

Democratic Services

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Date: 5 September 2012

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To: All Members of the Council

Chief Executive and other appropriate officers

Press and Public

Dear Member

Council: Thursday, 13th September, 2012

You are invited to attend a meeting of the **Council** to be held on **Thursday, 13th September, 2012 at 6.30 pm** in the **Council Chamber - Guildhall, Bath.**

The agenda is set out overleaf.

Sandwiches and fruit and tea/coffee/cold drinks will be available for Councillors from 5pm in the Aix-en-Provence Room (next to the Banqueting Room) on Floor 1.

Yours sincerely



Jo Morrison
Democratic Services Manager
for Chief Executive

Please note the following arrangements for pre-group meetings:

Conservative	Brunswick Room, Ground Floor
Liberal Democrat	Kaposvar Room, Floor 1
Labour	Small Meeting Room, Floor 1
Independent	Performance and Improvement Team Office, Floor 1

If you need to access this agenda or any of the supporting reports in an alternative accessible format please contact Democratic Services or the relevant report author whose details are listed at the end of each report.

This Agenda and all accompanying reports are printed on recycled paper

NOTES:

1. **Inspection of Papers:** Any person wishing to inspect minutes, reports, or a list of the background papers relating to any item on this Agenda should contact Jo Morrison who is available by telephoning Bath 01225 394358.
2. **Details of decisions taken at this meeting** can be found in the minutes which will be circulated with the agenda for the next meeting. In the meantime, details can be obtained by contacting as above. Papers are available for inspection as follows:

Public Access points – Guildhall – Bath, Riverside – Keynsham, Hollies – Midsomer Norton, and Bath Central, Keynsham and Midsomer Norton Public Libraries.

For Councillors and officers, papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Libraries.
3. **Spokespersons:** The Political Group Spokespersons for the Council are the Group Leaders, who are Councillors Paul Crossley (Liberal Democrat Group), Francine Haerberling (Conservative Group), John Bull (Labour Group) and Doug Deacon (Independent Group).
4. **Attendance Register:** Members should sign the Register, which will be circulated at the meeting.
5. **Public Speaking at Meetings:** The Council has a scheme to encourage the public to make their views known at meetings. They may make a statement relevant to what the meeting has power to do. They may also present a petition or a deputation on behalf of a group. They may also ask a question to which a written answer will be given. **Advance notice is required not less than two full working days before the meeting. This means that for meetings held on Thursdays notice must be received in Democratic Services by 5.00pm the previous Monday.** Further details of the scheme can be obtained by contacting Jo Morrison as above.
6. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.
7. **Emergency Evacuation Procedure**

When the continuous alarm sounds, you must evacuate the building by one of the designated exits and proceed to the named assembly point. The designated exits are sign-posted.

Arrangements are in place for the safe evacuation of disabled people.
8. **Presentation of reports:** Officers of the Council will not normally introduce their reports unless requested by the meeting to do so. Officers may need to advise the meeting of new information arising since the agenda was sent out.

Council - Thursday, 13th September, 2012 at 6.30 pm in the Council Chamber - Guildhall, Bath

A G E N D A

1. EMERGENCY EVACUATION PROCEDURE

The Chairman will draw attention to the emergency evacuation procedure as set out under Note 7.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to complete the green interest forms circulated to groups in their pre-meetings (which will be announced at the Council Meeting) to indicate:

(a) The agenda item number in which they have an interest to declare.

(b) The nature of their interest.

(c) Whether their interest is **a disclosable pecuniary interest** *or* **an other interest**, (as defined in Part 2, A and B of the Code of Conduct and Rules for Registration of Interests)

Any Member who needs to clarify any matters relating to the declaration of interests is recommended to seek advice from the Council's Monitoring Officer before the meeting to expedite dealing with the item during the meeting.

4. MINUTES - 19TH JULY 2012 (Pages 7 - 12)

To be confirmed as a correct record and signed by the Chair(man).

5. ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COUNCIL OR FROM THE CHIEF EXECUTIVE

These are matters of information for Members of the Council. No decisions will be required arising from the announcements.

6. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

If there is any urgent business arising since the formal agenda was published, the Chairman will announce this and give reasons why he has agreed to consider it at this meeting. In making his decision, the Chairman will, where practicable, have consulted with the Leaders of the Political Groups. Any documentation on urgent business will be circulated at the meeting, if not made available previously.

7. REPORT OF URGENT DECISION - ACQUISITION OF PROPERTY AT MILSOM STREET, BATH

In accordance with the rules within the Constitution concerning Chief Officer's action (Urgency - Part 4 (G) rule 3), it is reported that the Chief Executive took a decision on 2 August 2012 to authorise the acquisition of a property at Milsom Street; to authorise capital spend on the acquisition of the property and the necessary adjustments to the 2012/13 capital budget to reflect this approval; and to permit a temporary increase in the Council's authorised borrowing limit to provide for the financing of this investment (albeit the operational borrowing limit does not need to be increased as there are sufficient cash balances available in the short to medium term).

This decision was deemed as urgent and was taken following consultation with Political Group Leaders and the Chair of the Resources Policy Development and Scrutiny Panel; Section 151 Finance Officer; Chief Property Officer; and Monitoring Officer.

8. QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM THE PUBLIC

The Democratic Services Manager will announce any submissions received under the arrangements set out in note 5 above. The Council will be invited to decide what action it wishes to take, if any, on the matters raised in these submissions. As the questions received and the answers given will be circulated in written form there is no requirement for them to be read out at the meeting. The questions and answers will be published with the draft minutes.

9. YOUTH JUSTICE PLAN 2012-13 (Pages 13 - 54)

Production of an annual Youth Justice Plan is a statutory requirement. It sets out work planned to prevent youth offending and re-offending across Bath and North East Somerset and there is a requirement that it is submitted to the Youth Justice Board. Council is asked to approve the report as part of its Policy and Budget framework and agree its submission to the Youth Justice Board.

10. WEST OF ENGLAND LOCAL ENTERPRISE PARTNERSHIP REVOLVING INFRASTRUCTURE FUND (Pages 55 - 64)

The West of England Local Enterprise Partnership (LEP) has been awarded a total of £56.7m from the Government's Regional Growth Fund (£39.8m) and Growing Places Fund (£16.9m). The LEP is utilising the funds to create a single Revolving Infrastructure Fund (RIF) to bring forward and promote economic and employment growth in the sub-region.

Council is being asked to endorse the aims and objectives of the West of England Revolving Infrastructure Fund as set out in the report and to develop and submit bids to the Fund.

11. CORPORATE PARENTING STRATEGY (Pages 65 - 78)

This report invites Council to consider, comment on and support the Council's draft Corporate Parenting Strategy before it is taken to Cabinet for decision. It also asks Council to reaffirm its commitment to Corporate Parenting and its Pledge to Children

and Young People in and Moving on from Care.

12. FRAMEWORK FOR JOINT WORKING BETWEEN THE COUNCIL AND NHS (CLINICAL COMMISSIONING GROUP) FROM 2013 (Pages 79 - 98)

This report presents to the Council for approval, proposals for joint working arrangements with the NHS from April 2013, when some key elements of the Health and Social Care Act 2012 come into effect.

13. FORMAL PROCEDURES FOR THE ADOPTION OF SCHEDULE 3 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS ACT) 1982 (Pages 99 - 106)

Following the adoption by Council of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 in relation to Sexual Entertainment Venues, this report is to agree the date upon which the Schedule takes effect, establish transition dates and seek authorisation for the Divisional Director for Environmental Services to publish the formal notices in the local papers and to approve the fee for a licence.

14. ANNUAL REPORT - CORPORATE AUDIT COMMITTEE (Pages 107 - 116)

The Corporate Audit Committee has specific delegated powers given to it from Full Council and as such is required to report back annually to Council under its Terms of Reference. This is the Annual Report of the Committee which details its work over the last year.

15. ANNUAL REPORT OF AVON PENSION FUND (Pages 117 - 126)

The Avon Pension Fund Committee discharges the responsibilities of the Council in its role as the administering authority of the Avon Pension Fund in accordance with the Local Government Pension Scheme Regulations 2008 (as amended) and the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended).

The Committee reports annually to Council on the work it has undertaken in the previous twelve months and reference is also made in the report to the future work programme. This report is for the 12 months to 31 March 2012.

16. QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM COUNCILLORS

The Democratic Services Manager will announce any submissions received. The Council will be invited to decide what action it wishes to take, if any, on the matters raised in these submissions. As the questions received and the answers given will be circulated in written form there is no requirement for them to be read out at the meeting. The questions and answers will be published with the draft minutes.

The Committee Administrator for this meeting is Jo Morrison who can be contacted on 01225 394358.

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BATH AND NORTH EAST SOMERSET COUNCIL

MINUTES OF COUNCIL MEETING

Thursday, 19th July, 2012

Present:- **Councillors** Simon Allen, Patrick Anketell-Jones, Rob Appleyard, Sharon Ball, Tim Ball, Colin Barrett, David Bellotti, Mathew Blankley, John Bull, Neil Butters, Bryan Chalker, Anthony Clarke, Nicholas Coombes, Paul Crossley, Gerry Curran, Sally Davis, Douglas Deacon, David Dixon, Peter Edwards, Michael Evans, Paul Fox, Andrew Furse, Charles Gerrish, Ian Gilchrist, Francine Haeberling, Alan Hale, Katie Hall, Malcolm Hanney, Liz Hardman, Nathan Hartley, Steve Hedges, Eleanor Jackson, Les Kew, Dave Laming, Malcolm Lees, Marie Longstaff, Barry Macrae, David Martin, Loraine Morgan-Brinkhurst MBE, Paul Myers, Douglas Nicol, Bryan Organ, June Player, Vic Pritchard, Manda Rigby, Caroline Roberts, Nigel Roberts, Dine Romero, Will Sandry, Brian Simmons, Kate Simmons, Jeremy Sparks, Ben Stevens, David Veale, Geoff Ward, Tim Warren, Chris Watt and Brian Webber

Apologies for absence: **Councillors** Gabriel Batt, Cherry Beath, Sarah Bevan, Lisa Brett, Robin Moss, Roger Symonds and Martin Veal

26 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure as set out on the agenda.

27 DECLARATIONS OF INTEREST

There were no declarations of interest made.

28 MINUTES - 10TH MAY 2012 & 18TH JUNE 2012 (SPECIAL 1PM) & 18TH JUNE 2012 (SPECIAL 6.30PM)

Councillor Eleanor Jackson raised an issue regarding the use of names and titles in the minutes and called for titles and full names to be used. The issue was referred to the Democratic Services Manager to take up with Group Leaders.

On a motion from Councillor Paul Crossley, seconded by Councillor Francine Haeberling, it was **RESOLVED** that the minutes of;

- 10th May 2012
- 18th June 2012 (1pm)
- 18th June 2012 (6pm)

be confirmed as a correct record and signed by the Chairman, subject to a minor amendment to the minutes of 18th June (6pm) to record Councillor Sharon Ball's attendance at the meeting.

29 ANNOUNCEMENTS FROM THE CHAIRMAN OF THE COUNCIL OR FROM THE CHIEF EXECUTIVE

The Chairman made the following announcements;

1. He asked everyone to turn their phones to off/silent and reminded members of the public that some Councillors were accessing their meeting papers on their iPads.
2. He referred to the agenda timings, and asked everyone to keep contributions relevant and not to repeat comments already made.
3. Indicated that he proposed to waive Council Rule 37 so as not to permit Councillors seconding motions or amendments being able to reserve their right to speak until later in the debate, but to require all seconders, if they wished to speak, to do so when they seconded the motion or amendment. The Council indicated its agreement.

30 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There were no items of urgent business; however, the Chairman took the opportunity to recognise that this would be the last Council meeting which John Everitt, the Chief Executive, would attend before retirement. He thanked John for his service to the organisation and asked the Council to thank John with a standing acclamation.

31 QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM THE PUBLIC

Statements to the meeting were made by the following people (where provided, copies will be added to the Minute book and the electronic record);

- Steve Wilcox made a statement regarding affordable housing in villages and called upon the Council to make rural development a priority of the Core Strategy. Councillor Paul Crossley deferred his question to Councillor Tim Ball who made reference to the largest brownfield site in Clutton being barely in use and, if not converted to housing, the alternative being that it would become a full industrial site again. Councillor Ball asked Mr Willcox if he thought this was appropriate, in the context of Clutton Parish Council and Clutton residents trying to cut down on HGV movements through the village. Mr Willcox responded that the industrial site was still active; policy would not permit development until the site had been inactive for 2 years. Councillor Doug Deacon asked whether further development would not lead to urban sprawl in years to come. Mr Willcox responded that was not the case. The green belt had been introduced to prevent Bristol, Bath, Saltford and Keynsham from merging which had not happened and what he was calling for was modest development. Mr Willcox's statement was referred for consideration to the Cabinet Member for Homes and Planning. [A copy of the statement is available on the Minute book.]
- Peter Duppa-Miller made a statement regarding the Corporate Plan and assured Council that the Parish and Town Councils were most eager to continue to work in partnership with the Council to pursue and achieve the objectives of the Corporate Plan. [Mr Duppa-Miller made his statement when

the item was reached. A copy of Mr Duppa-Miller's statement is available on the Minute book.]

- Peter Duppa-Miller made a further statement regarding the new Standards regime. He welcomed the fact that the Council will continue to hold the Register of Interests for, and deal with complaints made against, Parish and Town Councillors. He added that discussions were ongoing regarding the Code of Conduct that Parish and Town Councils would adopt, which would be broadly similar to the B&NES one. [Mr Duppa-Miller made his statement when the item was reached. A copy of Peter's statement is available on the Minute book.]
- Adrian Inker presented a petition of over 560 signatures calling for the introduction of free 2 hour parking in Keynsham Town Centre in order to make it a more attractive destination for shoppers and thereby improving the viability of the local shops. Speaking in support of the petition, Mr Inker added that there had been a street stall in the High street and conversations with residents demonstrated their general concern about the effect of the redevelopment and in particular the loss of free parking spaces behind the Town Hall. Councillor John Bull asked whether Adrian Inker considered it was a good start to reinstate the free 30 minute spaces which had been lost. Mr Inker responded that it was right to do something as soon as possible. The petition was referred to the Cabinet Member for Transport.

32 CORPORATE PLAN 2012 - 2015

The Council considered a report seeking approval for the Corporate Plan 2012 – 2015.

Councillor Paul Crossley introduced the report and commended the report to Council as the vision through to 2015.

On a motion from Councillor Paul Crossley, seconded by Councillor Nathan Hartley, it was

RESOLVED that the Bath & North East Somerset Corporate Plan 2012 – 2015 be approved for publication.

33 ADOPTION OF NEW POWERS UNDER SCHEDULE 3 TO THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982

The Council considered a report inviting them to consider the written submissions and points raised by those involved in the consultation on the Sexual Entertainment Venue policy, the content of the policy and to adopt legislation to enable greater regulatory control.

In introducing the report, Councillor Dixon pointed out 2 small amendments that would be made to the final version; amending the date in the title to read '2012' and including a condition for 2 SIA registered door staff at premises.

On a motion from Councillor David Dixon, seconded by Councillor Gerry Curran, it was

RESOLVED

1. To adopt Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982;
2. To adopt the Sexual Entertainment Venue policy, provided in Annex B; and
3. To delegate authority to the Licensing Committee to determine applications for new licences.

