and that no child requiring additional assistance was missed by the system.

**RESOLVED that the report be noted and a SEN/Banded Funding Working Group be formed comprising of Councillors: WU Attfield; G Lucas; AM Toon SJ Robertson and JD Woodward, to examine the range of delegated funding options and how the SEN / Banded funding system was meeting the needs of children and schools.**

### **38. PROGRESS REPORT: DOMESTIC ABUSE**

The Committee received a report on progress made since 2006 in addressing the needs of children affected by domestic abuse.

The agenda report set out that following the 2005 Joint Area Review (JAR) of Children's Services an action plan was put in place to address areas of concern and included action points for: the Review of the threshold for referral of children to Children's Social Care; the Development of an effective workforce strategy to

improve recruitment and retention of social workers and to ensure all professionals working with children understand the threshold criteria and apply them consistently in practice. The agenda report set out the work undertaken to address the action points. The report also updated on the current position concerning the referral of children; the work of the Independent Domestic Advisor (IDVA) Post; the establishment of the Dedicated Domestic Abuse Court and the work of the Multi Agency Risk Assessment Conferences (MARAC).

During the course of scrutinising the report the following principal points were noted:

- Following the JAR the recruitment and retention of social workers had improved through a mix of local and national recruitment campaigns; overseas recruitment (USA and Australia); sponsoring council staff in the directorate to undertake Social Work degree courses, and Council sponsored student social workers. Other than students seeking their degree, the Council had no unqualified social workers. The successful applicants from the USA and Australia were currently awaiting British registration.
- The Head of Safeguarding and Vulnerable reported that following the recent tragic event at Haringey the Government were initiating a further review of the child protection system. The Council's Service had reviewed all of its Child Protection Plans and he was satisfied that all were robust. He also reported that future Ofsted inspections of the Service were likely to be more 'hands on' rather than just 'data based' as at present.
- The Committee noted the range of services provided either by the Council or its partners, as described in the report, and particularly noted the work of the Women's Refuge, the multi-agency work by WMWA and the health visitors.
- While a high proportion of domestic abuse incidents happened to women, the Committee noted that the Domestic Violence Forum were also looking at the range of support to men in similar situations.
- The Service reviewed its progress against the JAR Action Plan every 6 months and took any necessary action to meet the Plan.
- Approving of the work in setting up the Dedicated Domestic Abuse Court it was questioned what support was made available to the abuser pre a court appearance. In response it was noted that this issues would be reviewed in 2009.
- Questioning the range of organisations involved in the Domestic Violence Forum it was noted that Registered Social Landlords and Homepoint were already part of the Forum. An alternative view was expressed that having too many agencies involved may delay vital action.
- The role of the Social Worker was to co-ordinate the different agencies under the Child Protection Plan, therefore it was important to have a clear plan that dealt with the child's specific issues and be able to monitor progress against the plan.
- While all the plans and strategies may be in place, at the end of the day, it came down to a judgement about the best course of action for the prevailing situation.

**RESOLVED: That the report be noted and regular update reports on the Council's progress in tackling domestic abuse be made to Committee.**

### 39. CAPITAL BUDGET REPORT 2008/09

The Committee were updated on the capital budget for 2008/09 for the Children' and Young People's Directorate.

The Schools Access and Planning Manager presented the agenda report. Details of expenditure on capital projects were set out in the appendix. He highlighted that in



relation to the Academy (Wyebridge replacement), while £3.6m had been re-profiled to 2009/10 to more accurately reflect the expenditure timetable, no slippage had occurred to the overall project.

He also reported that the main building contractor responsible for the replacement Riverside Primary School contract had just gone into administration. Information was awaited from the appointed Administrator but he warned that the contract, which was due for completion in June 2009, may now slip. Any penalty clauses in the contract would be considered by the Administrator. Members would be kept advised as more information was known.

Questioned on the cost of clearing the old Whitecross High School site, which it was understood would be undertaken by the successful developer, the Committee were informed that the intention had always been to provide a clear site and, with the on-going cost of site security and the payment of non-domestic rate, the decision had been taken to proceed with the site clearance.

On seeking clarification concerning the Councils involvement in the Hereford Skate Park project (£50,000) Councillor AM Toon, having declared a personal interest as a Member of Hereford City Council, informed the Committee that this related to a successful Lottery grant which had to be paid to the City Council via Herefordshire Council.

In trying to establish the level of external funding (e.g. Sec 106, specific grants and Lottery funding) and the particular projects they were associated with, the Committee requested that future reports include further brief explanation on the various funding streams and how it had been allocated. It was also suggested that the column headed 'Spend per Cedar' could more usefully be headed 'spend to date'.

Questioned whether there would be overcapacity at the replacement Minster College, Leominster, the Committee were informed that: contractors were now on site; the contract was subject to DCSF grant and the capacity had been determined by the number of potential pupils in the area. However, acknowledging there may be surplus capacity issues the appropriate use of the space was being investigated.

On seeking clarification concerning the policy governing temporary classroom provision and disposal (original budget £110,000 adjusted budget £150,500) the Committee requested that the issue be looked at and an item be added to the work programme.

**RESOLVED:**

- a) **That the report be noted and greater explanation of income e.g. Sec 106; grants and lottery funding, be included in future reports; and**
- b) **The issues of temporary classroom accommodation be added to the work programme**

**40. REVENUE BUDGET MONITORING REPORT 2008/09**

The Committee considered a report on the monitoring of the revenue budget for 2008/09 for the Children & Young People's Directorate.

The Finance Manager reported that the report to Cabinet on the 2<sup>nd</sup> October 2008 predicted a £267,000 overspend. The Directorate's financial position had now improved by £261k since August 2008. This was mainly because of a £171k improvement in the Inclusion & Improvement service arising from planned better use of General Surestart Grant and a reduction in the Joint Agency Management budget. Additionally a projected overspend of £120k in the Directorate's computer budget

had been largely absorbed by an improving school transport position within the Planning, Performance and Development division. Overall a very small overspend of £6k was forecast.

Seeking clarification on SEN /Banded funding the Committee were informed that £1.19m related to new awards with £2.5m already being included in school budgets i.e. awarded last year. Commenting that a consistent approach was needed to how income and expenditure was shown the Finance Manger reported that this was in hand.

Noting the position concerning transportation costs questions were asked regarding the eligibility of pupils at the Steiner Academy, Hereford, to receive school transport. In response the Finance Manager stated that as a state maintained school some pupils would be eligible for free school transport, however, he undertook to provide further information by way of a briefing note to Members.

**RESOLVED: that the report be noted and further information be provided to the Committee Members regarding transport costs as they relate to the Steiner Academy Hereford.**

#### 41. COMMITTEE WORK PROGRAMME

The Committee considered its work programme.

The Chairman reported that she had arranged that both she and the Vice-Chairman would be receiving regular informal briefings with the Director of Children's Services.

Referring to Minute 38 – Progress Report: Domestic Abuse - regular update reports on how the Council was addressing domestic abuse be added to the Committee work programme.

Referring to the question of spare capacity at new Minster Academy, Leominster, (Minutes 39) the Committee requested that they be informed, by way of a briefing note, of the capacity of the new Academy and the measures being considered by the Directorate to manage any potential overcapacity issues.

Referring to Minute 39 – Capital Budget Report 2008/09 – the issue of temporary Classroom accommodation, in particular the acquisition and disposal policy, be added to the Committee work programme.

On considering the work programme it was questioned what the outcome of the directorate's review of the Education Welfare Services had been and the Committee requested an update/briefing note.

**RESOLVED: That subject to incorporating the above listed actions the Committee work programme be approved and reported to Strategic Monitoring Committee.**

The meeting ended at 12.21 pm

**CHAIRMAN**

**OFSTED APA OUTCOMES FOR CHILDREN'S SERVICES  
2008****Report By: Director of Children's Services****Wards Affected**

County-wide

**Purpose**

To update the Children's Services Scrutiny Committee and formally report the outcome of the recent 2008 APA inspection of Children's Services.

**Background**

A copy of the APA letter from Ofsted is attached for reference as Appendix 1.

1. It is particularly pleasing to note the continued progress made in Children's Services with most outcomes having improved since the last APA and the specific improvements in grade awarded in 'capacity to improve' including the management of services for CYP and Achieving Economic Well Being.
2. Overall the inspectors agreed with many of our own judgements and evaluation about our service delivery, which is positive.
3. The partnership with the PCT and Council has been noted as a positive step.
4. Issues or risks should be noted:
  - a. The greatest risk is the area of safeguarding with an increased public awareness following the 'Haringey Baby P' case and the inevitable closer scrutiny to come, meaning that this will remain a national and a local high profile issue.
  - b. A recent external review of safeguarding has been commissioned which also includes a review of all cases where children are subject to a child protection plan. A separate report will follow with full details and actions required for information. The HSCB will be responsible for monitoring the implementation of this action plan.
  - c. The Director of Children's Services is leading the Local Safeguarding Board for Children to ensure it is appropriately focussed on developing good practice and quality assurance across agencies.
  - d. Recruitment and retention of social workers will remain a high profile issue for the Directorate and obviously impacts upon the overall performance of the area.

- e. Performance monitoring of safeguarding key indicators remains a focus for the Directorate as well as the HSCB and the Children's Trust.

## Financial Implications

There are no financial implications

## RECOMMENDATION

### THAT;

- (a) The committee note the content of the report and commend staff and partners on the progress made this year.
- (b) The committee note the areas for improvement for the coming year- particularly safeguarding- in preparation for the forth coming anticipated CAA inspection in 2009.

### Background Papers

Appendix 1 - Ofsted APA letter 2008.

Alexandra House  
33 Kingsway  
London WC2B 6SE

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www.ofsted.gov.uk

Direct T 0115 944 9193  
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17 December 2008

Ms Sharon Menghini  
Director of Children's Services  
Herefordshire Council  
Children's Services Directorate  
Brockington  
35 Hafod Road  
Hereford  
HR1 1SH

Dear Ms Menghini

## **Annual performance assessment of services for children and young people in Herefordshire Council 2008**

This letter summarises the findings of the 2008 annual performance assessment (APA) for your council. The evaluations and judgements in the letter draw on a range of data and information which covers the period 1 April 2007 to 31 March 2008. As you know, the APA is not based on an inspection of your services and, therefore, can only provide a snapshot based on the evidence considered. As such, I am grateful to you for assuring the quality of the data provided.

Performance is judged on a four point scale as detailed in the handbook. I should emphasise that the grades awarded are based on an overall 'best fit' model. For instance, an outstanding judgement of Grade 4 reflects that overall most aspects, but not necessarily all, of the services in the area are working very well. We know that one of the features of outstanding provision is the drive for greater improvement and no council would suggest, and nor would Ofsted, that a judgement of outstanding indicates that everything is perfect. Similarly within a judgement of inadequate overall, Grade 1, there could be some aspects of the overall service that are adequate or even good. Judgements are made in a rounded way, balancing all of the evidence and giving due consideration to outcomes, local and national contexts, priorities and decision-making.



The following table sets out the grades awarded for performance in 2008.

<b>Assessment judgement area</b>	<b>APA grade</b>
Overall effectiveness of children's services	2
Being healthy	3
Staying safe	2
Enjoying and achieving	3
Making a positive contribution	2
Achieving economic well-being	3
Capacity to improve, including the management of services for children and young people	3

*Inspectors make judgements based on the following scale  
4: outstanding/excellent; 3: good; 2: adequate; 1: inadequate*

## Overall effectiveness of children’s services

**Grade 2**

Herefordshire Council delivers services for children and young people that meet minimum requirements. Its good capacity to improve is reflected in further improvements in educational standards and achievement, particularly for young people aged 14 to 19. Health outcomes for children and young people continue to be good, particularly for those who are looked after. Children and young people make a positive contribution to their community. There have been improvements in most outcomes since the previous APA. However, some aspects of staying safe deteriorated, primarily as a consequence of shortages of social workers. Service managers identified weaknesses in the administration of Criminal Records Bureau (CRB) checks and have taken swift and effective action to ensure compliance with requirements. The management of council services is adequate overall.

## Being healthy

**Grade 3**

The contribution of services to improving outcomes for children and young people in this aspect is good. This is in line with the council’s self-assessment. The council’s analysis of its strengths and areas for development for this outcome area is consistent with the evidence.

<p><b>Major strengths</b></p> <ul style="list-style-type: none"> <li>▪ The health care and outcomes for looked after children are good.</li> <li>▪ Good service provision results in low levels of teenage conceptions.</li> <li>▪ A high proportion of mothers, including teenage mothers, are breast-feeding.</li> <li>▪ Good progress towards a comprehensive child and adolescent mental health service is leading to reduced waiting times for assessment and treatment.</li> </ul>
<p><b>Important weaknesses and areas for development</b></p> <ul style="list-style-type: none"> <li>▪ There has been a small but rising number of hospital admissions for alcohol misuse.</li> </ul>

## Staying safe

**Grade 2**

The contribution of services to improving outcomes for children and young people in this aspect is adequate. This is in line with the council’s self-assessment. The council’s analysis of its strengths and areas for development for this outcome area is consistent with the evidence.

<p><b>Major strengths</b></p> <ul style="list-style-type: none"> <li>▪ Outcomes for looked after children are good. They have good placement stability which compares favourably with similar councils and national averages.</li> <li>▪ Serious injuries and death of children and young people on the county’s roads</li> </ul>
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have reduced and the council is making good progress towards reaching its 2010 target.

- Good progress has been made in identifying, assessing and assisting children, who through exposure to domestic abuse, may have suffered significant harm.

#### **Important weaknesses and areas for development**

- The timeliness of referrals and assessments for children and young people who need them is lower than the national average.
- Recruitment of social workers remains on target to meet the planned complement in 2009.
- Reviews of those on the child protection register have not all been timely.

### **Enjoying and achieving**

**Grade 3**

The contribution of services to improving outcomes for children and young people in this aspect is good. This is in line with the council's self-assessment. The council's analysis of its strengths and areas for development for this outcome area is consistent with the evidence.

#### **Major strengths**

- Standards are above average and achievement is good for children and young people at secondary school. Standards continue to improve faster than nationally.
- Educational outcomes for looked after children are good against comparator groups.
- Permanent exclusions are sharply declining, and all such children and young people are provided with full-time pupil referral unit places. The proportion of children and young people with statements of special educational needs who are excluded is lower than the national average.

#### **Important weaknesses and areas for development**

- Standards in Key Stage 1, although satisfactory, are not improving as quickly as other key stages, particularly in writing.
- Attendance of looked after children is weaker than in similar councils.

### **Making a positive contribution**

**Grade 2**

The contribution of services to improving outcomes for children and young people in this aspect is adequate. This is in line with the council's self-assessment. The council's analysis of its strengths and areas for development for this outcome area is consistent with the evidence.



<p><b>Major strengths</b></p> <ul style="list-style-type: none"> <li>▪ The number of first time entrants to the youth justice system is dropping, and is in line with similar councils.</li> <li>▪ In the inspection of fostering services in March 2008, positive contribution of children and young people in receipt of this service was rated as outstanding.</li> <li>▪ Comparatively high numbers of children take part in voluntary activities.</li> <li>▪ The proportion of looked after children involved in their reviews is high.</li> </ul>
<p><b>Important weaknesses and areas for development</b></p> <ul style="list-style-type: none"> <li>▪ Too many looked after children are issued with final warnings, reprimands and convictions.</li> <li>▪ There are high levels of dissatisfaction amongst young people with the range of local activities and places for them to go.</li> <li>▪ Progress towards a written plan for Targeted Youth Support and the Integrated Youth Offer has been limited.</li> </ul>

## Achieving economic well-being

**Grade 3**

The contribution of services to improving outcomes for children and young people in this aspect is good. The council's analysis of its strengths and areas for development for this outcome area is consistent with the evidence. However, insufficient weight was given to the impact of substantial, albeit recent, progress in the management and provision of courses for 14- to 19-year-olds.

<p><b>Major strengths</b></p> <ul style="list-style-type: none"> <li>▪ Standards and achievement overall for post-16 students are good, and rising.</li> <li>▪ Participation in post-compulsory education is comparatively high, and rising. This is the result of the successful implementation of a wider range of courses both pre and post-16 courses and good progress in the development of provision for 14- to 19-year-olds.</li> <li>▪ Outcomes for looked after young people are good. These include good accommodation for those leaving council care; the high numbers who stay in education or training; and the good advice and support provided for all.</li> <li>▪ There is a rising, and above average, proportion of supervised young offenders in full time education, training and employment.</li> </ul>
<p><b>Important weaknesses and areas for development</b></p> <ul style="list-style-type: none"> <li>▪ There are insufficient progression routes into work-based learning for young people with learning difficulties and/or disabilities.</li> <li>▪ Although the proportion of young people who progress to work based learning and further education from the Entry to Employment programme (E2E) is</li> </ul>

average, there are relatively high numbers who go into employment without training.

## **Capacity to improve, including the management of children’s services**

**Grade 3**

The council’s capacity to improve its services for children and young people is good and its management of these services is satisfactory. There have been major changes since the previous APA to the way the council organises its services for children and young people. This has resulted in new leadership and management arrangements and much closer partnership between Children’s Services and the Primary Care Trust. A clear focus on ensuring further improvement has resulted in most performance indicators being better than in 2007.

Performance management of children’s services has improved over the last two years and is now good. The recruitment of social workers is on target to reach the recommended complement by March 2009. The 14–19 developments have had a strong impact on ensuring better outcomes for young people aged 16 and 18 or over in the area.

### **Major strengths**

- Senior managers and members have identified the most important areas for improvement and resolved these promptly.
- The joint management team between Children’s Services and the Primary Care Trust share a common ambition to ensure further improvements in outcomes for children and young people. As a result, outcomes in health and enjoying and achieving are good.
- The performance management of children’s services is good.

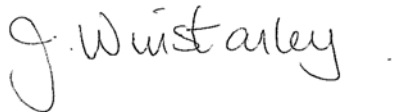
### **Important weaknesses and areas for development**

- Service management has yet to impact on the timeliness of referral and assessment services for children who may require social care.

The children's services grade is the performance rating for the purpose of section 138 of the Education and Inspections Act 2006. It will also provide the score for the children and young people service block in the comprehensive performance assessment to be published by the Audit Commission.

We are grateful for the information you provided to support this process and for the time given by you and your colleagues during the assessment.

Yours sincerely

A handwritten signature in black ink that reads "Juliet Winstanley".

Juliet Winstanley  
Divisional Manager, Local Services Inspection



## **SAFEGUARDING ACTION PLAN**

**Report By: Director of Children's Services**

### **Wards Affected**

County-wide

### **Purpose**

1. To note the actions taken by the Director of Children's Services and the Herefordshire Children's Safeguarding Board (HSCB) in regard to improving the effectiveness of safeguarding arrangements in the county.

### **Financial Implications**

2. None

### **Background**

3. Following the APA inspection in October 2008 and the subsequent Baby P case, a review was commissioned by the DCS to examine the directorate's safeguarding arrangements and the interdependencies with the HSCB. This was carried out by an independent consultant to ensure robust objectivity.
4. The consultant found that there were some specific areas that required improvement. These issues are within the CYP Directorate at levels of casework, management, ICT and performance management and in the role of the Children's Trust and safeguarding board.
5. All of the recommendations made by the consultant have been gathered into a full and detailed action plan, which is attached at Appendix 1. This plan has been approved by the HSCB and will now continue to be closely monitored with the HSCB and within the directorate leadership team.
6. In addition a further audit has been carried out of all cases at a point in time where children have a child protection plan. There is now a quarterly framework in place to repeat this exercise within CYPD to ensure ongoing robust quality assurance and performance monitoring.
7. A further piece of work has been commissioned to examine the whole system of safeguarding to ensure that appropriate interagency links are working well and that systems supporting children transferring to adults are effective.