34 NEW STANDARDS REGIME

The Council considered a report which introduced to Members a new Code of Conduct and rules for registration of interests. Members were invited to adopt the Code. During the debate, Members acknowledged the valuable contribution of the independent Members.

On a motion from Councillor Paul Crossley, seconded by Councillor Nigel Roberts, it was

RESOLVED that the Code of Conduct be approved.

35 2011/12 TREASURY OUTTURN

The Council considered the 2011/12 Treasury Management Annual report, which gives details against the Council's Treasury Management Strategy and Annual Investment Plan for 2011/12.

On a motion from Councillor David Bellotti, seconded by Councillor Paul Crossley, it was

RESOLVED

1. To note the 2011/12 Treasury Management Annual report to 31st March 2012, prepared in accordance with the CIPFA Treasury Code of Practice; and
2. To note the 2011/12 actual Treasury Management Indicators.

36 RESOURCES PDS PANEL REPORT ON REVIEW OF 2011 LOCAL ELECTIONS

This report presents the findings of the Resources Policy Development and Scrutiny Panel following a review of the recent local government elections. The report was presented by Councillor John Bull, Chair of the Panel.

On a motion from Councillor John Bull, seconded by Councillor Manda Rigby, it was

RESOLVED

1. Electoral Services could identify wards with care/residential homes and contact them to find how if/when any of their residents were planning to vote at their local polling station and then speak to relevant Presiding Officers to ensure that all their additional support needs are met in a timely and appropriate manner.
2. Training for Poll Clerks/Presiding Officers should include how to deal sensitively with voters who require additional support.
3. The Council's website could be utilised to provide a link to the Electoral Commission's 'How to Stand as an Electoral Candidate' permanently rather than just in the run up to an election.
4. The Council, through Electoral Services, should capture feedback from new candidates to find out whether additional information could be provided in future.
5. The Council should seek clarification and guidance from the Council's Monitoring Officer on signing of nominations, which could provide a better understanding for new candidates and help to improve the process.
6. The Council should write to the Electoral Commission asking them to ensure that the verification procedure for any future referendums does not slow up the counting process or declaration of results.
7. At the count, candidates and agents should be told by the Deputy Returning Officer at the counting centre which counting system is going to be used and kept informed of how the count is going at each stage of the process
8. Electoral Services should investigate the options suggested for future polling stations at Keynsham East and Midsomer Norton.
9. Electoral Services should consider whether Timsbury or Wellow have the facilities to host the counts for Bathavon West and Bathavon South
10. Electoral Services to undertake future research in order to identify the different languages spoken in our Local Authority area and the impact that this may have on their voting experience.

37 FREE SHORT -STAY PARKING IN KEYNSHAM

A motion was presented on behalf of the Conservative group regarding free short-stay parking in Keynsham.

On a motion from Councillor Marie Longstaff, seconded by Councillor Kate Simmons, it was

RESOLVED

1. to request that Cabinet investigate and seek to implement, on a trial basis throughout the Keynsham Town Centre redevelopment, two hours' free

parking at Ashton Way car park. Such arrangement to be alongside the creation of a number of chargeable long-stay parking spaces at Ashton Way car park, so as to reduce parking pressure on nearby residential roads and mitigate the cost of free short-stay parking; and

2. to request that, in addition, Cabinet takes immediate action to ensure that the free 30 minute spaces which will be lost as part of the redevelopment of the Town Hall site are reinstated elsewhere in a central part of the town.

[Note 1: The above wording in resolution 2 was proposed by the Labour group and accepted by the mover and seconder of the motion, thereby becoming part of the substantive motion.]

38 QUESTIONS, STATEMENTS, PETITIONS AND DEPUTATIONS FROM COUNCILLORS

There were no items from Councillors.

The meeting ended at 8.00 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

Bath & North East Somerset Council	
MEETING:	Council
MEETING DATE:	13 September 2012
TITLE:	Youth Justice Plan 2012-13
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Youth Justice Plan 2012-13	

1 THE ISSUE

1.1 Production of an annual Youth Justice Plan is a statutory requirement. It sets out work planned to prevent youth offending and re-offending across Bath and North East Somerset and there is a requirement that it is submitted to the Youth Justice Board.

2 RECOMMENDATION

Council is asked to agree that:

2.1 The Youth Justice Plan be approved in accordance with the Crime and Disorder Act 1998;

2.2 The Youth Justice Plan be adopted as part of the Council's Policy and Budget Framework; and

2.3 The Youth Justice Plan can be submitted to the Youth Justice Board.

3 FINANCIAL IMPLICATIONS

3.1 The Council takes the lead in the local partnership to prevent youth offending, working closely with Police, Probation and Health services, in accordance with the Crime and Disorder Act 1998. All partners have a statutory obligation to help resource the Youth Offending Service and the Council makes a significant contribution in terms of staff, cash and in-kind support, including provision of office accommodation and a range of financial and Human Resources services. In 2012-13, of a total budget of £992,069, the Council is contributing £520,736, including a contribution of £213,908 from the Early Intervention Grant to enable the Service to provide preventative services.

3.2 The budget has accommodated a small further reduction in the Youth Justice Grant. Additionally, just over half of the current Home Office contribution to this national funding has been transferred to the Police Authority, in preparation for the whole Home Office element becoming part of the Police and Crime Commissioner's budget in 2013-14. The Police Authority has awarded this sum, £15,626, back to the Youth Offending Service for 2012-13.

3.3 The Youth Offending Service Manager has responsibility for delivery of services within budget, as agreed by the Youth Offending Service Management Board, made up of

representatives from all the statutory partners, and overseen by the Responsible Authorities Group.

4 CORPORATE OBJECTIVES

- Promoting independence and positive lives for everyone
- Creating neighbourhoods where people are proud to live
- Building a stronger economy

5 THE REPORT

5.1 The principal, statutory aim of the youth justice system is to prevent youth offending. The Youth Justice Plan reviews the very positive progress made in 2011-12 and sets out how Bath and North East Somerset Council and its partners will resource and deliver services in 2012-13, in accordance with legislative and National Standards and a performance monitoring framework.

5.2 The work plan included contributes to making Bath and North East Somerset a safer place and to narrowing the achievement gap between vulnerable young people and the general population by helping young people work towards more positive outcomes.

6 RISK MANAGEMENT

6.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

7.1 An Equality Impact Assessment has been completed and no adverse or other significant issues were found.

8 RATIONALE

8.1 Preparation of an annual Youth Justice Plan is a statutory requirement under Section 40 Crime and Disorder Act 1998

9 OTHER OPTIONS CONSIDERED

9.1 None

10 CONSULTATION

10.1 Cabinet members; Trades Unions; Staff; Other B&NES Services; Service Users; Stakeholders/Partners; Other Public Sector Bodies; Section 151 Finance Officer; Chief Executive; Monitoring Officer

10.2 This Plan is informed by feedback from young people receiving services from the Youth Offending Service. It has been consulted with members of the Service and draws on self assessments undertaken by the managers' group and the Management Board. A briefing meeting has been held with the Lead Member and a copy has been sent to the Trades Unions.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 Social Inclusion; Customer Focus; Young People; Human Rights; Other Legal Consideration

12 ADVICE SOUGHT

2.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Sally Churchyard 01225 396966
Background papers	Youth Justice Plan 2011-12
Please contact the report author if you need to access this report in an alternative format	

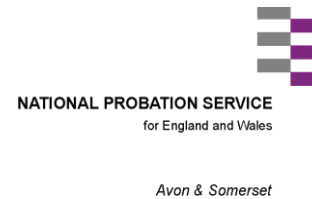
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Bath and North East Somerset

Youth Justice Plan 2012 – 2013

Working in partnership to prevent youth offending

**Bath & North East
Somerset Council**



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1. Introduction

Multi-agency Youth Offending Teams were established in April 2000 under the Crime and Disorder Act 1998, to work with young people aged 10-17 years who had committed offences. They include staff from a wide range of backgrounds including Police, Health, Social Care, Education and Probation services. Youth Offending Teams work in an integrated way alongside other specialists and have key statutory functions, including supervision of young people on Court Orders, giving victims a voice, enabling young people who have offended to repay the harm they have caused and strengthening parenting skills. In this area, the work of the two statutory teams is supplemented by a prevention team which works on a voluntary basis with children aged 8-17 years who are at high risk of offending and with their families. Together, the three teams form a Youth Offending Service, which is also responsible for safeguarding young people and supporting them to make more positive lifestyle choices. A summary of these functions and an organisational chart can be found in the appendices.

The Youth Offending Service has a statutory responsibility to prevent youth offending and, in addition to reviewing outcomes with individuals, it measures success in this using three key national outcomes; reduction in first time entrants, reduction in re-offending and a reduction in the use of custody. Performance against these indicators in 2011-12 has been excellent, and better in most respects than all comparator groups (see section 2). Reported crime and the number of young people coming into the youth justice system continue to fall in Bath and North East Somerset, as nationally. Much of this is attributable to the good performance of the Youth Offending Service, but the wider partnership of services for young people and criminal justice services have also played a significant role in this success.

In addition to its principal work of preventing youth offending, as part of the wider children's workforce, the Youth Offending Service has adopted the five priority areas identified in the Children and Young People's Plan 2011-14:

- Providing children and young people with a safe environment, including empowering them to recognise and manage risks
- Promoting children and young people' emotional health and resilience for learning and life
- Reducing health, education and social inequalities in specific groups of children and young people and specific geographical areas
- Supporting all young people to engage in employment, education and training from 16-19
- Promoting and supporting healthy lifestyles for children and young people

This annual Youth Justice Plan is written in accordance with the Crime and Disorder Act 1998. It summarises the excellent work undertaken by the Youth Offending Service and its partners in 2011-2012 and, based on self-assessment undertaken within the Service and by its Management Board, sets out a work plan for 2012-2013. The work plan includes preparations for further national changes in how youth justice services are to be delivered and outlines actions the service will take to continue to improve its high quality service to young people and their families and to victims of crime. Continued success in preventing youth offending will give local people reason to feel safer in their communities and directly contribute to the Council's three key objectives for 2012: promoting independence and positive lives for everyone, creating neighbourhoods where people are proud to live and building a stronger economy.

2. Review of Youth Justice Plan 2011-12

2.1 Review of Work Plan 2011-12

Most planned actions have been completed, although some will spill over into the timescale for this Plan and some require follow-up reviews. As this work is already scheduled, these actions are not reflected in the new Work Plan for 2012-13.

Priority area	Actions	End of year progress and impact where known	Follow-up
1) Youth Offending Team Development	a) Form two new service teams with new line management structures - the Assessment and Planning team and the Interventions Team.	Completed Changes made in June 2011 have led to improved quality of assessments, a better range of intervention programmes to match identified needs and greater continuity of worker for young people. Assessments are timelier and a more comprehensive narrative is emerging about young people's lives and offending. Discussions have started within the Assessment and Planning Team about how better use can be made of professional assessment skills, for example, looking at child and adolescent development, use of information about family functioning and assessment of risk	A process for conducting a full review of this change has been scheduled for autumn 2012, including a review of the two Team Manager roles
	b) Complete and deliver against a protocol outlining roles and responsibilities and expectations for communication between the two teams	Completed Team around the child meetings have been given formal recognition in the protocol and have become mainstream practice, enabling fuller use of the multi-agency make-up of the team and involving young people in planning. At least 25 have taken place in the year since June 2011.	
	c) Hold a local launch event to mark the re-organisation and promote the work of the service.	Completed An event promoting the work of the Service was held on 23 February, jointly with the launch of the Preventing Re-Offending Strategy. The Service gave one of the key-note speeches and provided two workshops, all of which received very positive feedback.	The Service has since decided to hold regular open events to promote awareness of its work

Priority area	Actions	End of year progress and impact where known	Follow-up
	d) Revise and implement the team's information management policy	Completed The policy has been approved by the Management Board and used as a basis for the Council-wide policy too. Staff awareness of their responsibilities for sharing information safely has been raised and improvements have been made to their use of email and 'fax.	Continuing refinements are proving necessary as the policy is implemented
	e) Ensure the impact on carbon emissions is taken in to account in any new service developments	Partially completed This was taken into account as part of the Transport Policy and used to inform selection of reparation projects	Follow-up action in new Work Plan
2) Establishing a restorative Youth Offending Team	a) The management group will receive training in implementing a restorative service.	Completed The Service, Team and Information Managers were all trained and have been using awareness and skills in their supervision of staff.	Follow-up action in new Work Plan
	b) A working group will be established to agree the vision and deliver training in restorative interventions to the broader service.	Partially completed Five open seminars were held to review Transforming Conflict's booklet "Becoming a fully restorative youth offending service." Staff have been trained as trainers, an audit of training needs has been undertaken and a plan is in place for delivery of training across the Service.	Delivery of training to the rest of the Service is scheduled for October 2012
	c) Restorative justice principles will underpin all interventions with young people.	Partially completed Team Managers are actively promoting this and reviewing it in regular audits. Restorative interventions are included in plans for young people on Referral Orders where the focus is on restoration to the victim of the offence.	Follow-up action in new Work Plan
3) Inter-agency working	a) Ensure actions in partnership plans are addressed	Completed The actions all relate to the Youth Justice Plan and have been separately reported to the Responsible Authorities Group and the Local Safeguarding Children Board.	
	b) Agree protocol between the Youth Service and the Youth Offending Team	Completed There is greater clarity about how the Services work together to address young people's needs	

Priority area	Actions	End of year progress and impact where known	Follow-up
4) Workforce Development	a) Prepare and deliver a workforce development plan, including training requirements, arising from anticipated new legislation	Completed Plan agreed and delivered	Annual audit of training will address the impact
	b) Introduce core training for case managers and interventions team staff to develop skills in assessment, planning, intervention and supervision.	Completed Training and coaching have been provided and skills are enhanced in regular team meeting case discussions	
	c) Increase the skills of staff participating in Referral Order panels by identifying training in restorative justice conference facilitation.	Completed Youth Offending Service staff have been trained, together with a colleague from the Children's Society. A place was offered to a volunteer but sickness prevented attendance	On-going sessions planned
	d) Ensure refresher training is provided for case managers on assessment of vulnerability and production of vulnerability management plans.	Action amended and carried forward	Training to reflect new developments in assessment practice is now scheduled for September 2012
	e) Ensure training events are delivered across the Preventions Team to help the understanding of role and processes.	Completed A series of consultation and development meetings were held to support introduction of an integrated prevention key worker Job Description. This enables greater consistency and continuity for service users	
5) First time entrants (a national impact indicator)	a) Ensure skills training is delivered to support production of ONSET, Whole Family Assessment and Asset assessments	Partially completed Internal training and coaching provided to support completion of ONSET and ASSET assessments. Team Manager quality assurance of ONSET has demonstrated improved quality.	Whole Family Assessment (HOME) training carried forward, with the intention to jointly commission with Social Care

Priority area	Actions	End of year progress and impact where known	Follow-up
	b) Target areas where referrals need to be increased with the Police.	Completed The Service Manager met with the Police Operational Lead to promote importance of preventative work and promotional events held with staff. There are good examples of Police Community Support Officers making referrals to the Family Intervention Project and Compass.	This is on-going work to increase referrals from Police
	c) Improve early identification of young people demonstrating early indications of offending behaviour by liaising with primary school head teachers to promote Compass and the Family Intervention Project	Completed Items have gone into Schools Bulletins, leaflets have been sent to all schools, and letters have been sent to primary head teachers in four target areas. All primary schools will be offered twilight sessions & individual meetings to discuss support needs 2012-2013	
	d) Continue to promote preventative projects across the authority.	Completed Promotional work has taken place with families, voluntary sector projects, Social Care, Court and Police. Specific work has been undertaken linking with Police in identified crime 'hotspot' areas. Leaflets and posters are regularly mailed to all schools, police stations, key partners and GP surgeries	Further events are planned, the next to promote the Family Intervention Project
	e) Introduce twilight sessions on preventative work for pastoral staff in schools	Completed Sessions have been delivered in The Link, Norton Hill, Hayesfield and St Marks schools. All schools have been offered a session.	This will continue into the new academic year.
	f) Integrate Compass and the Family Intervention Project to ensure a whole family approach is provided to young people at risk of entering the youth justice system	Completed Common job descriptions have been completed. The team identity as a prevention service has been taken forward. Families known to the Family Intervention Project all have 'seconders' and there is greater flexibility to meet service users' needs. Integration of the two services has been excellent. Feedback from staff is very good.	