### **RECOMMENDATION**

**THAT the Scrutiny Committee receive the action plan and note its content.**

#### **BACKGROUND PAPERS**

- None



## SAFEGUARDING REVIEW - ACTION PLAN

Ref	Recommendation	Actions	Timescale	Success indicator	Lead and Responsible officer	Resources required
<b>1</b>	<b>Children's Trust</b>					
1.1	<i>The Trust set out clear objectives for the Safeguarding Board to promote the wider safeguarding agenda.</i>	<ul style="list-style-type: none"> <li>▪ Children's Trust Board and HSCB work together to safeguard and promote the welfare of children</li> <li>▪ Define objectives in line with best practice</li> <li>▪ Ensure understanding of the objectives by all members of the HSCB Board</li> </ul>	April 2009	Objectives agreed by April 2009 Objectives reviewed by September 2009	DCS	N/A
1.2	<i>The Trust ensures that there are appropriate services for vulnerable groups that are at risk in the community. These to be included as a regular item in the Board's schedule until embedded and effective.</i>	<ul style="list-style-type: none"> <li>▪ Identify vulnerable groups within the community</li> <li>▪ Identify key outcomes required</li> <li>▪ Identify service specifications that are proven to make a difference, in line with capacity of the CT Board to deliver</li> <li>▪ Tender/design services</li> <li>▪ Implement Locality Teams.</li> <li>▪ Integrate safeguarding and support for vulnerable groups into all Outcome Group delivery plans</li> </ul>	May 2009 May 2009 June 2009  July – Sept 09 January 2010  April 2009	Forward plan for the Board agreed by May 2009  Services in place up to Jan 2010  Initial structure agreed and implemented.  All 2009/2010 delivery plans specify integration of safeguarding and actions to support vulnerable groups	Head of Safeguarding & Vulnerable / Children's Trust Manager  Head of Planning, Performance & Development  Head of Community Operations  Outcome Group leads/Children's Trust Business Manager	Capacity to carry out evaluation and commissioning exercises

**SAFEGUARDING REVIEW - ACTION PLAN**

Ref	Recommendation	Actions	Timescale	Success indicator	Lead and Responsible officer	Resources required
1.3	<i>The Trust specifies the performance standards and the reporting arrangements with the Safeguarding Board.</i>	<ul style="list-style-type: none"> <li>▪ Review and revise dataset for the HSCB Board identifying a minimum set of key performance standards</li> <li>▪ Agree reporting arrangements as per quarterly cycle (in line with other Outcome Groups)</li> <li>▪ Ensure actions to improve performance are supported and carried out</li> </ul>	April 2009	Performance standards and reporting arrangements confirmed by April 2009  Sustained improvement and delivery across key outcomes	DCS	Performance Improvement Manager Business Manager
1.4	<i>The Trust agrees the DCS proposals to align the Children's Directorate to meet the national requirements for integrated working.</i>	<ul style="list-style-type: none"> <li>▪ Report formally to the Board on the proposals to develop Locality Teams</li> </ul>	July 2009	Formal agreement by the Children Trust Board by July 2009	Head of Community Operations	Trust Board
<b>2 Herefordshire Safeguarding Children Board</b>						
2.1	<i>The Safeguarding Board identifies an individual to work with the DCS on the new arrangements for integrated teams which will incorporate multi agency assessments.</i>	<ul style="list-style-type: none"> <li>▪ Named person to be identified</li> </ul>	June 2009	Named officer to work with HSCB and Locality Teams	Head of Community Operations / Head of Safeguarding and Vulnerable	Developing Policy and Practice Sub-group
2.2	<i>The DCS clarifies the assessment model currently in use in Herefordshire and informs all concerned</i>	<ul style="list-style-type: none"> <li>▪ Prepare clear statement on the assessment model currently in use</li> <li>▪ Provide some practice based sessions ie within team meetings across agencies</li> <li>▪ Identify effective communication strategy</li> </ul>	March 2009	Assessment model communicated to all agencies by 31 March 2009 Sample audit of cases carried out 8 week review	DCS	Team managers across agencies to brief teams and then ensure implementation



## SAFEGUARDING REVIEW - ACTION PLAN

Ref	Recommendation	Actions	Timescale	Success indicator	Lead and Responsible officer	Resources required
		<ul style="list-style-type: none"> <li>▪ Implement communication strategy</li> <li>▪ Review position at end of 8 weeks</li> </ul>		indicates clear practice shift		
2.3	<i>That the Board reviews the business plan [2008-2011] setting out the required outcomes, targets and measures of success.</i>	<ul style="list-style-type: none"> <li>▪ Review business plan focusing on key outcomes, targets and measures</li> </ul>	Updated draft by March 2009	Business plan reviewed and completed June 2009	HSCB Business Manager	Performance Improvement Manager
2.4	<i>The Children's Trust confirms its support for a revised plan.</i>	<ul style="list-style-type: none"> <li>▪ Submit revised plan to Children's Trust Board</li> </ul>	July 2009	Business plan signed off by the Trust Board by April 2009	HSCB Business Manager	Children's Trust Business Manager
2.5	<i>The delivery plan [2008] is reviewed along the lines of the business plan and that the Board confirms that the requirements of the revised plan are achievable.</i>	<ul style="list-style-type: none"> <li>▪ Review delivery plan in line with the business plan</li> </ul>	April 2009	Delivery plan reviewed by April 2009 Delivery plan signed off by HSCB Board by May 2009	HSCB Chair / HSCB Business Manager	Performance Improvement Manager Business Manager
2.6	<i>The board clarifies who is accountable for each element of the delivery plan.</i>	<ul style="list-style-type: none"> <li>▪ Identify responsible officers for each element of the delivery plan</li> <li>▪ Clarify and communicate roles and responsibilities of responsible officers</li> <li>▪ Ensures progress to the plan through regular review and action between meetings</li> </ul>	March 2009	Quarterly review of delivery plan Evidence against plan indicates systematic delivery and improvement	HSCB Chair	Performance Improvement Manager Business Manager
2.7	<i>The role and performance expectations of the business manager are clarified. The line management</i>	<ul style="list-style-type: none"> <li>▪ Clarify the current job description of the Business Manager and line management arrangements</li> </ul>	February 2009	Completed	DCS	Business Manager HR Manager

## SAFEGUARDING REVIEW - ACTION PLAN

Ref	Recommendation	Actions	Timescale	Success indicator	Lead and Responsible officer	Resources required
	<i>arrangements for the business manager are aligned with her functions.</i>	<ul style="list-style-type: none"> <li>▪ Identify and agree performance standards</li> </ul>	March 2009	Performance standards agreed by March 2009 Monthly review of performance standards Completed		
2.8	<i>The <b>minute taker</b> is trained and competent in the production of accurate and timely minutes.</i>	<ul style="list-style-type: none"> <li>▪ Identify appropriate individual to minute meetings of the HSCB</li> <li>▪ Identify clear standards for the production of minutes for the HSCB</li> <li>▪ Action points to be circulated within 48 hours</li> </ul>	March 2009	Review of minutes against agreed standards Agendas and all reports circulated 5 working days in advance of the meeting Minutes prepared and circulated within 5 working days of the meeting	HSCB Business Manager	
2.9	<i>The <b>chair</b> in consultation sets the content and size of the agenda.</i>	<ul style="list-style-type: none"> <li>▪ Confirm process and procedure for identifying and agreeing items for inclusion on each agenda</li> </ul>	February 2009	Agendas agreed 8 working days in advance of the meeting	HSCB Chair	HSCB Business Manager
2.10	<i>The <b>functions</b> of the Board, Executive Group and the sub-groups are clarified and made explicit, reducing the number of levels if appropriate.</i>	<ul style="list-style-type: none"> <li>▪ Review scope, effectiveness and 'fitness for purpose' of the Board and its groups</li> <li>▪ Develop and agree clear terms of reference for the Board and its groups</li> </ul>	March 2009	Terms of reference and revised functions agreed by February 2009	HSCB Chair	HSCB Business Manager
2.11	<i>The <b>development needs</b> of the chair identified at interview are addressed by the DCS.</i>	<ul style="list-style-type: none"> <li>▪ Clarify development needs</li> <li>▪ Identify appropriate development programme and associated timescales-</li> </ul>	Deferred due to resignation of independent	Development needs addressed when new independent	DCS	HR Manager

## SAFEGUARDING REVIEW - ACTION PLAN

Ref	Recommendation	Actions	Timescale	Success indicator	Lead and Responsible officer	Resources required
		reconsider when new independent chair appointed	chair	Chair appointed		
2.12	<i>Directors ensure that the appropriate level of representation is available following the clarification of Board functions.</i>	<ul style="list-style-type: none"> <li>▪ Communicate functions of the Board to all relevant Directors</li> <li>▪ Identify appropriate representatives</li> <li>▪ Identify clear roles and responsibilities for representatives</li> </ul>	February 2009	Representatives identified by February 2009	DCS	Chief Executive Directors Heads of Service
2.13	<i>Performance standards are strengthened.</i>	<ul style="list-style-type: none"> <li>▪ Identify performance standards for HSCB representatives</li> </ul>	June 2009	Performance standards agreed by June 2009	HSCB Chair	Performance Improvement Manager HSCB Business Manager
2.14	<i>The HSCB chair interviews the members of the Board and Executive Group to ensure that the representation is correct.</i>	<ul style="list-style-type: none"> <li>▪ Interview members of the Board and Executive Group</li> <li>▪ Report to Children's Trust Board on the level of representation making recommendations for change as appropriate</li> <li>▪ Undertake annual review of member representation</li> <li>▪ Build strong relationships between independent chair and members</li> <li>▪ Report to Children's Trust Board on strong partnership in HSCB</li> </ul>	June 2009 July 2009  July 2010 Ongoing  January 2010	Review completed by June 2009 Report completed by July 2009	HSCB Chair	HSCB Business Manager
2.15	<i>There is a clear audit trail relating to the decisions on whether or not to undertake a <b>Serious Case Review</b>.</i>	<ul style="list-style-type: none"> <li>▪ Clarify and document procedures for decision making on serious case reviews</li> </ul>	March 2009	Audit trails reviewed quarterly and reported to the HSCB	Chair of Quality and Assurance sub group / Performance Manager	HSCB Business Manager Designated Nurse Safeguarding