Priority area	Actions	End of year progress and impact where known	Follow-up
	g) Ensure the quality of assessment in ONSET and FIP assessments is of a high standard and leads to a robust intervention plan and references parenting strengths and areas that could be addressed by the Parenting worker	Completed ONSETs are all read by the Team Manager. Parents are involved in the assessment process. The Family Intervention Project Steering Group has started to take on oversight of whole family assessments and all assessment meetings are also joined by CAMHS. The quality of FIP assessments is now consistently high	
	h) Work with Police and other partners to review pre-Court decision-making, in light of anticipated new legislation	Completed Local District Police have been briefed and matter has been discussed with Avon and Somerset Tactical Youth Lead. Detailed planning will follow publication of national guidance.	Action in new Work Plan now that an implementation date has been published
	i) Ensure that crime prevention work remains a priority within new commissioning arrangements for 11-17 year olds	Completed The Children's Leadership Team has agreed that the new commission will continue to address the needs of vulnerable young people at risk of offending, through mentoring	Action in new Work Plan
	j) Ensure that the Family Intervention Project plays a key role in the development of local work with families with multiple problems	Completed to date Further funding was agreed by the Council and Somer (now Curo) Housing Association to extend the work until March 2013. A local, interim evaluation has made a number of important recommendations to inform the local agenda.	Action in new Work Plan
6) Reduce re-offending (a national impact indicator)	a) Ensure the quality of assessment is of a high standard and leads to a robust intervention plan and that all assessments reflect young people's health needs and have an assessment of parenting.	Completed With the formation of the Assessment and Planning team, the Report Writing Policy was amended in September 2011 to ensure that reports would be quality assured by peers within the team. The Team Manager is alert to reports that may benefit from a manager's oversight and reports for new staff are quality-assured by the Team Manager.	The Team Managers will audit the quality of the quality assurance practice.

Priority area	Actions	End of year progress and impact where known	Follow-up
	b) Ensure the quality of all risk of harm assessments, risk management plans and vulnerability assessments is of an acceptable standard and are shared with all partners supporting the plans	Completed New structure for plans has been developed and is used within monthly risk management meetings.	
	c) Establish monthly risk management meetings for all young people with a high risk of harm which are inclusive of young people and their parents/carers	Completed New process implemented, involving partners from outside the Service, leading to more robust planning and better information sharing	
	d) Establish team around the child meetings following sentence which use the Asset as the basis of planning interventions	Completed Roll out has been gradual, with learning about the best way to integrate these with other planning arrangements for young people	
	e) Introduce an Asset peer review process	Discontinued This is to become part of the new cycle of audits	Action in new Work Plan
	f) Ensure that restorative approaches are fully integrated across the team's caseload and inform all assessments	Completed for Referral Order contracts and developing within other interventions. Also to become part of the new cycle of audits	Action in new Work Plan
	g) Review and catalogue intervention materials	Completed A range of worksheets, workbooks, DVDs and games are available to support work with young people	
	h) Review assessments to ensure that interventions are available to address identified need and equalities	Completed Three audits have been undertaken during the year, all highlighting the same four greatest needs. These have informed production of local work books and purchase of a new programme, Positive Choices.	To become part of new cycle of audits

Priority area	Actions	End of year progress and impact where known	Follow-up
	i) Introduce a set of workbooks with materials to address offending behaviour issues with young people	Completed New workbooks introduced for Anger Management, Peer Pressure and Victim Awareness work and a new cognitive behavioural Thinking Skills programme. Positive Choices, has been purchased to supplement these.	
	j) Develop interventions for young women and girls who are offending	Progressing Team Manager is working on this as part of the local Action for Women Group. A local academic has been invited to present to the Service on effective practice with young women	Action in new Work Plan
	k) Collate and act on young people's feedback and evaluation from interventions provided by the Youth Offending Service	Completed A Young People's Forum has been established. Feedback from young people informed the Service re-organisation in June 2011 – there is now greater continuity in staff for young people who re-offend.	Action within the new Work Plan
	l) Work with partner agencies to support young people's work readiness	Completed A weekly partnership Job Club group has been established, including Norton Radstock College and the Job Centre. The Service is part of the Into EET (Education, Employment and Training) partnership meeting attended by Connexions and local training providers. Links have been made with the Worklessness Co-ordinator within Development and Regeneration, which has begun to provide work opportunities for young people	
	m) The Youth Offending Service will work with 16+ year olds to identify learning and training opportunities	Completed A bespoke Education, Training and Employment project for the hardest to engage young people is being introduced. There have been good outcomes for individual young people e.g. a successful apprenticeship within the Council	

Priority area	Actions	End of year progress and impact where known	Follow-up
	n) Ensure that all young people with ethnic minority backgrounds have continuing support when they finish their statutory contact	Action amended Feedback from the team led to a revision to ensure that <i>all</i> young people have continuing support when their statutory contact ends.	To become part of audit cycle
	o) the Youth Offending Service will work to improve the attendance of young people in education and will increase mental and physical health support through the integration of the school nurse role	Completed There have been monthly education monitoring meetings with The Link school. The Education Worker provides interventions for young people identified with issues regarding attendance and engagement with their education provision. Health screening is being promoted again, as part of holistic assessment of young people	
	p) the Youth Offending Service will help young people to set up bank accounts	Completed A system has been established for Connexions Worker to undertake this with 16-17 year olds	
	q) the Youth Offending Service will target strategic accommodation issues through the B&NES Young People's Housing Group	Completed The Intervention Team Manager attends the B&NES Young People's Housing Group and inputs on issues pertinent to young people with Service.	
	r) Analyse performance data to improve understanding of trends of offending and outcomes for young people	Partially completed Analysis regularly undertaken by Youth Crime Prevention Board with first time entrants data and auditing of assessments is yielding new information	Action within new Work Plan to improve outcomes framework
7) Reduce the use of custody (a national transparency indicator)	a) Ensure the quality of assessment is of a high standard and leads to a robust community intervention plan presented in a pre-sentence report.	Completed All Court reports are quality assured and this process is audited. The congruence between proposals and disposals is very high and there is a marked reduction in custodial sentencing.	On-going Auditing of Pre-Sentence Reports will be included in new audit cycle
	b) Ensure that all Pre-Sentence Reports are delivered to Court on the day before sittings in order that they are available for the bench.	Discontinued The Court did not want this change.	

Priority area	Actions	End of year progress and impact where known	Follow-up
	c) Plan updated training events with the local Youth Court Magistrates	Discontinued Training offered but not yet taken up. Regular briefings are provided at the four-monthly Youth Bench meetings.	
	d) Facilitate procedures for assessing young people in custody who have learning difficulties	Completed Discussions with Child and Adolescent Mental Health Service link worker has clarified the process for undertaking assessments with staff within custodial establishments.	
	e) Ensure the Custody Panel is embedded in local practice and is supported by actions in the Children and Young People's Plan and the Local Safeguarding Children Action Plan.	Completed The pattern of meetings and dissemination of learning has become well established. The use of custodial remanding and sentencing is at its lowest level since the establishment of the Youth Offending Service in 2000.	Action in new Work Plan
	f) Improve the systems for monitoring health input into release plans for young people leaving the secure estate	Completed The seconded nurse has established links with health staff at Vinney Green Secure Children's Home. Similar links with HMP&YOI Ashfield are proving harder to establish	Work is continuing re HMP&YOI Ashfield
	g) Continue to ensure that the enhanced offer is reflected in Detention and Training Order Plans	Completed The Intervention Team Manager attends the Resettlement Consortium Board meetings, and ensures that an enhanced offer of support is in place for young people in secure estate as part of their resettlement planning. An external evaluation of the Consortium's work has included young people from Bath and North East Somerset.	
	h) Wherever possible, establish a restorative intervention for young people whilst they are in custody.	Completed This is now part of the enhanced offer under the work of the South West Resettlement Consortium	

2.2 Performance against the three National Outcome Indicators 2011-12

1. Reduce the rate of first time entrants to the youth justice system

This national indicator helps understanding of how effective the local area has been in supporting young people not to offend and enter the youth justice system for the first time. It is shown as a rate of young people per 100,000 in the general population of 10-17 year olds who received their first substantive outcome (a Police Reprimand or Final Warning following admission of an offence, or a conviction in Court), to enable comparisons to be made. The actual number of these young people, referred to as 'first time entrants,' is shown below, highlighting a clear downward trend:

Date range for the last five calendar years	Number of young people entering the youth justice system for the first time
December – January 2007	268
December – January 2008	198
December – January 2009	152
December – January 2010	162
December – January 2011	130

The rate of first time entrants within the last two calendar years is shown in the table below (Source: Youth Justice Board)

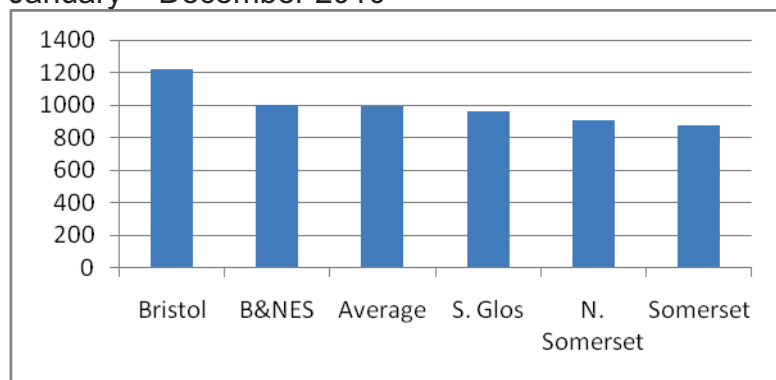
	Bath and North East Somerset	South West	'Family' comparator group	England
First time entrant rate per 100,000 of local population aged 10-17				
January - December 2011	800	722	640	749
January – December 2010	999	842	780	928
Percentage change from selected baseline	-19.9%	-14.2%	-17.9%	-19.3%

Data is taken from the Police National Computer and is published in rolling full years for twelve month periods ending March, July, September and December each year. The latest data available is for the twelve month period ending December 2011. The local target set was for a reduction of 5% and this was exceeded in the latest period for which confirmed data is available, with a reduction of 19.90%. Local improvement is better than all comparators, but the comparative rate remains stubbornly higher.

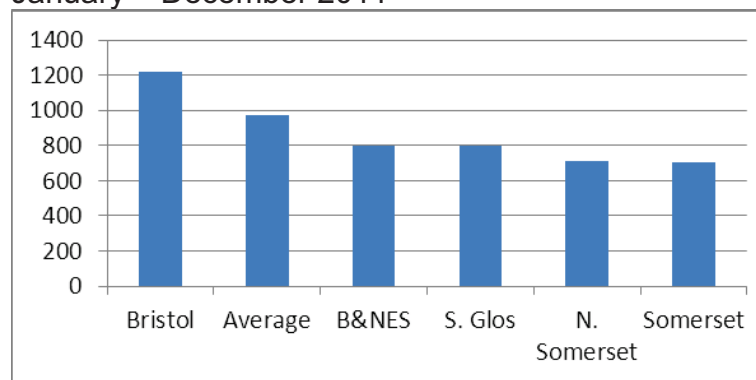
The chart below show comparisons with the rest of Avon and Somerset, of relevance as these Youth Offending Services all work within the same Police Force area. They show that the rate of first time entrants in Bath and North East Somerset has fallen below the average for Avon and Somerset in the last year.

a) Avon and Somerset comparisons of rate of first time entrants (Source: Youth Justice Board)

January – December 2010



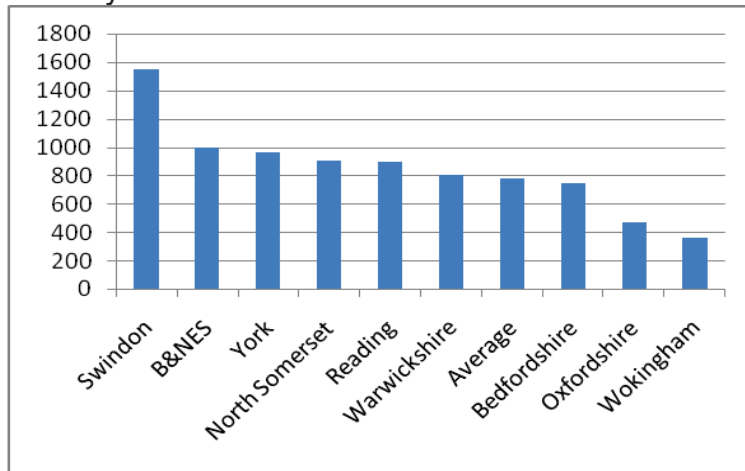
January – December 2011



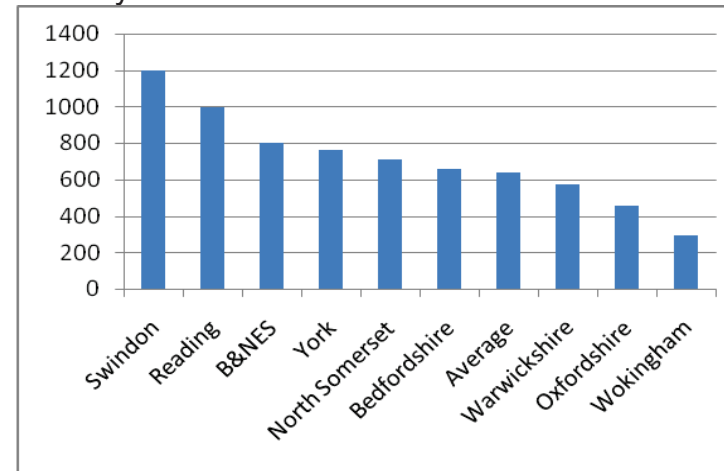
The chart below, of family comparisons, shows that Bath and North East Somerset's rate is still above the average

b) Most similar Local Authority 'family' comparisons of rate of first time entrants (Source: Youth Justice Board)

January – December 2010



January – December 2011

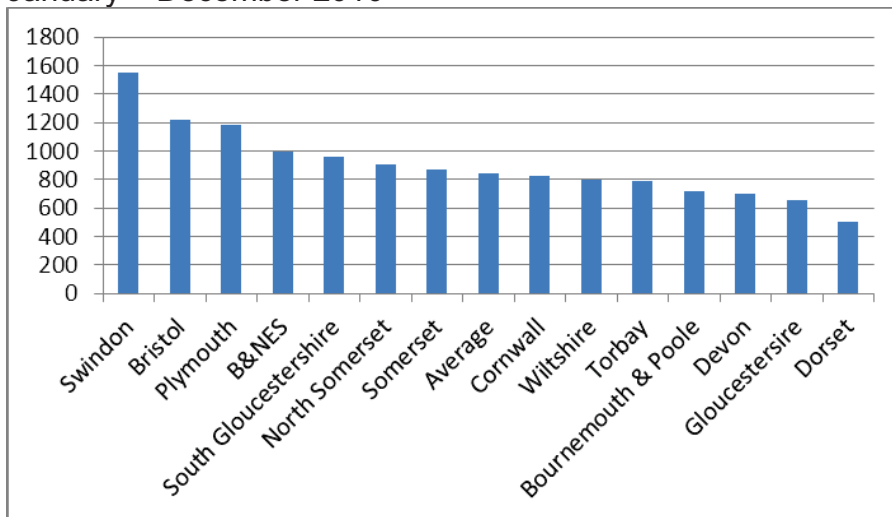


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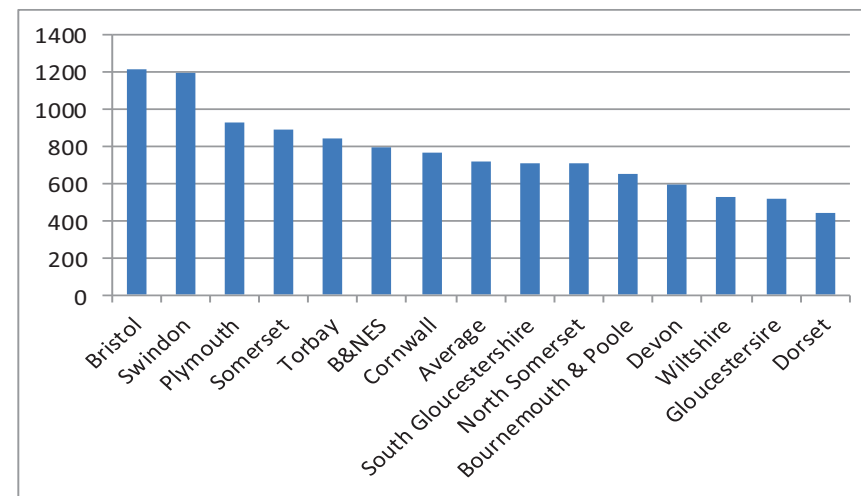
The third set of charts, below, show that the local rate remains above the regional average

c) Regional comparisons of the rate of first time entrants (Source: Youth Justice Board)

January – December 2010



January – December 2011



Success is attributable to the work of a range of partner agencies. The use of the Police's diversionary Restorative Disposal scheme addresses minor matters, some of which may otherwise have resulted in a young person being formally Reprimanded or Finally Warned. The practice of targeted early prevention is well established locally and is recognised as a worthwhile investment in young people's lives. Targeted work by the Youth Service and other partners, including the Children's Society's restorative community work, is likely to have positively impacted on offending rates. Specific youth crime prevention projects are able to demonstrate the specific impact they have had on young people's risk of offending. In this area, Mentoring Plus holds a commission valued at £64,000 per annum to work with approximately 32 young people (and brings in significant extra resources through fund-raising to meet the full costs of the service), and the Compass Project is funded through the Early Intervention Grant at £106,000 to work with approximately 40; the Family Intervention Project works to support up to 18 whole families per year where there is a young person at high risk of offending (or re-offending or anti-social behaviour).

This data is regularly scrutinised by the multi-agency Youth Crime Prevention Board and discussed with the Police District Commander and used to improve the effectiveness of targeting of services and inform the Youth Crime Prevention Work Plan. Effective prevention of youth crime benefits the community and contributes to a wide range of improved outcomes for children, young people and their families. A target of a further 5% reduction in the rate of first time entrants will be set for 2012-13.

2. Reduce the rate of re-offending

This national indicator helps understanding of the effectiveness of the youth justice system in supporting young people who have offended to avoid re-offending. It is a quarterly rolling measure of the rate of re-offending after twelve months of a cohort of young people who received a Police Reprimand or Final Warning or a sentence in Court or were released from custody. The data is taken from the Police National Computer and published as a frequency rate (the average number of re-offences per 100 young people) and as binary information (a count of the number of young people who re-offend, expressed as a percentage of the cohort).

A core function of the Youth Offending Service is the supervision of young people on statutory Court Orders including the Referral Order, the Youth Rehabilitation Order, and the Detention and Training Order. Each young person is assessed using the standard ASSET assessment tool, which identifies areas of concern and strength in a young person's life and informs the intervention plan which is subsequently delivered to reduce the risk of re-offending. The Service uses a "scaled approach" to determine frequency of contact with each young person to ensure that resources are targeted at those who present the highest risk. For those young people who do commit further offences, the focus of work is to help them reduce the frequency and seriousness of offending, their risk of harm and provide a service which is tailored to meet their individual needs. For young people who present a serious risk of harm, the Youth Offending Service holds risk with key partners from the wider children's workforce. These meetings present an opportunity to make realistic plans to safeguard the public and to manage this risk as effectively across the agencies as possible. The Intensive Supervision and Surveillance requirement of a Youth Rehabilitation Order can be one such measure. For those who present the most serious risk of harm, Multi Agency Public Protection Arrangement procedures are employed. For young people who meet the criteria and/or are at the point of transition to the Probation Service, the Youth Offending Service works closely with the Integrated Offender Management scheme, Impact

The table below shows that the rate of re-offending by young people in Bath and North East Somerset fell in the latest period for which data is available and that the percentage of young people re-offending fell. This is better than all comparators, where the average rates and percentages increased slightly within the same period. A target of a 5% reduction in the binary rate of re-offending will be set for 2012-13.

	Bath and North East Somerset	South West	'Family' comparator group	England
Re-Offending rates after 12 months				
Average frequency of re-offending per 100 young people in the cohort of young people dealt with in the youth justice system between July 2008– June 2009	0.96	0.89	0.85	0.89
Average frequency of re-offending per 100 young people in the cohort of young people dealt with in the youth justice system between July 2009– June 2010	0.80	0.95	0.94	0.96
Change	-0.16	+0.06	+0.09	+0.07
Binary rate: percentage of young people dealt with in the youth justice system between July 2008– June 2009 who re-offended	36.3%	31.8%	31.1%	32.6%
Binary rate: percentage of young people dealt with in the youth justice system between July 2009– June 2010 who re-offended	29.6%	34.2%	33.1%	34.1%
Percentage change	-6.7%	+2.4%	+2.0%	+1.6%

3. Reduce the rate of custodial sentences

The third national indicator relates to the use made of custody. Any Court’s decision to sentence a child or young person to custody for a serious offence is not taken lightly and is avoided wherever they can be safely supported to remain within the community. The table below shows the marked reduction in the number of custodial sentences passed on young people living in Bath and North East Somerset across the last five years. At the time of preparing this Plan, Bath and North East Somerset was notable in having no young people in custody.

Date range for the last five financial years	Number of occasions on which a young person was sentenced to custody
April 2007 – March 2008	19
April 2008 – March 2009	15
April 2009 – March 2010	20
April 2010 – March 2011	8
April 2011 – March 2012	2

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The indicator is of the rate of custodial sentences per 1,000 young people aged 10-17 in the general population. The table below shows that the local rate of custodial sentencing remains lower than all comparators and shows greater improvement between 2010-11 and 2011-12 than all comparators.

	Bath and North East Somerset	South West	YOT comparison group selected*	England
Use of custody rate per 1,000 young people in the population aged 10-17				
April 2010– March 2011	0.49	0.44	n/a	0.90
April 2011– March 2012	0.12	0.27	n/a	0.80
Change	-0.37	-0.17	n/a	-0.10

Work to reduce of the use of custody is closely aligned to reducing re-offending. In order to have confidence in a reduction in custody, the Youth Offending Service, partners and the public need to feel confident that robust, evidence based and closely monitored community sentences are being delivered. This relies on strong partnerships and a commitment to ensuring public safety. The Youth Offending Service actively works with partner agencies to look at effective ways of reducing re-offending and the use of custody, including through a quarterly Custody Review Panel. The current low level of custodial sentencing is not matched with an increase in re-offending, suggesting that young people are being supervised effectively in the community. The Service will be aiming to see a reduction in custodial sentences to just one in 2012-13.

3. The Changing Context for Youth Justice

The Youth Offending Service is affected by wider changes in government policy, such as the focus on localism, and by the current economic climate. Its work with vulnerable young people means it is also directly affected by changes in safeguarding practice and is currently involved in the consultation on the new national framework for keeping young people safe. In this section, only the key criminal justice changes are highlighted:

3.1 The Legal Aid, Sentencing and Punishment of Offenders Act 2012

This Act, which received Royal Assent in May 2012, affects young people in the following ways:

- (a) Youth sentences – implementation due November/December 2012
 - Additional flexibilities for Courts in their use of Referral Orders, linked to a commitment to more use of restorative justice
 - Greater flexibilities in the timing and sentencing options for breach of a Detention and Training Order
 - Amendments to options for requirements and breach penalties within Youth Rehabilitation Orders
 - Removal of the provision for young people to receive a custodial sentence of detention for public protection

- (b) Youth remands – implementation due November/December 2012 – April 2013
 - Creation of a single remand framework
 - Transfer of financial responsibility for remands to youth detention accommodation from the Youth Justice Board to local Authorities to encourage effective oversight (with the Youth Justice Board retaining the commissioning role)
 - Extension of Child in Care status to all young people remanded in custody

- (c) Out of Court disposals – implementation due April 2013
 - Replacement of Reprimands and Final Warnings with a new Youth Caution
 - Repealing the power to issue Penalty Notices for Disorder for under 18 year olds
 - Introducing Youth Conditional Cautions nationally

- (d) Knife crime – implementation due November/December 2012
 - Creation of a new offence related to the aggravated use of an offensive weapon or blade
- (e) Rehabilitation of offenders – implementation due November/December 2012
 - Changes to the Rehabilitation of Offenders Act 1974 so that custodial sentences of up to 4 years can become ‘spent’ and only need to be declared in specific circumstances

3.2 The Troubled Families initiative (locally known as Connecting Families)

The Prime Minister has announced his commitment to turn around the lives of 120,000 ‘troubled’ families by 2015. These families may typically have a history of worklessness and include members involved in crime or anti-social behaviour and young people not engaging in education. Many of these families are likely to be known to the Youth Offending Service. Locally, the connecting families initiative will integrate the work of a wide range of agencies to provide the support these families need to improve outcomes for all members, but particularly for the children. The Family Intervention Project has a key role to play, providing a framework of team around the family planning and intensive support for a small number of families who find it hardest to engage with services.

3.3 Election of a Police and Crime Commissioner for Avon and Somerset

The Police Reform and Social Responsibility Act 2011 replaces Police Authorities with directly elected Police and Crime Commissioners. The first elections will be held on 15 November 2012, in readiness for the first Commissioners assuming full responsibility from April 2013. They will be charged with providing strong leadership to tackle crime and community safety priorities through publication and delivery of a five-year Police and Crime Plan. They will be responsible for appointing Chief Constables and holding them to account. In turn, their work will be scrutinised by a Police and Crime Panel formed of all the Local Authorities in the Police Force area. The Act provides a framework for partnership working between the Commissioner and community safety and criminal justice partners, including Youth Offending Services. The Home Office element of the national Youth Justice Grant will become part of the Commissioner’s budget and Youth Offending Services will need to promote youth justice priorities if they are to secure continuation of this funding locally. For 2012-13, part of this funding has been transferred to Police Authorities and has been allocated to the Youth Offending Service. It contributes towards the commissioning of a young people’s substance misuse service.

3.4 Changes to national funding for Youth Offending Services

The Crime and Disorder Act 1998 gave the national Youth Justice Board authority to award funding to local Youth Offending Teams to ‘develop good practice.’ In line with the government’s localism agenda, the various national funding streams have now been merged into a single Youth Justice Grant, allowing more flexibility to meet local needs and priorities. The settlement has reduced in each of the two years since this happened, and a further reduction is anticipated in 2013-14. This reduction will include the full Home Office element of the grant going to the Police and Crime Commissioner, as outlined above. Introduction of a new formula for distribution of this grant has been postponed. Youth Offending Services have been advised that in the future, their funding will be subject to a payment by results approach, although no timescale for this has been confirmed.

4. Plan for 2012-13

4.1 Governance, Leadership and Partnership Arrangements

Bath and North East Somerset Council as the relevant Local Authority is the lead partner for youth justice and has the primary responsibility to the relevant Secretary of State for ensuring that the Youth Offending Service fulfils requirements and deliver services required under the Crime and Disorder Act 1998, and any subsequent criminal justice legislation and also that it meets the requirements of all relevant legislation applicable to young people. The statutory partners (Social Care, Police, Probation, Education and Health) have a duty to ensure that, through the provision of resources and other support, that statutory requirements are met.

Governance of the Youth Offending Service rests with the Community Safety Partnership's Responsible Authorities Group, but immediate oversight and accountability is provided by the Youth Offending Service Management Board, with representation from the key statutory partners. The Board, currently chaired by the Police District Commander, has a Partnership Agreement in place, setting out its responsibilities for the strategic direction, resourcing and operational delivery of youth justice services. A member of the Youth Offending Service Management Board represents the Youth Offending Service's interests at the Children's Trust Board and at the Health and Wellbeing Board.

This Youth Justice Plan will be monitored by the Youth Offending Service Management Board, which meets quarterly, and there will be continue to be a level of support and oversight from the Youth Justice Board. There is also quarterly exception reporting to the Responsible Authorities Group. An annual report is made to the Council's relevant Development and Scrutiny Panel. The Youth Offending Service is managed within the People and Communities Department and currently sits within the Learning and Inclusion Division.

The Youth Offending Service is very well established within the Authority and makes a substantial contribution to the work of a range of other partnerships and work streams. It regards these as opportunities to learn and share good practice and to influence other strategies to ensure they take account of the interests of young people at risk of offending and re-offending, their parents/carers and victims. Relationships with other key partner agencies within the Authority and across Avon and Somerset are set out in written protocols, including arrangements for transfer of young people to the supervision of the Probation Service when they are eighteen

All plans delivered within the local authority sit beneath the Local Strategic Partnership. The key plans relating to the work of the Youth Offending Service are listed below:

(a) Children and Young People's Plan 2011-14

The Children's Trust Board's Children and Young People's Plan sets out the vision that has been developed in consultation with children, young people, parents and carers and professionals. The plan sets out its action plan under the five Every Child Matters outcomes and

the actions relating to the Youth Offending Team are found under “Delivering a positive contribution”.