**SAFEGUARDING REVIEW – ACTION PLAN**

Ref	Recommendation	Actions	Timescale	Success indicator	Lead and Responsible officer	Resources required
2.16	<i>The Safeguarding Board arrangements relating to child deaths and SCRs are made explicit</i>	<ul style="list-style-type: none"> <li>▪ Clarify and document arrangements relating to child deaths and SCRs</li> <li>▪ Communicate agreed arrangements</li> </ul>	March 2009	Arrangements clarified by April 2009	Chair of Management of SCR and CDOP sub group	Children
2.17	<i>Lessons learned from SCRs are systematically disseminated to key stakeholders.</i>	<ul style="list-style-type: none"> <li>▪ Identify methodology and communication strategy for dissemination</li> <li>▪ Address key learning locally and nationally</li> <li>▪ Develop template for capturing lessons learnt from SCRs and IMRs in light of best practice</li> <li>▪ Hold regular multi agency practice sessions that reflect on practice and take back learning points into teams</li> </ul>	March 2009	Practice changes as a result of lessons learnt from SCRs Evidenced by audit trail as part of quarterly review of Serious Case Review	HSCB Business Manager	Team managers and staff to set aside regular sessions for practice improvement throughout year Management of SCR and CDOP sub group Training / Workforce Development sub group
<b>3</b>	<b>Recruitment practice – Criminal Records Bureau Checks (Herefordshire Council)</b>					
3.1	<i>A single central recording system to track all CRB checks.</i>	<ul style="list-style-type: none"> <li>▪ Establish centralised CRB Team with responsibility for processing CRB checks for all employees and non employees including contractors, volunteers and umbrella body checks.</li> <li>▪ Record all <b>employee</b> CRB checks on the current HR system</li> </ul>	CRB Team established January 2009 CRB Team responsible for all checks by May 2009  April 2009	CRB Team responsible for all CRB checks by May 2009	Assistant Chief Executive (HR)	HR Managers / CRB Team

## SAFEGUARDING REVIEW - ACTION PLAN

Ref	Recommendation	Actions	Timescale	Success indicator	Lead and Responsible officer	Resources required
		<ul style="list-style-type: none"> <li>▪ Hold records for non employees on a separate system pending implementation of the new HR system in October 2009</li> <li>▪ Streamline records to ensure consistency of information recorded and to enable effective monitoring</li> <li>▪ Report action of HSCB</li> </ul>		Agresso HR system implemented October 2009		
3.2	<i>National guidance on individual/s subject to CRB checks should be followed.</i>	<ul style="list-style-type: none"> <li>▪ Implement new CRB Policy &amp; Procedure in line with DCSF guidance on safer recruitment in education</li> </ul>	Policy approved by end February 2009	New CRB Policy and Procedure implemented.	Assistant Chief Executive (HR)	HR Manager (Employee Relations)
3.3	<i>A named individual responsible for compliance should be identified.</i>	<ul style="list-style-type: none"> <li>▪ Assistant Chief Executive –HR &amp; OD identified as the Lead Counter-signatory for CRB.</li> </ul>	Completed	Completed	Assistant Chief Executive (HR)	
3.4	<i>A system is set up to ensure that the policy is read, understood and actioned</i>	<ul style="list-style-type: none"> <li>▪ Develop and implement system for communicating and embedding of new CRB Policy</li> </ul>	By end February 2009	Regular monitoring and reporting of compliance to JMT and Children's Trust Management Group.	Assistant Chief Executive (HR)	HR Manager (Employee Relations)
3.5	<i>Performance is reported to Children's Trust Management Group on a quarterly basis.</i>	<ul style="list-style-type: none"> <li>▪ Implement quarterly reporting of performance in line with performance reporting requirements for the Trust</li> </ul>	Quarterly	Quarterly performance reporting	CRB Coordinator	Performance Improvement Manager
3.6	<i>The council support the HR appointments with specific responsibility for safer recruitment.</i>	<ul style="list-style-type: none"> <li>▪ CRB Team established in January 2009</li> </ul>	Completed	Completed	Assistant Chief Executive (HR)	
3.7	<i>The DCS agrees the policy on safer recruitment as a</i>	<ul style="list-style-type: none"> <li>▪ Agree CRB Policy and Procedure</li> </ul>	February 2009	Policy agreed by February 2009	DCS	HR Manager

**SAFEGUARDING REVIEW - ACTION PLAN**

Ref	Recommendation	Actions	Timescale	Success indicator	Lead and Responsible officer	Resources required
	<i>matter of urgency</i>					
<b>4</b>	<b>Referral and Assessment (Herefordshire Council)</b>					
4.1	<i>The performance improvement manager and team manager agree the best approach to provision of data to drive the decisions and manage the business of the team.</i>	<ul style="list-style-type: none"> <li>▪ Review current practice in relation to data and information management</li> <li>▪ Identify best approach in line with best practice elsewhere, including proactive data ie to address trends before they occur</li> <li>▪ Implement agreed approach</li> </ul>	April 2009	Data and information management arrangements agreed by April 2009	Referral & Assessment Team Manager with Performance Improvement Manager	Referral and Assessment Team Manager + staff
4.2	<i>Performance targets are set for the team in the context of current staffing.</i>	<ul style="list-style-type: none"> <li>▪ Develop team plan incorporating achievable, but stretching, performance targets</li> <li>▪ Include quarterly performance reporting in dataset for DLT and HSCB</li> </ul>	April 2009  From July 2009	Team plan developed and agreed by April 2009  Dataset in place by July 2009	Referral and Assessment Team Manager	Service Manager Performance Improvement Manager
4.3	<i>A training support programme is put in place.</i>	<ul style="list-style-type: none"> <li>▪ Develop training support programme based on needs identified through the team planning process</li> </ul>	July 2009	Training programme developed by July 2009  Review effectiveness of programme by July 2009	Referral and Assessment Team Manager	HR Manager (Learning and Development)
4.4	<i>The Directorate engages with key partners as a matter of urgency to clarify the eligibility criteria and assessment methods currently in use in Herefordshire.</i>	<ul style="list-style-type: none"> <li>▪ Confirm threshold criteria for Herefordshire in line with best practice elsewhere</li> <li>▪ Communicate criteria and assessment methods to all key partners</li> </ul>	March 2009	Threshold criteria agreed and communicated by 31 March 2009  Sample audit of cases carried out to check compliance	Head of Safeguarding and Vulnerable Children	Partner agencies Service Managers

## SAFEGUARDING REVIEW - ACTION PLAN

Ref	Recommendation	Actions	Timescale	Success indicator	Lead and Responsible officer	Resources required
4.5	<i>The Directorate reinvestigates the work on CAF to develop an improved understanding of shared assessments.</i>	<ul style="list-style-type: none"> <li>▪ Review and expedite implementation of CAF</li> <li>▪ Ensure full implementation of training programme</li> </ul>	July 2009	CAF implemented by July 2009	Head of Community Operations	Heads of Service Service Managers Partner agencies
4.6	<i>The impact of the introduction of the CAF is closely monitored in relation to referrals to the R&amp;A team</i>	<ul style="list-style-type: none"> <li>▪ Implement monitoring of impact of CAF on referrals</li> <li>▪ Report monthly to DLT</li> </ul>	April 2009	Monthly reporting to DLT in place	Head of Safeguarding and Vulnerable Children	Referral and Assessment Team Manager Performance Improvement Manager
4.7	<i>The team develops a more assertive approach to minimum standards of information when receiving referrals.</i>	<ul style="list-style-type: none"> <li>▪ Identify minimum standards of required information</li> <li>▪ Communicate standards to all key agencies</li> <li>▪ Monitor effectiveness of new standards</li> </ul>	April 2009	Minimum standards agreed by April 2009 Weekly monitoring of standards	Head of Safeguarding and Vulnerable Children	Referral and Assessment Team
4.8	<i>The team clarifies the status of the decisions taken by social workers and managers. The team reviews the capacity issues regarding the expected number of decisions required by duty managers</i>	<ul style="list-style-type: none"> <li>▪ Develop clear protocols for decision making within the team</li> <li>▪ Implement protocols</li> </ul>	April 2009	Protocols agreed by April 2009 Protocols reviewed by April 2009	Head of Safeguarding and Vulnerable Children	Referral and Assessment Team
4.9	<i>The IT department provides short term, dedicated, onsite support to the team.</i>	<ul style="list-style-type: none"> <li>▪ Identify support requirements for the R&amp;A team</li> <li>▪ Commission ICT Services to provide identified support</li> </ul>	Immediate	Support requirements identified by March 2009 Review effectiveness of support provided	Head of Safeguarding and Vulnerable Children	Referral and Assessment Team ICT Services

## SAFEGUARDING REVIEW - ACTION PLAN

Ref	Recommendation	Actions	Timescale	Success indicator	Lead and Responsible officer	Resources required
4.10	<i>Training requirements of the team are addressed as a matter of urgency.</i>	<ul style="list-style-type: none"> <li>▪ Identify longer term Framework training requirements for the team</li> <li>▪ Commission ICT Services to deliver identified programme</li> </ul>	Immediate April 2009	Programme identified by March 2009 Review effectiveness of support provided	Head of Safeguarding and Vulnerable Children	Referral and Assessment Team ICT Services
4.11	<i>The residual paper based systems are properly archived to ensure appropriate access.</i>	<ul style="list-style-type: none"> <li>▪ Identify retention schedule for paper files</li> <li>▪ Archive paper files</li> </ul>	April 2009	Retention schedule identified by April 2009 Archiving completed by September 2009	Head of Safeguarding and Vulnerable Children	Referral and Assessment Team Modern Records
4.12	<i>The paper systems are fully migrated to an IT based system to ensure access to the relevant information.</i>	<ul style="list-style-type: none"> <li>▪ Identify schedule for full migration to Framework</li> </ul>	April 2009	Migration completed by May 2009	Head of Safeguarding and Vulnerable Children	Referral and Assessment Team Herefordshire Connects Project Team
4.13	<i>The Service Manager assumes responsibility for the transfer of completed work. Timescales are explicit Transfer process is explicit.</i>	<ul style="list-style-type: none"> <li>▪ Develop procedure for transfer of completed work</li> <li>▪ Ensure that procedure incorporates explicit timescales</li> <li>▪ Communicate transfer process to key stakeholders</li> </ul>	April 2009	Procedure agreed by April 2009 Review of effectiveness of procedure	Head of Safeguarding and Vulnerable Children	Service Manager
4.14	<i>Transfer arrangements are performance managed &amp; reviewed to understand the impact on R&amp;A team core business.</i>	<ul style="list-style-type: none"> <li>▪ Monitor transfer arrangements and impact on the core business</li> <li>▪ Review arrangements as appropriate</li> </ul>	April 2009	Monthly monitoring of arrangements	Head of Safeguarding and Vulnerable Children	Service Manager
4.15	<i>A Best Value exercise is undertaken to determine the effectiveness of the</i>	<ul style="list-style-type: none"> <li>▪ Identify scope of Best Value exercise</li> <li>▪ Seek comparisons with other</li> </ul>	April 2009	Best Value exercise completed by	Head of Safeguarding and Vulnerable Children	Performance Improvement Manager



**SAFEGUARDING REVIEW - ACTION PLAN**

Ref	Recommendation	Actions	Timescale	Success indicator	Lead and Responsible officer	Resources required
	<i>current arrangements.</i>	authorities <ul style="list-style-type: none"> <li>▪ Challenge existing arrangements in light of comparative information</li> </ul>		May 2009 Change implemented by July 2009 Review effectiveness of revised arrangements	Children	



## **COMPREHENSIVE AREA ASSESSMENT AND PERFORMANCE DIGEST – OCTOBER-DECEMBER 2008/2009**

**Report By: Director of Children's Services**

### **Wards Affected**

County-wide

### **Purpose**

1. To summarise the proposals for assessing children's services under the Comprehensive Area Assessment and to present the Performance Digest for Children's Services for the third quarter, October to December 2008. Key issues are highlighted, in particular performance in respect of the Local Area Agreement indicators.

### **Financial Implications**

2. Remedial action in respect of the directorate's performance may require reallocation of resources within existing budgets. This is being addressed by the Directorate Leadership Team.

### **Background**

3. From 1 April 2009, the Comprehensive Area Assessment (CAA) will replace the current Comprehensive Performance Assessment. CAA will assess those outcomes delivered by councils working alone or in partnership. The starting point will be the locally agreed priorities in the Local Area Agreement (LAA) and the Herefordshire Sustainable Community Strategy. The CAA will assess the prospects for the future achievement of these priorities by the Council and its partners. Children and young people will be a key focus within the CAA and will have a rigorous inspection regime, detailed below.
4. The Performance Digest is already produced quarterly and is the mechanism for monitoring key performance indicators, covering service delivery captured in the LAA, the Children and Young People's Directorate and the Children and Young People's Plan. Copies of the digest for the third quarter have been issued to the Committee as a separate document and are available either on the web site or on request.

### **Considerations**

#### **Comprehensive Area Assessment**

5. Ofsted has now published its proposals for assessing children's services under CAA. In summary, they are:
  - An annual rating for children's services to comply with the requirements of the Education and Inspections Act 2006 – this was formerly produced through the Annual Performance Assessment

- A new 'performance profile', updated quarterly, based on performance against indicators in the National Indicator Set and inspections of settings and schools
- A new three yearly programme of inspections of services for children in care and safeguarding
- Annual, unannounced safeguarding visits to local authority contact, referral and assessment centres

These are new requirements, replacing the Annual Performance Assessment and the Joint Area Review. They will present a challenging framework of assessment, focusing on partnership working as well as the core business of service delivery by the Council and schools.

### Local Area Agreement

6. In addition to the statutory education targets, there are six children related indicators in the LAA. The Quarter 3 outturns for these indicators are highlighted below with the 2010/2011 target shown in brackets:
  - NI 19: Rate of proven re-offending – outturn 67 [*for the six months April to September 2008*] (113)
  - NI 51: Effectiveness of CAMHS – outturn 15 (16)
  - NI 56: Obesity among primary school children in Year 6 – outturn 16.7% (15.3%)
  - NI 57: Children's participation in high quality PE and sport – outturn 95% (96%)
  - NI 110: Young people's participation in positive activities – outturn 86.2% (94%)
  - NI 117: Percentage of 16-18 year olds who are not in education, employment or training [NEET] – outturn 5.9% (4.7%)
7. The one area where there remains concern about meeting the LAA target is in relation to NI 117. This has been impacted by the recession and general downturn in the economy where the percentage of young people who are NEET is higher than this quarter last year. Young people leaving school/college have not been able to access employment and young people who were in jobs are being made redundant. Limited post-16 NEET provision in the county over the last year, due to difficulties with contracting, has also impacted negatively. However, this provision has now come on stream.
8. Work is in progress with the Herefordshire Partnership to identify the risks to the achievement of all the indicators in the LAA and the measures needed to mitigate them.

### Performance Digest

9. Aside from the LAA indicators, other key areas in each of the outcome areas, to which the Committee's attention should be drawn, are set out below. The risks to the achievement of all the other indicators are identified by the responsible officer as part of their service planning and escalated to the directorate risk register, and corporate risk register, as appropriate. Day to day management of risk is undertaken by responsible officers in conjunction with their Heads of Service.

#### *Be Healthy*

91% of children in care had a dental check and an annual health assessment in 2008 (PAF CF/C19), slightly ahead of the target of 90% and ahead of the statistical neighbour average for 2007/2008 of 87%. 700 young people had a Chlamydia screen in quarter 3 (NI 113b) but this is still well short of the target which is very challenging; engaging young people to be screened opportunistically when they have no symptoms is

particularly difficult. The prevalence of Chlamydia (NI 113a) is 6.71% which is below the national prevalence rate of 10%.

#### *Staying Safe*

The new social care system, Frameworki, went live on 10 November 2008. It has proved particularly difficult to extract data for a number of indicators for quarter 3, particularly for children in care. There has been previous good performance in relation to a number of these indicators and there is no reason to believe that performance has slipped. However, as with any new system, it will take time for new working practices to become embedded. The number of referrals (CH141) has risen in the quarter, as expected, because of the change to Frameworki with each child in a sibling group having a separate referral.

Repeat referrals (CH142) are reducing slightly at 21.9% but still above target of 18%. The percentage of initial assessments carried out within 7 working days of referral (NI 59) is still an area for significant concern at 48.4%. Although there is some caution regarding the reliability of the data, performance has been affected by the demands on staff to adapt to the newly introduced Integrated Children's System, alongside the change of ICT system, Frameworki. This has introduced a new and complex workflow system which will, in the long term, enhance performance. However, there have been 'glitches' in the system which have prevented timely completion of some episodes of assessments. The Directorate Leadership Team has taken action to strengthen the support of service delivery in this area by employing temporary Data Improvement Officers within each team, line managed by the Performance Improvement Manager. These posts will be filled for a three month period and will carry out both data input and data quality checking to ensure a consistency of approach across the whole service.

#### *Enjoy and Achieve*

Although 69.4% of pupils achieved 5 or more A\*-C GCSEs, a rise of 7.4% on 2007 and 3.7% above the national average, Key Stage 1 and achievement in the Early Year Foundation Stage remain key areas of focus, as previously reported. Educational attainment of children in care in the 2008 examinations has maintained previous high standards. 11 out of a cohort of 14 sat at least one GCSE or equivalent examination (DIS 1406) and 4 of the cohort achieved 5 A\*-C GCSEs including English and Maths (NI 101). Attendance of children in care has also improved in both primary and secondary schools (HCS 35b and c). The percentage of children missing a total of at least 25 days (HCS 35a) has significantly improved from 2007/2008's outturn of 15.4% to 7%.

#### *Make a Positive Contribution*

The provisional outturn for final warnings, reprimands and convictions of children in care (PAF CF/18) shows improvement on last year and reflects the work undertaken by the Youth Offending Service and the multi-agency Prevent and Deter Group. The Youth Service is on track to achieve its target of young people gaining an accredited outcome (BV 221b) but is unlikely to achieve the target for young people gaining a recorded outcome (BV 221a).

#### *Achieve Economic Wellbeing*

The limited post-16 NEET provision referred to above has also impacted on young offenders' engagement in education, training and employment (NI 45) although it is anticipated that the target will be achieved. The number of families occupying bed and breakfast accommodation (CYP-AEW1) has achieved the target of zero for quarter 3. This is despite the increase in the number of families accepted as homeless.

#### *Service Management*

There has been a slight decrease in the social care expenditure indicators during quarter 3 due to a reduction in fostering numbers and the cost of agency placements. Vacancy rates in children's social care remain a concern. The percentage of posts that were vacant at the quarter end was 13.5%, considerably higher than the 2007/2008 outturn of 7.4%. Recruitment and retention of social workers remains a key area of focus for the directorate. The social worker establishment currently stands at 44.2 FTE against a target of 57 FTE. The number of working days lost to sickness absence per FTE across the directorate stands at 11.56 days, above the target of 8 days (HR02).

## RECOMMENDATION

**THAT the Committee assess the levels of performance achieved for the third quarter of 2008/2009 and consider if further reports and/or action is judged to be necessary.**

## BACKGROUND PAPERS

- None identified

**CAPITAL BUDGET REPORT 2008/09****Report By: Schools Planning & Access Manager****Wards Affected**

Countywide

**Purpose**

1. To report the capital budget position for 2008/09 for the Children & Young People's Directorate and to provide detailed information on variances between planned expenditure and the forecast outturn at 31<sup>st</sup> March 2009.