(b) Reducing Re-Offending Strategy

The Community Safety Strategy incorporates the Reducing Offending Strategy which outlines the wider plan to reduce offending and cut crime in Bath and North East Somerset. The Youth Offending Service leads on the Children and Young People’s pathway within this Strategy. It is also a partner with the multi-agency integrated offender management team known locally as Impact which manages a locally defined cohort of offenders involved in prolific, acquisitive crime and causing the most concern.

(c) Community Safety Strategy

The local Community Safety Partnership’s priorities have been re-affirmed, as follows:

- Enhance the quality of life in our communities and increase public confidence by reducing anti-social behaviour
- Create a safe, strong and vibrant city economy
- Increase protection of the most vulnerable victims of crime
- Reduce crimes of local concern by working together with our communities
- Minimize the harm that substance misuse causes to society, communities, families and individuals
- Safeguard young people and prevent them becoming victims or perpetrators of crime. This latter priority includes all the actions within this Youth Justice Plan

(d) Local Safeguarding Children Board Annual Report 2010 - 2011 and Work Programme 2012 – 2013

The Youth Offending Service has a statutory duty under Section 11 of the Children’s Act to safeguard and promote the welfare of children. The Youth Offending Service contributes to the Local Safeguarding Children Board and related sub-groups (Training Management Committee and Children in Care Quality sub-group). There is an in-year task for the Youth Offending Service to participate in a review of the Keepsafe Service for young people with sexually harmful behaviours. The Youth Offending Service is also involved in promoting the safeguarding needs of older young people, including through ensuring improved early identification of vulnerable 11-18 year olds and well-targeted services to reduce the need for statutory services.

(e) Youth Crime Prevention Strategy

The Youth Crime Prevention Board oversees the partnership working to reduce first time entrants to the youth justice system and reports to the Youth Offending Service Management Board. The local Youth Crime Prevention Strategy contains a comprehensive action plan for the partnership and highlights it’s priorities for youth crime prevention work as well as outlining challenges for the future.

4.2 Work Plan 2012-2013

What will be done	Lead	Timescale
1. Priority Area: Service Development		
1. Renew the statutory partnership's vision for the delivery of youth justice services	Management Board	September 2012
2. Refresh the Management Board Partnership Agreement	Management Board	September 2012
3. Ensure Service readiness for the new Inspection regime, in accordance with advice issued	Service Manager	September 2012
4. Introduce an annual cycle for auditing assessments, plans and interventions	Service Manager	September 2012
5. Participate in Youth Justice Board pilot of new standard operating systems for safeguarding and public protection issues in the community	Service Manager	December 2012
6. Introduce a system for staff participation in the continuing development of the statutory service	Service Manager	December 2012
7. Review the administrative function within the Youth Offending Service	Service Manager	December 2012
8. Ensure the Service has a robust framework for measuring and reporting outcomes	Service Manager	December 2013
9. Agree the model for future delivery of youth justice services in the light of emerging new organisational structures within the Council and anticipated pressure on budgets	Management Board	March 2013
10. Identify and engage with emerging new players (including the Police and Crime Commissioner, the Health and Well-Being Board, the Clinical Governance Group and schools as Academies) and respective strategic planning	Management Board	March 2013
11. Introduce annual assurance reporting to Management Board	Service Manager	March 2013
12. Progress plans to procure an updated or new case management and reporting database, in readiness for implementation from April 2014	Service Manager	March 2013

What will be done	Lead	Timescale
13. Review the Service's participation in the Council commitment to reduction of carbon emissions	Service Manager	March 2013
14. Hold a Service-wide event to promote the continuing development of a restorative service	Service Manager	March 2013
15. Ensure the Service is ready to work in accordance with the new Working Together guidance for safeguarding young people	Service Manager	March 2013
16. Achieve the Bronze level Charter Mark for young people's participation in the statutory work of the Youth Offending Service	Team Manager (Intervention)	March 2013
17. Achieve the Gold level Charter Mark for young people's participation in the preventative work of the Youth Offending Service	Team Manager (Prevention)	March 2013
18. Deliver the Service's Workforce Training and Professional Development Plan	Service Manager	March 2013
2. Priority Area: Reduction in the rate of first time entrants (national impact indicator)		
1. Engage with the consultation on the People and Communities Department structure to ensure the best arrangements for continued delivery of youth crime prevention services	Service Manager	December 2012
2. Evaluate the recent impact of the Compass Project (young people receiving a service in 2011-12) to support the case for continued funding	Team Manager (Prevention)	December 2012
3. Ensure delivery of the Youth Crime Prevention Board's Work Plan	Service Manager	March 2013
4. Work with Police and other partners to establish processes and interventions for the new pre-Court disposals system (Legal Aid, Sentencing and Punishment of Offenders Act 2012)	Team Manager (Prevention)	March 2013
5. Support implementation of the proposals made in the local, interim evaluation of the Family intervention Project	Service Manager / Team Manager (Prevention)	March 2013
6. Work with key partners, including Curo Housing, to develop the Family Intervention Project as part of the Connecting Families initiative	Team Manager (Prevention)	March 2013

What will be done	Lead	Timescale
7. Re-commission a youth crime prevention project for 2013-16	Service Manager	March 2013
8. Participate in the development of Behaviour and Attendance Partnership Panels and other initiatives to promote early intervention with vulnerable young people	Service Manager	March 2013
3. Priority Area: Reduction in the rate of re-offending (national impact indicator)		
1. Ensure there is a clear mechanism for collecting and collating feedback from victims and demonstrate how this is used to inform service improvements	Team Manager (Interventions)	September 2012
2. Ensure the Service has access to programme materials to address the identified needs of girls and young women who have offended and that they are delivered in an accessible way	Team Manager (Interventions)	March 2013
3. Host a Speech and Language Therapy placement and agree sustainable output and outcomes for the Service	Team Manager (Interventions)	March 2013
4. Evaluate the outcomes achieved through use of the new Positive Choices programme	Team Manager (Interventions)	March 2013
5. Ensure that every young person on a Court Order has restorative justice included in their individual intervention plan	Team Manager (Interventions)	March 2013
6. Develop practice to ensure that all young people are fully prepared and supported for their participation in decision-making meetings and reviews	Team Manager (Assessment and Planning)	March 2013
7. Ensure the Assessment and Planning Team's readiness to work to new sentencing provisions ((Legal Aid, Sentencing and Punishment of Offenders Act, 2012)	Team Manager (Assessment and Planning)	March 2013
4. Priority Area: Reduction in the rate of custody (national transparency indicator)		
1. Introduce a process to promote consistent enforcement of Court Orders	Team Manager (Assessment and Planning)	December 2012
2. Review the remit of Custody Review Panel in light of new single remand framework (Legal Aid, Sentencing and Punishment of Offenders Act, 2012)	Service Manager	December 2013

What will be done	Lead	Timescale
3. Ensure the Assessment and Planning Team's readiness to support implementation of the new single remand framework (Legal Aid, Sentencing and Punishment of Offenders Act, 2012)	Team Manager (Assessment and Planning)	March 2013
4. Ensure Local Authority readiness to work within the new funding arrangements for the single remand framework (Legal Aid, Sentencing and Punishment of Offenders Act, 2012)	Service Manager (Care and Young People's Service)	March 2013
5. Ensure Local Authority readiness to extend Children in Care status to all young people securely remanded and Leaving Care status to all those who are securely remanded for more than 13 weeks (Legal Aid, Sentencing and Punishment of Offenders Act, 2012)	Service Manager (Care and Young People's Service)	March 2013
6. Ensure that all young people released from custody benefit from an 'enhanced offer' of support, including in accommodation, employment, health and parenting issues (link with South West Resettlement Consortium)	Team Manager (Interventions)	March 2013

4.3 Workforce Development

The Work Plan is underpinned by a commitment to address the training and professional development needs of all three operational teams, of volunteers, and of administrative, sessional and management staff. Decisions about resources, including use of time, will be informed by:

1. The recent audit of restorative justice training
2. The annual audit of child protection, equalities and integrated working training needs
3. Individual training needs identified through staff Supervision and Performance Review and Development
4. The three youth justice performance indicators (reducing the rates of custody, re-offending and first time entrants)
5. The wider Workforce Development Plan prepared for the children's workforce
6. Development needs arising from consolidation of recent local changes e.g. the organisational structure introduced in June 2011, and

forthcoming initiatives within the criminal justice system, as outlined in section 3 above.

Workforce development will be undertaken in accordance with the principles set out in the team's Training Policy and individual needs for employees will be identified and reviewed through Performance Development Review and monthly Supervision. The commitment to five days' training per member of staff remains. This is to include the following:

1. Staff will be registered on the Youth Justice Interactive Learning Site and will be supported to undertake individual modules, in agreement with their manager
2. Managers are increasingly identifying professional development time within the regular pattern of meetings for their teams and this is encouraged
3. All new staff appointed will undertake the children's workforce Core Induction training and follow an individually designed induction programme, also including the Council's one day induction course
4. Commitment to the continuing professional development requirements of social worker registration
5. Essential training required by the parent agency for any seconded staff

The in-year training priorities will be:

1. Update child protection training for all staff whose last training was three or more years ago (identified through annual audit)
2. Update equalities training for all staff whose last training was three or more years ago (identified through annual audit). This will include Lesbian, Gay, Bi-sexual and Transgender awareness training for all staff
3. Restorative justice training for everyone identified through the annual audit
4. Assessment training for case managers
5. Outcomes measurement training for intervention staff and prevention staff
6. Whole family assessment training (HOME) for staff involved in the Family Intervention Project and others actively involved in connecting families work
7. Post-qualifying awards (level 1 or 2) for staff appointed into social worker role
8. Training a new cohort of Referral Order Panel Members

4.4 Budget Summary 2012-13

The Service Manager has delegated responsibility for management of the budget and reports quarterly to the Management Board. In 2012-13, she will also be reporting to the Avon and Somerset Police Authority on outcomes achieved through use of the funding they have received from the Home Office and allocated to the Youth Offending Service, as it was previously part of the Youth Justice Grant. This funding contributes towards commissioning a substance misuse service and the management costs of prevention work. The intended payment by results approach to awarding the Youth Justice Grant has been postponed.

The overall budget has reduced by 1% compared with 2011-12. Seconded Police hours and therefore the Police contribution has reduced by £17,541, and the budgeted Health contribution by £8,713 (although the planned Speech and Language Therapy pilot has not been costed). The Local Authority contribution to preventative work (Early Intervention Grant) has increased by £11,466

Source	Staffing costs	Non-staffing costs	Payment in kind	Pooled budget	Total
Police	65,734	0	On-site access to Police National Computer	26,000	91,734
Probation	43,378	0	Unpaid work requirements	0	43,378
Health	20,505	0	CAMHS consultation and Speech and Language Therapy pilot	14,885	35,390
Local Authority (Children's Services)	259,917	29,126	IT, financial, human resources and other corporate services, plus accommodation	17,785	306,828
Avon and Somerset Police Authority	3,107	12,519	-	0	15,626
Youth Justice Board Grant	214,800	70,405	-	0	285,205
Department for Education (locally awarded element of Early Intervention Grant)	163,602	50,306	-	0	213,908
Total	771,043	162,356	Not costed	58,670	992,069

4.5 Partner Agency Commitment

Partner Organisation	Name of Chief Officer	Signature	Date
Local Authority	Jo Farrar Chief Executive		
People and Communities Department	Ashley Ayre Strategic Director, People and Communities Department		
Health Service	Ed McAllister-Smith Interim Chief Executive Officer NHS BANES and NHS Wiltshire		
Police Service	Geoffrey Spicer Bath and North East Somerset District Commander		
Probation Service	Peter Brandt Assistant Chief Officer		

5. Appendices

Appendix (a): Summary of the main areas of work undertaken by the local Youth Offending Service

1. Compass - voluntary support to young people aged 8-17 who are assessed as being at high risk of offending
2. The Family Intervention Project - intensive voluntary support to whole families where at least one young person is involved in anti-social behaviour and/or at high risk of offending or re-offending – this work is in partnership with and part-funded by Curo Housing
3. Strengthening Families, Strengthening Communities parenting programme – co-ordinated for parents/carers across the Authority, not just those with young people at risk of offending, and including a significant time commitment from a range of partner agencies
4. Appropriate Adult services to safeguard a young person's interests when they are being questioned by the Police
5. Support to young people who are bailed by the Courts, which can attach conditions to maintain contact with the Youth Offending Service and help with arrangements for young people remanded to the care of the local authority.
6. Work with young people who are subject to Final Warnings issued by the Police.
7. Preparation of reports to help with key decision-making about young people who have offended (supporting contract requirements for referral order panels, proposing sentencing options to the Courts and providing assessment information to the Parole Board).
8. Supervision of young people on community Court Orders – meeting regularly to help them to face up to the consequences of offending and address the factors that make it likely that they will re-offend. These include Referral Orders, Reparation Orders and Youth Rehabilitation Orders. Those most likely to re-offend may have Intensive Supervision and Surveillance requirements
9. Restorative justice services designed to provide victims with the information they want and to engage them and young people in meetings or activities to repair the harm caused by offending. Young people can also make reparation through community projects.
10. Support for young people sentenced to custody and supervision of them when they return to the community. The most common youth custodial sentence is the Detention and Training Order, lasting up to two years. Longer sentences apply for more serious offences
11. Individual work with parents/carers, access to parenting programmes and supervision of Parenting Orders

Appendix (b): Values and Behaviours Framework

The Children and Young People's Plan 2011-2014 set out the following vision for children and young people: We want all children and young people to enjoy childhood and to be well prepared for adult life.

To deliver this vision, a set of values was identified for the entire children and young people's workforce. Everyone who works with and on behalf of children and young people, and their parents and carers, are to collectively and individually:

- Expect the best of our children and young people across Bath and North East Somerset
- Shows respect for all
- Uses help/services that are evidenced based
- Ensures transparency in decision making
- Has energy and purpose
- Does not "assume" without thinking
- Is positively disposed to deliver the best outcomes for each individual child
- Recognises that young people's participation in cultural, sports, play and leisure opportunities is valuable and is to be encouraged.

To support these values, there is an agreed set of behaviours that everyone is expected to embrace:

- Young people are central to any discussions of their needs
- Young people are involved in any meetings/discussions about their individual needs and plans
- All staff front –line staff /Head Teachers /managers/volunteers across the workforce will take responsibility for looking at the young people's needs and assessments holistically- look at the big picture : will join up their work with that of other colleagues and or the family and develop one plan of support/intervention
- The young person will know who is the lead person for their plan and how to contact them
- Staff will be accountable to the young person in delivering the plan
- Line managers will make it happen

Young people across Bath and North East Somerset have identified the following as important behaviours and therefore we will provide workers who are:

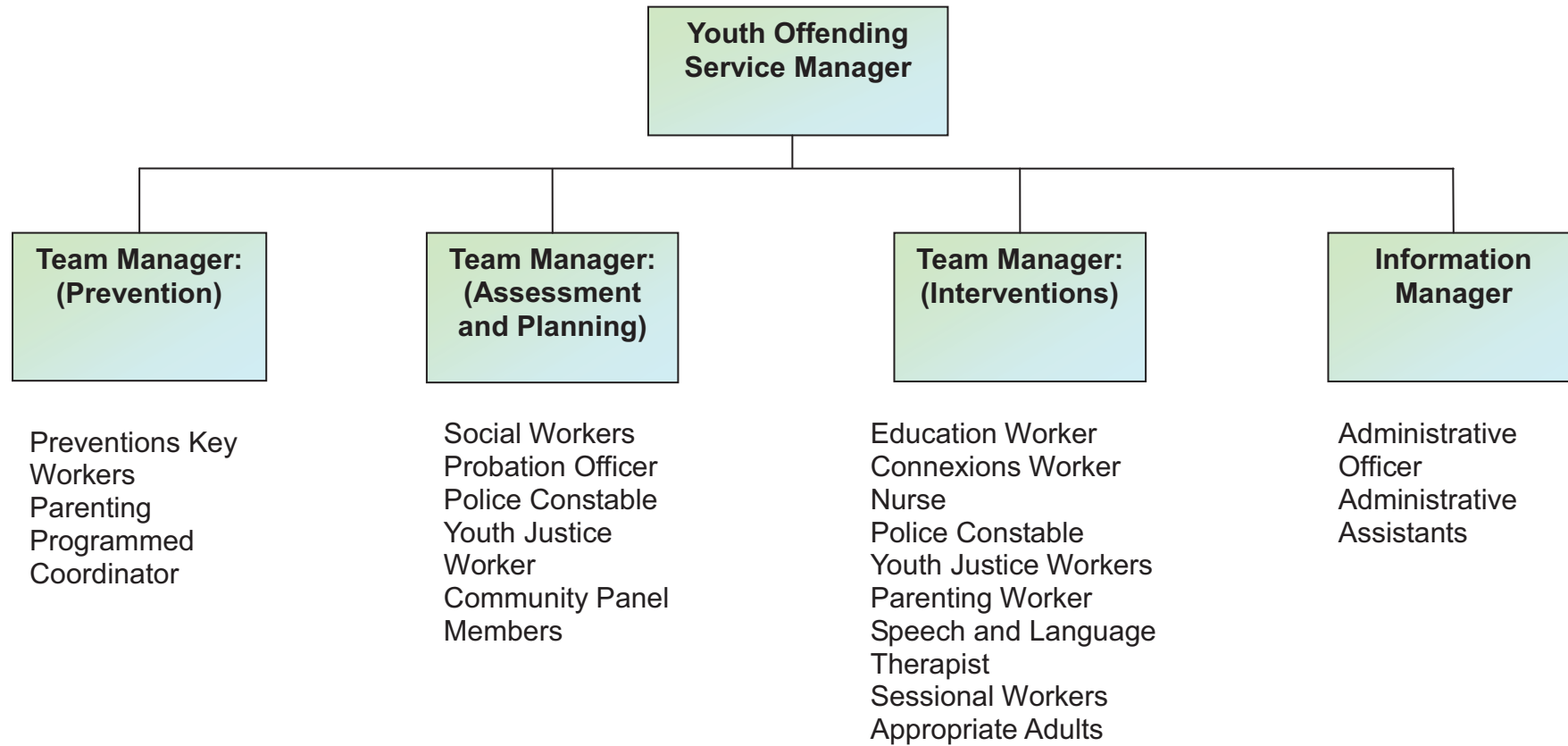
- Honest
- Responsible

- Arrive on time
- Non-judgemental
- Show a caring attitude towards the young people
- Start at the point the young person wants them to
- Empower young people to take control of their lives
- Involve young people in all decisions/ panels/ meetings
- Do what they say they will do
- Communicate clearly and keeps young people up to date
- Committed to the principles of equity and diversity
- Safeguard the welfare of young people

Parents and carers want the same from the workforce, together with an active consideration with the young person of the right level of support from the parent/carer in planning for the young person.

Taken together, these values and behaviours support the development of a person centred approach to supporting young people's critical involvement in decisions about the design, delivery and effectiveness of services, and they are all adopted by the Youth Offending Service.

Appendix (c): Organisational Chart



Appendix (d): Youth Offending Service staff as on 1 April 2012

This table shows post-holders, not all of whom work full-time.

The work of the Youth Offending Service would not be possible without its volunteers, who make up nearly a third of the staffing complement. We thank them again for their time, commitment and hard work as Appropriate Adults and Community Panel Members.

Staff in the Youth Offending Team by gender and ethnicity based on census 2001 categories																
	Strategic Manager		Operational Manager		Practitioner		Administrator		Sessional		Student		Volunteer		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
White British		1	1	2	3	20		6	3	3			11	4	18	36
White Irish															0	0
White Other															0	0
Black Caribbean															0	0
White and Black African															0	0
British Black Caribbean													1		1	0
White and Asian															0	0
Pakistani					1										1	0
Anglo Indian					1										1	0
Total	0	1	1	2	5	20	0	6	3	3	0	0	12	4	21	36

Appendix (e): Glossary of Terms

Appropriate Adults	Volunteers (and in more serious or complex matters, paid staff) who safeguard a young person's interests under the Police and Criminal Evidence Act 1984 when they are being questioned by the Police and a parent/carer is unable to attend.
ASSET	A structured assessment tool used to consider how a range of factors, such as engagement with education or mental health issues, may have contributed - and continue to contribute - to a young person's risk of offending
Common Assessment Framework	A shared assessment tool for use across all children's services and local areas in England. It is used to support early identification of need and assist the co-ordination of services to address that need
Children and Young People's Plan	The Children and Young People's Plan is the single plan that outlines what all agencies, schools, Local Authority and voluntary groups are going to do to help improve outcomes for Children and Young People across Bath & North East Somerset.
Children's Trust Board	Children's Trust Boards are the co-operation arrangements and partnerships between local organisations with a role in improving outcomes for children and young people. It is a partnership that has overall responsibility for planning and delivery of services for children and young people. The Trust in Bath and North East Somerset is responsible for publishing this Children and Young People's Plan and for making sure that services deliver the commitments outlined in that Plan.
Community Panel Members	Volunteer representatives of the local community, selected and trained to chair panels which meet with young people and their victims to agree how young people can make amends and address their offending behaviour
Compass	The Compass Project, managed within the Youth Offending Service, provides intensive support to children and young people aged 8-17, who have been assessed as being at high risk of offending.
Connecting Families	A local initiative in response to the national Troubled Families agenda, to engage with and help improve outcomes for a small number of families who are involved in crime and/or anti-social behaviour, have children not engaged in education and have a history of adult worklessness. Typically, a large number of agencies may be working with these families and this initiative seeks to integrate the planning and support available in order that families can make better use of it

Connexions	A universal service to provide a wide range of support for 13-19 year olds, particularly regarding education, training and employment. It gives priority to those considered most vulnerable
Criminal Justice Board	A partnership of all the statutory criminal justice services, locally serving the Avon and Somerset area
Family Intervention Project	The aim of this Project is to reduce offending behaviour of children and young people in the family through the provision of co-ordinated multi-agency work with every member of the family, based on whole family assessment and long term intervention of a dedicated key worker (12-18 months). The project accepts referrals where it is clear a significant change within family behaviour is needed to prevent youth offending or re-offending and/or anti-social behaviour
Final Warnings	Final Warnings were introduced by the Crime and Disorder Act 1998, to eligible 10-17 year olds who admit an offence to the Police. All young people who receive these Warnings are referred to the Youth Offending Service for help to tackle offending behaviour at an early stage. They will be replaced with Youth Cautions in April 2013.
Integrated Offender Management	Known locally as Impact, this is a partnership between Police, Probation and other agencies, to tackle prolific, acquisitive crime and due to be extended to tackle violent and sexual offending
Intensive Supervision and Surveillance	Intensive Supervision and Surveillance is a rigorous community sentence for eligible young people who have been convicted of an offence or a pattern of offences so serious that they would otherwise receive a custodial sentence. The Programme is also available as a condition of a Bail Supervision and Support programme or as a condition of the community element of a Detention and Training Order
Local Safeguarding Children's Board	The Local Safeguarding Children Board (LSCB) brings together local agencies working with children and families. LSCB is responsible for policy, procedures and services to support children and families in need to prevent significant harm.
Ministry of Justice	The Ministry of Justice is a ministerial department of the UK Government headed by the Secretary of State who is responsible for improvements to the justice system so that it better serves the public.
Multi-Agency Public Protection Arrangements	The Youth Offending Service has a legally duty to co-operate with arrangements, led by Police, Probation and Prisons, to safeguard the public from the threat posed by sexual and violent offenders, whilst also attending to the needs of the victim.

ONSET	A structured assessment tool to measure a young person's risk of offending, used with young people who have never been arrested and had a statutory response to their behaviour (Reprimand, Final Warning or conviction)
Participation	A term used to describe the process of actively involving children and young people in the planning, delivery and evaluation of services that benefit them individually and also, that benefit the wider community. The use of this term is extended to actively involving staff in planning and evaluation of the services they deliver.
Parenting Orders	Parents whose children offend or persistently truant from school can be made the subject of Court Orders, requiring them to attend parenting support, and sometimes, to exercise specific control over their child's behaviour.
Pre-Sentence Report	A formal, written report, prepared to assist the Court at sentencing stage, by providing an offence analysis, in the light of risk of continued offending and risk to the public, and outlining suitable sentencing options.
Protective Factors	Aspects of young people's lives that mitigate against offending, such as consistent parenting, engagement in education or involvement in constructive leisure
Referral Order	Available since April 2002, these are mandatory sentences for all young people appearing in Court for a first offence and pleading guilty. They refer a young person to a Community Panel, led by trained members of the public and attended by their parents and the victim(s) of their offence(s). The Panel agrees a contract for how the young person is to make amends for their behaviour.
Reparation	Making amends to someone harmed. This can be doing something of direct benefit to the victim of an offence or could be undertaking work that benefits the wider community, ideally suggested by the victim.
Reprimand	Introduced under the Crime and Disorder Act 1998, these are issued by Police when a young person aged 10-17 admits an offence that isn't serious enough to merit a Final Warning. They will be replaced with Youth Cautions in April 2013.
Resettlement Consortium	A south west partnership between Youth Offending Services, the secure estate, voluntary sector partners and Probation to provide an enhanced offer of support to young people being released from custody, to assist their resettlement.
Restorative Justice	Restorative Justice describes a range of approaches to resolving a situation where harm, often an offence, has been caused. It focuses on victim satisfaction, offering a range of services by which the victim can gain an understanding of the offence, have a chance to be fully heard, and agree to and even participate in any suitable reparation. Where the victim does not wish to be involved in any way, then the Youth Offending Service will work with a young person to raise awareness of the likely impact of their offending on others and will plan for them to take on some indirect reparation.

Responsible Authorities Group	This Group oversees the delivery of the creating and maintaining safer communities. It is comprised of senior managers from the statutory agencies, an elected Council Member and other partners who together pool their combined knowledge to identify the key issues within the community and understand clearly how best to tackle them. This Partnership accepts that fighting crime is not just the job of the Police, but the responsibility of all organisations whether public, private or voluntary, and works towards the creation of safer and stronger communities.
Scaled Approach	A system whereby the level of intervention for a young person during the course of their Court order is determined by their assessed likelihood of re-offending
Sustainable Community Strategy	The Sustainable Community Strategy sets out what type of place Bath & North East Somerset should become. It deals with a range of challenges and changes that impact on our daily lives. The strategy sets out how the challenges are going to be addressed. It is aspirational and high level, but these aspirations will be worked towards to make them a reality. The strategy is the outcome of listening to what is important for the community and responding with a vision for the area.
Team around the Child	A multi-agency planning meeting with the child and parent/carer present. The young person can help decide the agenda and should be enabled to fully participate in the meetings and the planning.
Victim Liaison Officer	Member of the Youth Offending Service who makes contact with the victims of crimes we are notified about. They discuss the impact of the crime with the victim and enable them to consider a restorative approach.
Youth Rehabilitation Order	The Youth Rehabilitation Order is a generic community sentence for young offenders and can combine a number of requirements into one generic sentence. It is the standard community sentence used for the majority of children and young people who offend. It simplifies sentencing for young people, while improving the flexibility of interventions.
Young Offender Information System	This is a standard database used by the Youth Offending Service for case management, monitoring and reporting.
Youth Offending Team or Service	These multi-agency teams were established under the Crime and Disorder Act 1998, with a principal aim of preventing youth offending. They include representatives from Police, Probation, Health and the Local Authority, and their work is overseen by local Management Boards made up of key stakeholders. Locally, the term Youth Offending Service is used, because the remit includes preventative work as well as statutory supervision of young people
Youth Justice Board	The Youth Justice Board for England and Wales is now linked to the Ministry of Justice and is responsible for overseeing the youth justice system, including performance monitoring, providing advice and disseminating good practice.

Bath & North East Somerset Council	
MEETING:	Council
MEETING DATE:	13 th September 2012
TITLE:	West of England LEP : Revolving Infrastructure Fund
WARD:	
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Appendix A : Strategic Flood Mitigation for Key Development Sites in Bath City Riverside Enterprise Area	

1 THE ISSUE

- 1.1 The West of England Local Enterprise Partnership (LEP) has been awarded a total of £56.7m from the Government's Regional Growth Fund (£39.8m) and Growing Places Fund (£16.9m). The LEP is utilising the funds to create a single Revolving Infrastructure Fund (RIF) to bring forward and promote, economic and employment growth in the sub-region
- 1.2 The intention is to utilise the Fund to facilitate a total investment of £130 - £150m across the West of England over the period to 2030. Earlier this year the LEP invited Expressions of Interest for the RIF and is now seeking to allocate funds to specific projects. As a revolving fund the expectation is that RIF allocations will be in the form of a repayable grant.
- 1.3 All the infrastructure funded through the RIF will be jointly procured between the Council and the private sector. There is a theoretical risk that the repayable grant may not be repaid by the project, either through Sec 106, Development Agreements or CIL, as a result of financial failure or other potential defaults. The Council therefore should be aware there is a risk to the Authority in acceptance of a RIF repayable grant.
- 1.4 RIF monies, when drawn down, will be acting as a source of cash flow against a capital scheme which will require appropriate approval from Council for inclusion in the Capital Programme.

2 RECOMMENDATION

2.1 Council is asked to agree that :

2.1.1 The aims and objectives of the West of England Revolving Infrastructure Fund as set out in the report are endorsed and that the Authority develop and submit bids to the Fund

2.2 Council is asked to note :

2.2.1 The agreed role of the RIF fund as a source of temporary cash flow funding to support development primarily within the agreed Bath City Riverside Enterprise Area and as a catalyst for growth

2.2.2 The requirement for the means for repaying this funding to be agreed in advance including the underwriting of the repayment by the relevant host West of England Unitary Authority

2.2.3 The need for each B&NES scheme to be approved through Council in accordance with normal practice for any new scheme appearing in the capital programme

2.2.4 That the relevant Strategic Director, in consultation with the Section 151 officer, the Leader of the Council and relevant Cabinet Members has the authority to submit bids for RIF funding but that final sign off for use of the funds will be subject to the approval process for capital schemes as set out above

2.3 The Director for Place in consultation with the Section 151 officer and the Leader of the Council is authorised to specifically enter into a contract with the LEP for RIF funds to support the delivery of phase 1 of a Strategic Flood Mitigation scheme to enable the development of key river corridor sites in the Bath City Riverside E.A.

2.4 That the scheme set out in 2.3 is included in the Capital Programme for Provisional Approval subject to the Council's capital governance approval process and subsequent consideration for Full Approval by the Cabinet.