**Financial Implications**

2. As set out in the report.

**Background**

3. At the Children's Services Scrutiny Committee meeting on 8<sup>th</sup> December 2008 Members requested that greater explanation of funding sources e.g. Sec 106 grants and lottery funding, be included in future reports. Officers have worked hard to ensure that this and future reports will provide Members with the information they need in order to carry out their scrutiny role effectively. Also at the meeting on 8<sup>th</sup> December, Members requested that the issues of temporary classroom accommodation be added to the work programme. As a result, Members will have received a briefing note on temporary classroom accommodation.
4. The Capital Programme Monitoring Summary, as at 16<sup>th</sup> March 2009, is at annexe 1 to this report.
5. The planned capital spend for 2008/09 is £17.6m. The actual forecast spend is £14.6m. The bulk of the variance of £3.0m is accounted for by a small number of capital schemes, the balances for which can be carried forward to 2009/10.
6. It is not unusual for capital schemes to experience some slippage, requiring budgets to be re-profiled across financial years. To a certain extent, this is the nature of capital schemes, which are often developed and implemented over a 3 year period. However, the Council seeks to minimise slippage where at all possible through its capital monitoring processes at both Directorate and Corporate levels. The under spend for 2008/09 equates to 17% of the capital budget and Members will see from this report that a significant proportion of this is due to a contractor on a major school rebuild scheme going into administration, resulting in several months delay to the build programme.
7. Financial year end variances between profiled spend and actual spend are reported to Cabinet and under spends are carried forward to the new financial year. Where the funding is received through a grant a request is made to the funding body, which in most cases is the Department for Children, Schools and Families, for any under spend to be carried forward to the new financial year. Requests have been made in respect of all grant funded schemes which are forecast to under spend by the end of the 2008/09 financial year. All of these requests have received approval from the relevant funding body.

8. The variance of spend against budget is accounted for as follows:

**8.1 Riverside Primary School – Forecast outturn £1,042,885 less than planned spend in 2008/09**

This scheme has been delayed due to the appointed contractor going into administration. A contract has now been put in place with another contractor to complete the scheme. The balance of the 2008/09 funding will be carried forward to 2009/10.

**8.2 Sutton Primary School - Forecast outturn £169,380 more than planned spend in 2008/09**

It is important to stress that this scheme has not over spent. Cabinet approval for this scheme, which was to build a replacement school, was granted on the basis that the scheme would be funded in part by a proportion of the capital receipt from the sale of the old Goodrich Primary School. The old school has been sold and the Council is expecting a capital receipt in respect of this sale imminently.

**8.3 Holmer Flood Alleviation - Forecast outturn £179,419 less than planned spend in 2008/09**

Immediate preventative works have been carried out, but the main work will be undertaken in the new financial year. The balance of the budget will therefore be carried forward to 2009/10.

**8.4 Accessibility – Individual Pupil Needs - Forecast outturn £150,000 less than planned spend in 2008/09**

This budget is used to address specific accessibility issues for pupils who would otherwise be disabled from accessing the curriculum. A number of schemes have been successfully completed, but there are a number of schemes still in progress, to be completed in time for pupils joining schools in September 2009. The balance of the budget will be carried forward to 2009/10 to meet these commitments.

**8.5 Widemarsh Children's Centre - Forecast outturn £192,500 less than planned spend in 2008/09**

Scheme delayed by a planning requirement to provide a flood plain analysis. Balance to be carried forward to spend in 2009/10. Children's Centre to take part occupation in April 2009 and full occupation by June 2009.

**8.6 Quality & Access for all young children - Forecast outturn £633,644 less than DCSF grant allocation for 2008/09**

This is the first year grant of a 3 year grant programme. Along with almost all local authorities, Herefordshire's expenditure will be low in this first year due to the necessary consultation process with childcare providers on targeting this funding to need and to ensure that a robust and transparent grant bidding process is in place. The DCSF has confirmed that the balance can be carried forward to 2009/10.



**8.7 Section 106 - £320,661 of developer contributions to spend within time-scales which are specific to individual contributions.**

The Town & Country Planning Act 1990 allows a local authority to negotiate financial contributions from developers in respect of infrastructure and services. The Council's Planning Obligation Supplementary Planning Guidance document provides a framework for negotiating contributions for Children & Young People's Services, including schools.

Contributions are used to meet the highest asset management plan priorities of the individual school, or groups of schools/establishments in an area, if specific schools are not named.

The following Section 106 developer contributions are currently held by the Children & Young People's Directorate:

- 8.7.1 The Bradbury Lines, Hereford, developer contribution of £182,443 is provided for education facilities in the area. Possible beneficiaries are: St. Martin's Primary, Our Lady's RC Primary, Blackmarston Special School and swimming provision. The deadline for spend is 25th January 2011.
- 8.7.2 The Pentland Gardens, Hereford, developer contribution of £46,878 for Trinity Primary School will be spent in 2009/10.
- 8.7.3 The Bullingham Lane developer contribution of £34,090 for St. Martin's Primary School is available to spend on the school's highest asset management plan priority in 2009/10.
- 8.7.4 The Withies Road (2) developer contribution of £39,407 will be spent in 2009/10 upon agreement with Withington Primary School and Aylestone High School on the highest asset management plan priority(ies) to be addressed.
- 8.7.5 The Coughton, Ross-on-Wye, developer contribution of £9,000 will be spent in 2009/10 to help provide sufficient Year 7 places at John Kyrle High School for September 2009.
- 8.7.6 The balance of £8,842 from the Old Road, Bromyard development will be spent by St Peter's Primary School in 2009/10.

**8.8 Hollybush Children's Centre - Forecast outturn £140,000 less than planned spend for 2008/09**

Remodelling feasibility delayed due to temporary insufficient capacity within architectural services. The scheme is now in for planning. The balance will be carried forward for spend in 2009/10.

**8.9 Extended Schools Grants - Forecast outturn £312,768 less than planned spend for 2008/09**

Extended schools providers are invited to bid for capital grants through a 2 stage process. The first stage is for the bidder to seek agreement in principle to grant funding towards their particular project. If bids are approved in principle, then the applicant is invited to submit a full business case. Upon approval of the business case, a grant is then made.

£150,268 to be carried forward for bids in 2009/10.

£162,500 awarded in grants which have yet to be claimed as individual schools work towards implementing their plans. This funding will be carried forward to 2009/10.

**8.10 Harnessing Technology Grant - Forecast outturn £247,758 less than planned spend for 2008/09**

Grant devolved to schools. Schools have until August 2009 to spend. Balances held by schools will be carried forward in school budgets automatically to 2009/10. The Council will monitor spend between April and July 2009 to ensure that the devolved grant allocations are spent by 31<sup>st</sup> August.

8.11 The total net under spend of the above schemes is £3.0m. This will be carried forward to spend on the relevant schemes in 2009/10.

**RECOMMENDATION**

**THAT the report be noted**

**BACKGROUND PAPERS**

None

## Children & Young People's Directorate: Capital Programme Monitoring Summary 2008/2009 - Annexe 1

	Budget 2008/2009 £	Expenditure at 16/03/09 £	Forecast Outturn at 31/03/09 £	Funding Source	Comments on significant variances
<b>Building Schemes - completed</b>					
John Masefield - Science Labs retention	19,304	22,031	22,031	Supported Borrowing	
Asperton - purchase additional playing field	11,811	11,811	11,811	Supported Borrowing	
John Kyle - Access improvement	5,000	5,817	5,817	Supported Borrowing	
Aylestone - retention	7,000	6,922	6,922	Supported Borrowing	
Kingstone High - sports hall	602	656	656	Supported Borrowing	
Wobley High - sports hall	27,000	26,994	26,994	Supported Borrowing	
Former Whitecross High School building - demolition	200,000	242,867	242,867	Supported Borrowing	Demolition costs exceeded estimate. To be recouped through capital receipt when land is sold.
Sutton Primary replacement school	427,000	596,380	596,380	Supported Borrowing	This scheme is being part funded from a proportion of the capital receipt from the sale of the old Goodrich Primary School. The old school has been sold and the "over spend" will be covered by the capital receipt.
<b>Building Schemes - in progress</b>					
Riverside Primary - 100% new build	2,742,885	1,660,570	1,700,000	Supported Borrowing	This scheme has been delayed due to the appointed contractor going into administration. A contract has now been put in place with another contractor to complete the scheme. The balance of the 2008/09 funding will be carried forward to 2009/10.
Holmer School Flood Alleviation	190,000	10,581	10,581	Supported Borrowing	Immediate preventative works have been carried out, but the main work will be undertaken in the new financial year. The balance of the budget will therefore be carried forward to 2009/10.
Barrs Court Hydrosense Facility	721,305	414,468	720,000	External Funding	
Hereford Skate Park	50,000	50,000	50,000	Big Lottery	
The Minster College - BSF Pathfinder- 100% new build	3,881,307	3,192,243	3,837,000	BSF Grant	
Accessibility - Individual Pupil Needs	260,000	73,003	110,000	Supported Borrowing	This budget is used to address specific accessibility issues for pupils who would otherwise be disabled from accessing the curriculum. A number of schemes have been successfully completed, but there are a number of schemes still in progress, to be completed in time for pupils joining schools in September 2009. The balance of the budget will be carried forward to 2009/10 to meet these commitments.
<b>Building Schemes - Design stage</b>					
Hereford Academy - 100% new build	192,624	127,697	190,000	Academies Grant	
<b>Building Schemes - maintenance programme</b>					
Property Maintenance	1,011,860	932,993	1,012,000	Supported Borrowing	
Temporary Classrooms - relocations	150,500	99,345	150,500	Supported Borrowing	
<b>Building Schemes Total</b>	<b>9,898,218</b>	<b>7,474,378</b>	<b>8,693,559</b>		
<b>Children's Centres &amp; Extended Schools</b>					
Ledbury Childrens Centre	18,000	2,770	2,770	Grant	Balance of this retention budget to be carried forward to 2009/10.
Ross Childrens Centre	30,000	8,563	30,000	Grant	
Hollybush Childrens Centre	150,000	9,433	10,000	Grant	Feasibility delayed due to temporary insufficient capacity of architectural services . Balance will be carried forward for spend in 2009/10.
Conningsby Children's Centre	12,000	15,149	15,149	Grant	
Kington Children's Centre	39,113	47,445	47,445	Grant	

Widemarsh Children's Centre, Hereford	892,500	525,300	700,000	Grant	Scheme delayed by a planning requirement to provide a flood plain analysis. Balance to be carried forward to spend in 2009/10. Children's Centre to take part occupation in April 2009 and full occupation by June 2009.
Golden Valley - Peterchurch - Children's Centre Information System for Parents & Providers	240,000 23,499	255,000 3,646	255,000 14,500	Grant Grant	DCSF approval to carry forward to 2009/10 to meet costs of new ICT servers.
Quality & Access for All Young Children	833,644	0	200,000	Grant	This is the first year grant of a 3 year grant programme. Along with almost all local authorities, Herefordshire's expenditure will be low in this first year due to the necessary consultation process with childcare providers on targeting this funding to need and to ensure that a robust and transparent grant bidding process is in place. The DCSF has confirmed that the balance can be carried forward to 2009/10.
Unallocated Extended Schools Grant	150,268	0	0	Grant	To be carried forward for bids to be invited in 2009/10.
Longtown Primary - Extended Schools Grant	10,000	10,000	10,000	Grant	
Garway Extended Schools Grant - Pre-school mobile	90,000	90,000	90,000	Grant	
John Kyrie Extended Schools Grant	117,600	115,018	115,018	Grant	
Llangrove - Extended Schools Grant	15,500	13,448	13,448	Grant	
Ewias Harold - Ext Schools Grant - Pre-school mobile	30,000	28,500	28,500	Grant	
Peterchurch Primary - Extended Schools Grant	10,000	0	0	Grant	Grant awarded, but not yet claimed
Brampton Abbots - Extended Schools Grant	15,000	8,410	15,000	Grant	Grant awarded, but not yet claimed. Will be carried forward to 09/10
Staunton-on-Wye - Extended Schools Grant	50,000	0	0	Grant	Grant awarded, but not yet claimed. Will be carried forward to 09/10
Gorsley Goffs Primary - Extended Schools Grant	50,000	0	0	Grant	Grant awarded, but not yet claimed. Will be carried forward to 09/10
Asfield Park Extended Schools Grant	5,000	0	0	Grant	Grant awarded, but not yet claimed. Will be carried forward to 09/10
Holme Lacey Extended Schools Grant	7,500	0	0	Grant	Grant awarded, but not yet claimed. Will be carried forward to 09/10
Kings Caple Extended Schools Grant	2,500	0	0	Grant	Grant awarded, but not yet claimed. Will be carried forward to 09/10
Lea Primary Extended Schools Grant	37,500	0	0	Grant	Grant awarded, but not yet claimed. Will be carried forward to 09/10
<b>Children's Centres &amp; Extended Schools Total</b>	<b>2,829,624</b>	<b>1,132,672</b>	<b>1,546,830</b>		
<b>Non-building Schemes</b>					
Improving Management Information	4,896	3,079	5,000	Grant	
ICT Mobile Technology for Social Workers	16,000	7,387	16,000	Grant	
Local Public Service Agreement grant - school attendance	21,720	21,709	21,709	Grant	
Harnessing Technology	1,317,768	1,062,034	1,070,000	Grant	Devolved to schools. Schools have until August 2009 to spend. Balance will be carried forward to 2009/10.
Youth Capital	76,000	67,538	76,000	Grant	
Local Public Service Agreement Grant - NEET	10,000	9,944	9,944	Grant	
<b>Non-building Schemes Total</b>	<b>1,446,374</b>	<b>1,171,691</b>	<b>1,198,653</b>		
<b>S106 Agreements</b>					
Pentland Gardens, Hereford	46,879	0	0	Developer contribution	Available for Trinity Primary School. Feasibility study being carried out to improve school entrance, reception and admin area. To be spent by 1st October 2010.
Old Rd, Bromyard (QE)	17,684	8,842	8,842	Developer contribution	Available to split equally between Queen Elizabeth Humanities College and St Peter's Primary. Queen Elizabeth Humanities College has used its share towards a toilet refurbishment scheme. Newly appointed Headteacher of St Peter's Primary is working with governors to identify the priority scheme for this funding. Must be spent by 18th August 2018.
Bullingham Lane, Hereford	34,090	0	0	Developer contribution	Available for St Martin's Primary. Highest asset management plan being established. To be spent by 25th February 2020.
Withies Road, Withington (1)	24,511	24,511	24,511	Developer contribution	Available for Withington Primary. Spent on scheme to remodel reception toilets and replace doors.
Withies Road, Withington (2)	39,407	0	0	Developer contribution	Available for Withington Primary and/or Aylestone High. Highest asset management plan priorities being established. To be spent by 8th April 2018.

Bradbury Lines, Hereford	182,443	0	0	Developer contribution	Available for education facilities in the area. Possible beneficiaries are: St. Martin's Primary, Our Lady's RC Primary, Blackmarston Special School and swimming provision. Deadline for spend is 25th January 2011.
Coughton, Ross-on-Wye	9,000	0	0	Developer contribution	Available for education facilities at local schools (Walford Primary and/or John Kyrle High School). Will be used in 2009/10 to meet the highest asset management plan priority, which is to provide sufficient school places at John Kyrle High School for September 2009.
<b>Section 106 Totals</b>	<b>354,014</b>	<b>33,353</b>	<b>33,353</b>		
<b>School Devolved Building Schemes</b>					
Devolved Formula Capital	3,150,000	3,102,449	3,150,000	Grant	
<b>Total</b>	<b>17,678,230</b>	<b>12,914,543</b>	<b>14,622,395</b>		



## REVENUE BUDGET MONITORING REPORT 2008/09

**Report By: Finance Manager**

### Wards Affected

County-wide

### Purpose

1. To report on the monitoring of the revenue budget for 2008/09 for the Children & Young People's Directorate.

### Financial Implications

2. As set out in the report

### Background

3. The Budget Monitoring Report to Cabinet on 18<sup>th</sup> February 2009, based on expenditure to 31<sup>st</sup> December 2008, forecast that the Children's revenue budget would be underspent by £136,000. This report has been updated to include expenditure up to the 28<sup>th</sup> February 2009 and projects a surplus of £567,000 arising from transport savings and active budget management by the Directorate.
4. A bid will be made by the Directorate as part of the Council's year end procedures to use any carry forward to facilitate the move to locality teams and restructure the Directorate. The surplus is set out in the summary table below. The detailed analysis is listed in the Appendix.

	Total Budget for 2008/09 £'000	December 2008 Forecast Net over or underspending (-) £'000	February 2009 Forecast Net over or underspending (-) £'000	Percentage %
Safeguarding & Assessment	11,508	-30	-33	0
Planning, Performance & Development	7,074	-35	-395	-6%
Inclusion & Improvement	5,145	-240	-271	-5%
Grants (inc ABG)	2,304	0	0	0
Central Directorate	599	179	152	+25%
Locality Teams	110	-10	-20	-18%
<b>Total</b>	<b>26,739</b>	<b>-136</b>	<b>-567</b>	<b>-2%</b>

Further information on the subject of this report is available from Malcolm Green, Finance Manager on  
Tel: 01442 260818 Email: mgreen@herefordshire.gov.uk

**Inclusion & Improvement**

5. The Inclusion and Improvement Service budget position is now expected to underspend by £271k. The Joint Agency Management budget is the main reason for this change within the Inclusion & Improvement Service with a forecasted underspend of £250k. The Joint Agency Management Board have asked for "invest to save" proposals to be developed so that the underspend can be used to invest in early intervention services that help to reduce future costs.
6. The Early Years budget has benefited from a contribution of £170k from Early Years & Childcare Grant for the Hollybush Children's Centre so that the use of grant can be maximised.
7. The forecasts for the School Improvement Service and Youth Service have been reassessed and they have both reduced by £30k but the School Improvement Service is still forecasted to overspend by £62k which will be addressed by redesigning the In-service training programme for 2009/10 and setting a realistic achievable income target.
8. Other minor adjustments to the forecast have been made within the Inclusion & Improvement Service. The Vulnerable Children's budget is forecasted to under spend by £14k. The forecast for the Youth Offending Team has been adjusted to reflect the current agreements with Worcestershire CC. The Education Welfare budget has now transferred over from the Safeguarding and Assessment Service to reflect the new structure of the Directorate.

**Safeguarding & Assessment**

9. The reduction in the safeguarding costs is due mainly to savings in the adoption budgets and some slippage on social work staffing appointments. A rigorous recruitment campaign is already underway to redress the balance. Previous forecasts allowed for 32 placements in residential and agency fostering although actual numbers have remained below this figure for most of the year. This approach has proved to be prudent because placement numbers have started to increase since Christmas. There has also been a gradual increase in numbers of in-house fostering, rising to a current 103 compared to 95 in November. It should be noted that the budget will be under further cost pressures if this trend continues.

**Planning, Performance & Development**

10. The forecasted underspend on the Transport budget has increased by £356,000 since the end of December from £108k to £463k. We are developing a robust monitoring and forecasting system for transport expenditure which is progressing well, however an independent forecast has confirmed this figure. As part of the Performance Improvement Cycle efficiency process the budget has been reduced by £100k.

**Locality Teams**

11. The Head of Service cost centre is now forecasting to under spend by £10k due to the vacancy which existed during the summer of 2008 and it is not expected to spend the £10,000 budget on parenting classes due to offsetting against external grants won by the Council.

**Central Directorate**

12. Efficiency Savings of £159k remain to be identified within the Central Directorate and will be addressed as part of setting the 09/10 budget. The cost of redundancies in schools

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Further information on the subject of this report is available from Malcolm Green, Finance Manager on  
Tel: 01442 260818 Email: mgreen@herefordshire.gov.uk



has yet to be finalised since it depends on the contractual agreements made prior to March 31<sup>st</sup> 2009.

#### **Dedicated Schools Grant**

13. An under spend in Dedicated Schools Grant (DSG) of £1.1m is currently forecast comprising backdated charitable rates relief for voluntary aided schools (£431K), further savings of a similar amount are expected as the final VA schools complete and return the application forms, Joint Agency Management (£250k) and other education only placements (£94k) and the additional grant (£112K). Spending on banded funding is now expected to be largely on budget. DSG is ring-fenced and any under or over spend must be carried forward to 2009/10. Because of the complexity of Dedicated Schools Grant, introduced in April 2006 and the previous passporting regulations prior to 2006, The Department for Children, Schools and Families (DCSF) have advised that the Council should seek a legal opinion on how the rates underspend can be used prior to making any decision. Schools Forum has to be consulted on the use of underspend in Dedicated Schools Grant.