3. FINANCIAL IMPLICATIONS

3.1 Before any RIF funding can be drawn down from the Accountable Body each approved scheme must have a Scheme Investment Schedule prepared by the Sponsoring Authority and agreed with the LEP. This must include a Draw Down timetable showing when funding from the RIF will be required (by Quarter) and a repayment timetable showing the period over which the funding will be repaid back to the RIF.

3.2 Failure to meet the repayment time table could result in the Authority being asked to fund the repayment from other sources, exclusion from the RIF programme and further programmed funding being withdrawn. Also if the RIF Strategic Investment Programme becomes seriously compromised then the Government Department of Business Innovation and Skills may require repayment of some or all of the funding drawn down from the RIF funding account. It is therefore important that the repayment methods and level of risk are carefully assessed for each bid.

3.3 It is important that the Council takes a proactive role in facilitating residential and commercial development as income from Business Rate Retention, New Homes Bonus and Community Infrastructure Levy will become an increasingly important element of the Council's finances in the future. The RIF funds are interest free and can be used to cash flow the associated capital projects to avoid the Council incurring revenue costs.

3.4 The tables below provides an overview of scheme costs and benefits, repayment methods and potential draw down and repayment schedule for the Flood Mitigation project. More detail on the project is set out in Appendix 1.

Scheme costs, benefits and repayment methods

BIDS	TOTAL	BENEFITS	RISK/REPAYMENT
Strategic Flood Mitigation (Phase 1)	£3m	Provides mitigation for 5 key Enterprise Area sites and enables £325m of development – in particular Bath Quays South and Bath Quays North – Council owned sites able to deliver 55,000sqm of development & up to 2,000 jobs	Level 1: S106 on development sites OR Level 2: CIL / NHB / Business Rate uplift OR Level 3: Repayment by Council

Proposed profile of RIF drawdown and payback

Key: Payback shown in brackets

Site	Bids (£M)	12/13 (£M)	13/14 (£M)	14/15 (£M)	15/16 (£M)	16/21 (£M)	21/26 (£M)
Strategic Flood Mitigation Phase 1	3.0		2.05	0.95		(3)	

4. CORPORATE OBJECTIVES

- *Building communities where people feel safe and secure*
 - *RIF funding will assist in creating new residential and commercially led mixed use quarters in and on the edge of the city centre, utilising vacant*

and under-used brownfield sites, improving pedestrian access into and out of the city centre and to the river

- *Sustainable growth*
 - *Bringing forward the Bath City Riverside E.A. is key to addressing the objectives in the Economic Strategy for B&NES and the policy objectives set out in the Core Strategy*
- *Improving the availability of Affordable Housing*
 - *Enabling the development of 3000+ residential units will facilitate the delivery of 750 – 1000 affordable homes*
- *Improving transport and the public realm*
 - *The developments which the bid is seeking to enable will bring back into use vacant and underused brownfield land and improve public links and access*
 - *Improving access across the city*

5. THE REPORT

BACKGROUND

- 5.1 The ability to bring forward economic regeneration projects in order to provide the required housing, leisure and educational facilities has been severely curtailed by the recent economic environment. The need for infrastructure investment and the restrictions on the availability of capital financing in the private sector has caused a market failure situation in most sectors of the development and regeneration industry and has impacted upon the ability to deliver housing and commercial space especially on challenging urban sites.
- 5.2 One of the Government's responses to this situation has been to provide cash flow funding via the Regional Growth Fund and the Growing Places funds which have been consolidated in a Regional Infrastructure Fund within the West of England LEP.
- 5.3 The Regional Growth Fund, (RGF) is a Government initiative launched in 2011 as a Challenge Fund to stimulate economic growth and employment. The RGF is now a £2.4 billion fund operating across England from 2011 to 2015. It supports projects and programmes with significant potential for economic growth that can create additional, sustainable private sector employment.
- 5.4 The West of England LEP secured £39.8m in Round 2 of RGF for a Revolving Infrastructure Fund programme. Also in 2011 the Government allocated £500m to a Growing Places Fund to enable the development of local funds to address infrastructure constraints, promoting economic growth and the delivery of jobs and houses. The LEP was again successful in securing a further £16.9m under this fund.
- 5.5 At its meeting in March this year the LEP Board agreed that these funds should be utilised to create a single Revolving Infrastructure Fund with a common governance arrangement and approved a provisional Strategic Investment Plan Programme.

- 5.6 The initial focus of the RIF Strategic Investment Plan is the Bristol Enterprise Zone and the four Enterprise Areas which have been agreed across the West of England including the Bath City Riverside Enterprise Area (EA).
- 5.7 The Council's Regeneration and Development agenda as set out in previous Cabinet & Council reports and the Economic Strategy 2010 responds to the need to deliver jobs and houses in accordance with the draft Core Strategy. Enabling the EA, which could provide over 3,000 new homes and in excess of 6,000 gross new jobs, is key to this.
- 5.8 The LEP are required to secure formal draw down of the initial round of RIF funding by 2016 and have indicated that submitted proposals should :
- Be included in the Authorities published Infrastructure Delivery Plan
 - Enable significant development potential
 - Have a clear delivery strategy and programme
 - Have a robust repayment mechanism
- 5.9 The work which has been undertaken on the EA has identified a number of specific infrastructure projects that will need to be brought forward to enable the delivery of key sites. In particular there is a need for strategic flood mitigation along the river corridor in the EA.

(i) Strategic Flood Mitigation

- 5.10 All the key river corridor sites within the EA fall, to varying degrees, within Flood Zone 3 where the Environment Agency will require flood mitigation measures to be put in place before development can be undertaken. Failure to address this requirement will result in development of the majority of sites in the Enterprise Area, including key Council owned sites, being seriously restricted or prevented (see Section 6 Risk Management).
- 5.11 The Council, in consultation with the Environment Agency, is preparing detailed proposals for an upstream flood storage facility on Council owned land adjoining the river east of the city.
- 5.12 The RIF bid (see Appendix A) seeks £3m funding to support the cost of implementing phase 1 of the flood storage facility to release key sites within the central area of Bath including Council owned sites at Manvers Street, Bath Quays North (Avon Street Car & Coach Park) and Bath Quays South (Newark Works)
- 5.13 Each development site has been assessed for the flood storage volumes. These have been agreed with the Environment Agency. It is anticipated that each site will contribute to the overall cost of the flood storage facility for every m3 of storage required to enable development. These funds will be repaid as Sec106 contribution as sites are brought forward for development. Additional contributions will be generated through Development Agreements on Council owned land and CIL.

6. RISK MANAGEMENT

6.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance. There are a range of risks emerging including:-

(i) Failure to participate in the RIF

- The RIF provides the opportunity to draw down significant finance to front fund essential infrastructure for the EA. Failure to secure RIF funding will potentially place greater liabilities on the Council, result in delays to development coming forward affecting future income streams

(ii) Strategic Flood Mitigation

- Unless flood mitigation is put in place the development of river corridor sites in the Enterprise Area, including the Council owned sites at BQS & BQN, will be compromised which will impact on the objectives in the Council's Economic Strategy, Core Strategy and Regeneration Delivery Plans and the Council's Capital Strategy

7. EQUALITIES

7.1 A separate EqIA has not been completed as the RIF scheme and the Flood Mitigation bid are seeking to address objectives contained in the Council's Economic Strategy, Core Strategy and Regeneration Delivery Plans each of which have been through the EqIA process.

8. CONSULTATION

8.1 The report has been prepared in consultation with : relevant Cabinet Members; Other B&NES Services; Stakeholders/Partners; Section 151 Finance Officer; Chief Executive; Monitoring Officer

8.2 The report has been the subject of formal internal consultation. The RIF bids have been developed in consultation, through meetings and discussion, with other Council Services, including Planning, Property and Resources and with the Local Enterprise Partnership

9. ISSUES TO CONSIDER IN REACHING THE DECISION

9.1 The following issues should be considered in relation to the report recommendations: Social Inclusion; Sustainability; Property; Corporate; Other Legal Considerations.

10. ADVICE SOUGHT

10.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	<p>Jeremy Smalley : Divisional Director Regeneration, Employability & Skills</p> <p>John Cox : Business Support & Development Manager</p>
Background papers	<p>Cabinet 9th November 2011 : Delivering Sustainable Economic Growth in B&NES</p> <p>Report to LEP Board 7th March 2012</p> <p>Minutes of LEP Board 7th March 2012</p> <p>RIF – Operational Overview</p> <p>BIS Offer Letter</p> <p>Joint Agreement between WofE UA's</p>
<p>Please contact the report author if you need to access this report in an alternative format</p>	

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BATH CITY RIVERSIDE ENTERPRISE AREA – COMPENSATORY UPSTREAM FLOOD STORAGE FACILITY

RIF BID : SCHEME OVERVIEW

Background

The River Avon passes through the Enterprise Area and is a major obstacle to the regeneration and redevelopment of key sites due to the flood risk that it poses. All sites are affected by flooding and to a varying degree either all or part each site falls within flood zone 3 (FZ3) where the Environment Agency will require compensatory storage to be provided before development can take place.

In discussions with the EA, a strategic solution has been agreed to provide upstream storage to mitigate the risk of flooding. The EA's preferred storage solution would be capable of delivery on Council owned land located upstream of Bath city centre. The solution will provide compensatory storage equivalent to the volume of future development within FZ3 in the Enterprise Area and will be brought online in 2 phases.

Strategic Fit

Without the initial upfront investment in upstream storage the development potential and viability of the Enterprise Area would be seriously compromised. Developers would be precluded from proceeding due to the complex and expensive nature of the pre-development on-site mitigation measures which would be needed, assuming a site specific solution were possible to achieve.

Consequently, upstream storage will facilitate and enable the regeneration of the 36ha of developable brownfield land in the Enterprise Area providing a series of strategic employment sites essential for the growth of the local economy.

The Enterprise Area is targeted to deliver up to 9,000 jobs and 3,400 new homes and will be a key component in achieving the objectives of the B&NES Core Strategy which requires an increase of 6,000 new homes and a net increase of 75,000 – 100,000 sq m of office space in the city. Delivery of the Enterprise Area is also fundamental to B&NES Economic Strategy objectives.

Deliverability

Concept studies have been completed and currently, Black & Veatch (flood engineers) are completing modelling work, which the EA will review. This will enable B&NES to move forward into the planning process with a planning application to be submitted post-consultation, early in 2013. The land is already within the ownership and control of the Council.

Outputs from Flood Mitigation Infrastructure

The flood compensation scheme is programmed to be delivered in 2 phases. Phase 1 will provide mitigation for a total of 24ha of land including key sites in Council ownership at Bath Quays North and South.

Altogether phase 1 of the Flood Mitigation scheme will provide flood compensation for sites at Manvers Street, Bath Quays North and South, BWR East, Green Park Station and Stable Yard which collectively can deliver 900+ houses, 113,000 sqm of office, creative & leisure space and 5,500 jobs.

Drawdown and Payback Mechanism

Each developable site in the Enterprise Area has been assessed for the required volume of flood mitigation required which, in turn, has been agreed with the EA. It is anticipated that each site will contribute to the overall cost of the flood storage facility for every cubic meter of storage required. These funds will be repaid through Section 106 obligations or Development Agreements as sites are brought forward.

It is proposed to draw down £3m of RIF funding in 2013/14 and 2014/15 to cover the costs of phase 1 of the Flood Mitigation scheme which it is programmed to repay starting in 2016/17 through to 2019/20.

Bath & North East Somerset Council	
MEETING:	Council
MEETING DATE:	13 Sept 2012
TITLE:	Corporate Parenting Strategy
WARD:	ALL
AN OPEN PUBLIC ITEM	
<p>List of attachments to this report:</p> <p>Draft Corporate Parenting Strategy 2012</p> <p>Bath and North East Somerset Pledge to Children and Young People in and Moving on from Care</p>	

1 THE ISSUE

1.1 Council is invited to consider, comment on and support the Council's draft Corporate Parenting Strategy before it is taken to cabinet for decision.

2 RECOMMENDATION

Council is asked to:

2.1 Consider and comment on the draft Corporate Parenting Strategy

2.2 Reaffirm the full Council's commitment to Corporate Parenting and its Pledge to Children and Young People in and Moving on from Care.

3 FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications of the Corporate Parenting Strategy. However the Council has significant resources allocated to looking after children and young people in care and care leavers. These include:

- Children in care placement budgets £4,739,000
- Adoption and special guardianship support £222,000
- Support for care leavers £363,000
- Family Placement Team (fostering and adoption services) £617,000
- Children in Care & Moving on Team (social work and support services to children in care and care leavers) £835,000.

3.2 The budgets listed above are those directly and exclusively dedicated to children in care. Children in care also receive social work services from the Children and Family Assessment and Intervention Teams, Disabled Children's Team, through services commissioned from Sirona Health and Care, Oxford Health and other services commissioned by or working in partnership with the Council.

4 CORPORATE OBJECTIVES

- *Promoting independence and positive lives for everyone*

5 THE REPORT

5.1 The Council has statutory duties under the Children Acts 1989 and 2004 and other legislation to children in need in its community, including duties to look after children who need to come into care and act as a good parent to them. The Council's duties to children in care are defined as 'corporate parenting'.

5.2 The Corporate Parenting Strategy is intended to set out in one place and separate from other strategies the Council's strategic plans for Corporate Parenting. This strategy is linked to other strategies and should be seen in the context of the Children and Young People's Plan which sets out the Council's vision and strategy for all children, particularly vulnerable children of whom children in care are one group.

5.3 An early draft of this strategy was shared with OFSTED inspectors during the course of the inspection of services for safeguarding and children in care in January 2012. The draft strategy has been informed by the outcomes of that inspection, and discussed by elected members at the Corporate Parenting Group, young people at the In Care Council, key partners through the Children in Care Quality Assurance and Strategy Group, staff across children's social care and the Children's Leadership Team.

5.4 The over-arching aim of the Strategy should be seen as delivering on the Council's pledge to children in care which was first adopted by the Council in 2008. The success of the strategy will be measured through delivery of the pledge together with key outcomes including participation of care leavers in education employment and training and children in care achieving educational progress at

least at the same rate as their peers. There are a range of measures reported nationally and locally in addition to these, including the Government's Adoption Scorecard, which will be used to measure progress on the strategy.

5.5 Agreeing the strategy formally is a decision for Cabinet, however as corporate parenting is a responsibility of the whole Council the strategy is being put before the full Council for consideration and comment before being taken to Cabinet.

6 RISK MANAGEMENT

6.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

7.1 A fresh Equalities Impact Assessment has not been completed as one was completed on the Care Matters Implementation Plan which included the previous Corporate Parenting Strategy and the issues for this Strategy have not changed.

8 CONSULTATION

8.1 *Cabinet Member; Staff; Service Users; Stakeholders/Partners; Section 151 Finance Officer; Chief Executive; Monitoring Officer*

8.2 An early draft of the Strategy has been shared with Members at the Corporate Parenting Group including the Cabinet Member, social care staff, key partners and the In Care Council and comments sought from these groups. Copies of this report and the draft Strategy have been shared with the relevant officers.