#### **Other Grants**

14. Grant income in excess of £20 million is received by the Directorate including Area Based Grant (ABG managed by the Children's Trust) £3.8m and General Surestart Grant £3.4m and Standards Fund of £13,2m which is largely devolved to schools.

### **RECOMMENDATION**

**THAT the report be noted**

### **BACKGROUND PAPERS**

- None identified.



## Children & Young People's Directorate Revenue Budget Monitoring Report – as at 10 March 2009

	2008/09 BUDGET £'000	2008/09 ACTUAL £'000	2008/09 PROJECTION £'000	2008/09 VARIANCE £'000	NOTES
<b>A. Dedicated Schools Grant (DSG)</b>					
Grant Income from DfES	-83,382	-76,850	-83,382	0	Income and high school budget amended to reflect new Academy
Primary Schools	37,162	39,411	37,162	0	
High Schools	36,293	36,863	36,293	0	
Special schools	3,580	3,805	3,580	0	
Less LSC income	-2,750	-2,567	-2,750	0	
DSG c/fwd & contingencies	-519	-344	-505	14	
<b>Central spending within DSG</b>					
Special Needs Banded Funding	1,190	846	1,157	(33)	Underspend on High Schools banded funding
Special Needs Support Services/Inclusion	1,473	1,223	1,219	(254)	
Fees to Independent Schools for SEN placements	1,218	434	874	(344)	Fewer children than expected due to delayed new placements
Pupil Referral Units	895	895	895	0	
Nursery Education Funding	2,898	2,643	2,900	2	
Early Years	459	363	471	12	
Other smaller budgets	1,448	823	903	(545)	
Music	0	247	0	0	
Schools absence fund c/fwd	35	-103	35	0	C/fwd from 07/08
<b>Dedicated Schools Grant Total</b>	<b>0</b>	<b>7,689</b>	<b>-1,148</b>	<b>(1,148)</b>	
<b>B. Children's Budget</b>					
Directorate Central Costs	599	194	750	151	
Locality Teams	110	50	90	(20)	
Safeguarding – External Agency Placements	2,240	1,800	2,004	(236)	fewer placements
Safeguarding – Looked after Children	2,571	2,538	2,836	265	
Safeguarding – Social Work	4,240	3,828	4,152	(88)	
Safeguarding – Assessment & Family Support	1,757	1,574	1,774	17	

Improvement & Inclusion – Children with Disabilities	825	878	575	(250)
Safeguarding – Children with Disabilities	700	615	709	9
I & I – Early Years	277	243	294	17
I&I – Management	477	357	460	(17)
I&I – Special Needs	860	639	797	(63)
I&I – School Improvement	1,302	1,104	1,364	62
I&I – Youth Offending Team	341	250	320	(21)
I&I – Youth Service	1,062	900	1,062	0
PPD – Transport	5,396	3,991	4,932	(464)
PPD – Management	512	436	458	(54)
PPD – Directorate ICT	389	68	521	132
PPD - Property	777	493	768	(9)
<b>Children’s Total</b>	<b>24,435</b>	<b>19,958</b>	<b>23,868</b>	<b>(567)</b>
Grants	2,304	120	2,304	0
<b>Grand Total</b>	<b>26,739</b>	<b>20,078</b>	<b>25,025</b>	<b>1,714</b>

All figures have been rounded to the nearest thousand.

## **ESTABLISHING LINK ROLES FOR SCRUTINY MEMBERS TO SUPPORT EVERY CHILD MATTERS**

**Report By: Director of Children's Services**

### **Wards Affected**

County-wide

### **Purpose**

1. To consider the establishment of Scrutiny Member roles to enable a fuller understanding of the issues affecting Children and Young People in Herefordshire, thus enabling them to support the Scrutiny Committee in fulfilling its role effectively in the support of Every Child Matters (ECM).

### **Financial Implications**

2. None

### **Background**

3. The previous Scrutiny Committee met on 18 November 2008 and considered the establishment of these roles after a suggestion from the Chair that there was a need to ensure a fuller understanding and level of engagement in the complex and diverse service delivery across the county.
4. The Chief Executive and the Leader of the Council supported the suggestion that such roles should be established.
5. The previous discussion raised concern about the suggested name for the role as there was disconcertation about the title 'Champion', thus the title suggested has been altered to Link Member for ECM.
6. Other concerns were aired about the need to strike a balance between observing and understanding the business whilst also ensuring the confidentiality and safeguarding of our young people.
7. Suggested Terms of Reference are attached at Appendix 1.

### **RECOMMENDATION**

**THAT;**

- (a) **The Committee adopt the recommended format for the role and title of Link and Vice Link member for ECM.**
- (b) **The new ways of working are established with immediate effect and reviewed in one year.**

### **BACKGROUND PAPERS**

- None identified.



## TERMS OF REFERENCE

### CHAMPION MEMBERS OF CHILDREN'S SERVICES SCRUTINY

As suggested by the Chair of Children's Services Scrutiny an ECM Link Councillor and Vice-ECM Link Councillor will be identified to take a more pro-active focus on one of each of the five outcome areas of Every Child Matters (Be Healthy, Stay Safe, Enjoy and Achieve, Make a Positive Contribution and Achieve Economic Well-Being).

#### Purpose

1. ECM Link Members and Vice ECM Link Members will be encouraged to shadow and observe appropriate meetings to enable them to hear first hand some of the issues that those practitioners, Children and Young People Directorate officers and indeed users of our services have to address.
2. Attendance at meetings will be by invitation only by the relevant Head of Service of the Children and Young People's Directorate.
3. Attendance at meetings will be no more than twice per school term during an academic year.
4. Members will be introduced to the group and given clarity over any acronym or professional jargon as requested but are there to observe and hear about the issues rather than use the meeting for a scrutinising interview.
5. Officers will ensure that should Members require casual clothing or outdoor gear to visit young people or a facility that Members will be notified well in advance.
6. Members are politely reminded of the need to safeguard children and young people's personal information and emotional well being particularly where these may be looked after children or children who are vulnerable.





**CHILDREN'S SERVICES SCRUTINY COMMITTEE  
WORK PROGRAMME****Report By: Assistant Chief Executive – Legal and Democratic****Wards Affected**

County-wide

**Purpose**

- 1 To consider the Committee work programme.

**Financial Implications**

- 2 None

**Background**

- 3 In accordance with the Scrutiny Improvement Plan a report on the Committee's current Work Programme will be made to each of the scheduled quarterly meetings of this Scrutiny Committee. A copy of the suggested Work Programme is attached at Appendix 1.
- 4 The programme may be modified by the Chairman following consultation with the Vice-Chairman and the Director of Children's Services in response to changing circumstances.
- 5 Should any urgent, prominent or high profile issue arise, the Chairman may consider calling an additional meeting to consider that issue.
- 6 Should Members become aware of any issues they consider may be added to the scrutiny programme they should contact either the Director of Children's Services or the Democratic Services Officer to log the issue so that it may be taken in to consideration when planning future agendas or when revising the work programme.

**RECOMMENDATION**

**THAT subject to any comment or issues raised by the Committee the Committee work programme be approved and reported to Strategic Monitoring Committee.**

**BACKGROUND PAPERS**

- None identified.



**Children's Services Scrutiny Committee - Work Programme 2008/09 - 2009/10  
for consideration by Committee on 30 March 09**

<b>Monday 6th July 2009</b>	
Officer Reports	<ul style="list-style-type: none"> <li>• Children Cared for by Unofficial Carers.</li> <li>• Domestic Abuse – Update</li> <li>• Capital Budget Monitoring.</li> <li>• Revenue Budget Monitoring</li> <li>• Performance Digest</li> <li>• Committee Work Programme.</li> </ul>
Scrutiny Reviews	
<b>Monday 28th September 2009</b>	
Officer Reports	<ul style="list-style-type: none"> <li>• Machinery of Government: Changes to Connexions and the Learning and Skills Council (LSC).</li> <li>• School transport including reference to the Yellow Bus scheme (subject to receipt of Government guidance).</li> <li>• Capital Budget Monitoring.</li> <li>• Revenue Budget Monitoring</li> <li>• Performance Digest</li> <li>• Committee Work Programme.</li> </ul>
Scrutiny Reviews	
<b>Friday 11th December 2009</b>	
Officer Reports	<ul style="list-style-type: none"> <li>• Ethnicity, Equality and diversity in schools.</li> <li>• Capital Budget Monitoring.</li> <li>• Revenue Budget Monitoring</li> <li>• Performance Digest</li> <li>• Committee Work Programme.</li> </ul>
Scrutiny Reviews	
<b>Friday 19th March 2010</b>	
	<ul style="list-style-type: none"> <li>• Capital Budget Monitoring.</li> <li>• Revenue Budget Monitoring</li> <li>• Performance Digest</li> <li>• Committee Work Programme.</li> </ul>

**NOTE:** At its meeting on 8th December 2008 the Committee set up a SEN/Banded Funding Working Group. Officers have been collating a range of background paperwork to inform the Group prior to their first meeting. It is anticipated that the Group will meet during April.

Possible future items on:

- The 14 – 19 Strategy
- Foundation and Academy Schools
- Governance arrangements for the Children's Trust and partnerships.
- Delivery plans to be submitted to Committee for the Children and Young People Plan.

**Themes or Issues identified for future agendas by the Director**

<b>Date</b>	<b>Subject</b>
To be confirmed	Be Healthy: Substance Misuse
To be confirmed	Economic Well Being: 14-19 / LSC / Connexions Changes / Plans
To be confirmed	Positive Contribution: Targeted / Integrated Youth Services
To be confirmed	Enjoy and Achieve: Attendance

In consultation with the Chairman and Vice-Chairman the Director of Children's Services is working up a programme of open seminars for Members based on defined themes.

**Planned Seminars:**

31 March at 2.00pm – Status of Schools / Collaboration of Schools