9 ISSUES TO CONSIDER IN REACHING THE DECISION

9.1 *Social Inclusion; Young People*

10 ADVICE SOUGHT

10.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	<i>Charlie Moat, Care & Young People Service Manager</i> <i>01225 477914</i> <i>charlie_moat@bathnes.gov.uk</i>
Background	

papers	
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Bath and North East Somerset Council

Corporate Parenting Strategy 2012 - 2015

1. Purpose

This document sets out the Council's strategic plan for children and young people in and moving on from care.

The Children and Young Peoples Plan 2011-14 sets out the vision for all children and young people in Bath and North East Somerset – *we want all children and young people to enjoy childhood and be prepared for adult life.*

This strategy sets out how we will achieve this vision for our children and young people in and moving on from care.

2. Context

2.1 Bath and North East Somerset has a long standing commitment to corporate parenting across the Council and its partners and at all levels. A Corporate Parenting Group was established in 1999 and has continued to meet quarterly to the present day to support elected members in fulfilling their corporate parenting role.

2.3 In May 2008 the Council adopted its Pledge to Children and Young People in and Moving on from Care. An In Care Council has been established and young people from the In Care Council regularly attend the Corporate Parenting Group to ensure young peoples' voices are heard and to hold us to account on our Pledge. An updated Pledge was adopted by Full Council following elections in May 2011.

2.4 This Corporate Parenting Strategy therefore sits in the context of our longstanding and strong commitment to corporate parenting and is underpinned by our Pledge to Children and Young People in and Moving on from care. The focus is on the child's journey into, through and moving on from care into adulthood and on outcomes for young people.

2.5 Nationally the Munro review of child protection and the Government's Action Plan for Adoption are setting the agenda for improvement of children's social care. This strategy is informed by these developments and linked to the local redesign of social care which is taking place in the context of the creation of a People and Communities Department and seeks to ensure children's social care is able to deliver effective services for all children in need in bath and North east Somerset including children in care.

2.6 This document has been informed by discussion with a range of stakeholders including young people at the In Care Council, elected Members, staff and representatives of other services. The strategy has been further informed by the

findings of the OFSTED inspection of safeguarding and looked after children in January 2012.

3. Edge of care

3.1 Current position

3.1.1 We have had historically low numbers of children in care in the context of a strong commitment to support children to remain in their families in the community underpinned by effective preventive services. In common with most other authorities we have seen an increase in the number of children in care since 2009.

3.1.2 Our redesign work has identified that while we have effective preventive services employing a range of tools to help families, our locality teams had become too focused on assessment/gatekeeping and referring on. Our OFSTED inspection identified significant issues in respect of the quality of early assessment and planning and management oversight of this.

3.1.3 Our commitment to maintaining children in their families has sometimes meant that care planning when they first come into care is insufficiently clear or informed by an understanding of their need for permanence, whether this is achieved through a timely return home or robust long term care planning.

3.2 Strategy

3.2.1 We will ensure that all children and families who need our help receive timely interventions combining robust assessment in all cases and effective early help.

3.2.2 Informed by the Munro review of child protection, we will refocus children's social care services on effective help through empowering social workers and other social care staff, robust supervision and management oversight, reflective practice and support to develop a range of effective intervention methods across the service.

3.2.3 Continue to support children to remain in their families or to return home from care whenever this is achievable safely and consistent with the child's wellbeing and long term outcomes, always ensuring appropriate support to ensure security and stability.

3.2.4 Care planning to focus from the start on children's need for permanence – i.e. security and stability wherever possible in a secure legal context – whether achieved through return home or permanent substitute care.

3.2.5 For those children who do need to come into care equip social care assessment and intervention services to ensure good care and placement plans and that health and education needs are identified in a timely way.

4. Permanence

4.1 Current position

4.1.1 Our adoption service was found in 2010 to be good with outstanding features and we have a good track record for timeliness of adoption placements and low levels of placement disruptions. However the number of children leaving care through adoption or special guardianship is lower than some authorities and care proceedings cause significant delays for some children in achieving permanence.

4.1.2 Child Permanence Reports (when children require permanent substitute care) are regarded as of high quality and we achieve good adoption placement matches. Children and adopters receive high quality preparation and support to achieve robust adoptive placements including excellent life story books.

4.2 Strategy

4.2.1 Implement the Government's Action Plan for Adoption – Tackling Delay.

4.2.2 We will ensure clarity of planning and a focus on every child's need for permanence (long term security and stability) from the moment a child comes into care.

4.2.3 Ensure adoption and special guardianship are considered as options for permanence for all children from the early stages of care planning – we need positive reasons for ruling either of these options out for any child.

4.2.4 Continue to achieve good and timely matches to adoptive placements for those children who need them with good support including life story work

5. Day to day corporate parenting

5.1 Current position

5.1.1 Our services for children in care perform well on most measures including placement stability, the number placed in foster placements and achieving local placements when first in care.

5.1.2 We have good partnership with health services although the initial health assessment has not often been achieved within 28 days, usually because of late requests. Strengths and Difficulties Questionnaires (SDQ – an assessment of children's emotional well-being) are not always completed at the time of health assessments for a variety of reasons although the average SDQ scores are in line with national averages for children in care and local CAMHS services provide generally good support for children both at the edge of care and longer term (when placed in B&NES). Health assessments are well reflected in children's reviews and acted upon. The OFSTED and CQC inspections found significant issues in respect of health services for children in care including governance.

5.1.3 Timeliness of reviews has been impacted by long term sickness in the Independent Reviewing Service as well as late notifications when children are first in care. Children benefit from consistency of Independent Reviewing Officer (IRO) once allocated and reviews are generally of a high standard.

5.1.4 Personal Education Plans (PEPs) are usually in place, up-to-date, of a good standard and well supported by our Virtual School for Children in Care. Educational attainment for our children in care is usually higher than for children in care nationally, although still lower than for other B&NES children. Progress achieved by children in care is improving and approaching the levels achieved by other children.

5.1.5 Our fostering service has been judged outstanding by OFSTED in 2010 however does not yet provide the choice of local placements needed particularly for older young people, which means too many young people are placed with Independent Fostering Providers out of area.

5.1.6 Offending levels for children in care are low and there is good joint working with the Youth Offending Team (YOT) both to prevent offending and work with young people who do offend.

5.2 Strategy

5.2.1 We will ensure robust placement planning for all children in care to promote placement stability and maximise and clarify delegation to foster carers.

5.2.2 Work closely with Sirona Health and Care through an improved service specification to ensure timely health assessments and SDQs for all children from when they first come into care and work with Child and Adolescent Mental Health Service (CAMHS) to ensure good support for all children who need it including those placed out of area.

5.2.3 Continue to ensure all children have timely and good quality PEPs supported by the Virtual School focused on achieving progress at the rate of their peers.

5.2.4 Ensure all children have timely reviews from when they first come into care.

5.2.5 Continue to work closely with the Youth Offending Team (YOT) to prevent offending by children in care

5.2.6 Increase local placement choice through our in-house fostering service particularly for older young people in the context of a new service agreement and commissioning arrangements.

5.2.7 Work with the In Care Council and staff within the service to improve our performance against the standards in the Pledge and ensure children's voice is at the centre of our day to day practice.

6. Moving on from care

6.1 Current position

6.1.1 Most young people have 16+ PEPs and go on to further education, however this drops off and overall our care leavers from 16-20 have around a 60% participation rate in education, employment and training (EET). This is line with care leavers nationally and other vulnerable young people locally, however over 95% of young people generally in B&NES are in EET and it should be possible to improve the proportion of our care leavers in EET closer to this level. However a higher proportion of our care leavers go into Higher Education than care leavers nationally and many of our care leavers are in stable EET or eventually achieve this over time, so the picture overall is mixed. The OFSTED inspection noted the need to improve participation of care leavers in education, employment and training.

6.1.2 Most young people are in suitable accommodation at 19 and increasing numbers are staying put with former foster carers. We believe that premature independence is one reason for poor participation in EET so 'staying put' and increased use of supported lodgings are both likely to improve the EET rate. Foster carers will need to be increasingly capable of promoting skills for life and supporting young people into adulthood. We have also identified a need for more targeted support for participation, as this is a feature in other authorities who have achieved improvement in this area.

6.1.3 Preparation for life needs to focus on all aspects of life not just accommodation and employment – most care leavers will become parents one day and too high a proportion of children coming into care have parents who were themselves in care. We have run a group successfully with input from the In Care Council for adolescents in care and are planning another one which has a more holistic approach, and provide pre-birth assessments for care leavers who are becoming parents to ensure good support is provided as well as identifying any risks.

6.2 Strategy

6.2.1 Ensure services for young people moving on from care are focused on continuity of corporate parenting, 'staying put'/supported living and persistent support to achieve participation in EET.

6.2.2 Through the Virtual School working closely with the Skills and Employment Service provide targeted support into EET for those who most need it.

6.2.3 Ensure all foster carers are supported to play a full role in developing skills for life and supporting successful transitions.

6.2.4 Support young people to achieve skills for life for a successful transition to adulthood including ability to become good parents when this is their aspiration.

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Bath and North East Somerset Council

This is a list of our promises to **all** children and young people in care and to young people moving on from care to adult life.

We promise you will have a named social worker who you know how to contact and who will keep in touch with you

This means:

You will have your social worker's office address, phone number and email so you can contact them when you need to.

When you leave a message for your social worker they will return your call as soon as they can – someone will get back to you within 2 days..

Your social worker will keep in touch with you regularly to check you are ok – at least every 1 to 6 weeks depending on your needs.

We promise we will involve you in all the decisions that affect your life.

This means we will:

- **ask** you what you want
- **listen** to what you say
- **act** on what you have told us

We can't promise to do everything you ask, but when we can't, we will explain why.

We promise that you will have a care plan that is up-to-date and meets your needs

This plan will include all the support you need, including any support to meet your religious, racial or cultural needs.

It will be written down, you will be given a copy of this and it will be acted on.

It will be regularly reviewed - at least every 6 months.

The meetings to review the plan will be run by an independent person called an Independent Reviewing Officer.

You will know the name of your Independent Reviewing Officer and how to contact them.

You will be given copies of the notes from your review meetings.

We promise we will find a home that suits you.

This will be a home where you are cared for and supported as one of the family.

If you move, we will try to keep you at the same school (if that's what you want)

Before you move (except in an emergency), we will offer you an independent advocate.

If you move the Independent Reviewing Officer will review your care plan within 4 weeks.

We promise we will help you stay in touch with your family, friends and any other people who are important to you.

If you are not allowed to see someone, your social worker will make sure you understand the reasons why.

We promise to help you to do the best you possibly can at school.

We will give your school all the information they need to look after you properly. If you do not make as much progress as you can we will give you extra help to catch up, both at and outside school.

The plans to support you at school will be written down in a personal education plan and you will get a copy of this.

We will make sure you get a place at the best possible school for you.

We will offer you high quality work experience opportunities.

We promise to encourage you to develop your talents, interests and hobbies and to support you to do things you enjoy.

We will celebrate your successes and achievements.

We promise to take an interest in your health and encourage you to be healthy.

We will make sure you get regular health and dental checkups.

You will be given the name, office address, phone number and email for the nurse for children and young people in care who can give you confidential advice and help to be as healthy as you can.

We promise to work with you to give you all the help and support you need to make a success of moving on from care to adult life.

You won't be expected to move on from care before you are 18 – and you may be able to 'stay put' with your carers after 18.

Whatever you decide to do when you leave school (whether you want to find a job, go to college or university or do something else) we will give you help and support to achieve this.

The plans to support you to move on from care will be written down in a pathway plan and you will be given a copy.

Your pathway plan will be regularly reviewed – at least every 6 months.

We will stay in touch with you until you are 21 (or 25 if you are still in education).

If you want to start education or training again between 21 and 25 we will make a new pathway plan to support you with this.

We promise we will work hard to sort out any problems or worries you have.

We can't always promise to do what you ask, but we will explain the reasons why.

We will make sure you know how to get an independent advocate. That's someone who will listen to you and work with you to get things stopped, started or changed.

We will make sure you have all the information you need to make a complaint, including the name and contact details of the complaints procedure manager.

We promise to take all complaints seriously and deal with them fairly and as quickly as possible.

Are we keeping our promises?

You can let us know how well we are doing by sending your comments to:

Charlie Moat, Care and Young People Service Manager

Email charlie_moat@bathnes.gov.uk or phone 01225 477914

Or to Sarah Watts, Complaints Procedure Manager

Email sarah_watts@bathnes.gov.uk or phone 01225 477931

Write to one or both of us at PO Box 25, Riverside, Keynsham, Bristol BS31 1DN

You can also contact Shout Out! Children's Rights and Advocacy Service. Shout Out! is Free, Independent and Confidential and can help you have your voice heard to STOP, START or CHANGE something. Shout Out! Off the Record, Milward House, 1 Bristol Road, Keynsham BS31 2BA. Phone: 0117 986 5604/Freefone; 0800 389 5551 (free from landlines), email shoutouttoadvocacy@yahoo.co.uk or text 07753 891 745.
.....**www.offtherecord-banes.co.uk/advocacy.aspx**

We promise to use your feedback to improve our services for children and young people in care.

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Bath & North East Somerset Council	
MEETING:	Council
MEETING DATE:	13 September 2012
TITLE:	Framework for Joint Working between the Council and NHS (Clinical Commissioning Group) from April 2013
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
1. Draft Joint Working Framework	
2. Draft terms of reference for the Joint Committee for the Oversight of Joint Working	

1 THE ISSUE

- 1.1 To present to the Council for approval, proposals for joint working arrangements with the NHS from April 2013, when some key elements of the Health and Social Care Act 2012 come into effect.

2 RECOMMENDATION

Council is asked to agree that:

- 2.1 The Joint Working Framework attached is approved as the basis for finalising joint working arrangements with the Bath & North East Somerset NHS Clinical Commissioning Group (CCG), due to be established on 1 April 2013;
- 2.2 The Chief Executive, in consultation with the Monitoring Officer and Chief Financial Officer, is authorised to approve the detailed documentation that will support this framework, such as an agreement for the secondment of staff and specific arrangements for pooled budgets;
- 2.3 A Joint Committee of the Council and Clinical Commissioning Group should be established to oversee the joint working arrangements, as described.

3 FINANCIAL IMPLICATIONS

3.1 The Joint Working Framework is intended to provide appropriate arrangements for the management and governance of existing budgets where the two bodies have a mutual interest, rather than committing the Council to any additional costs. One of the overall aims is to make the most efficient use of the resources available.

3.2 Under this framework a range of specific types of funding agreements will be developed with the CCG to secure continuation of existing joint arrangements. There may be opportunities for these to be extended over time, where it can be shown to be beneficial. The key types of funding agreement are as follows:-

- a) Section 75/Section 10 Agreements where the Council and CCG agree to operate pooled funds for specific purposes, with responsibility for hosting and managing the pooled budget undertaken by the Council
- b) Section 256 Agreements where the CCG passes monies to the Council for specific purposes, usually connected with expenditure on social care which also benefits health
- c) Recharges connected to the use of the Section 113 agreement for specific management posts which have formal joint accountability
- d) Other arrangements by which the Council or CCG either provides services to the other or effectively act as paymaster for the other in respect of specific areas of commissioned service
- e) There are also significant areas of spend where the alignment of our commissioning arrangements means we can work hand-in-hand to ensure the most effective and efficient use of resources without funding passing from one organisation to the other, for example in jointly managing the contract with Sirona Care and Health.

3.3 All of these arrangements are being jointly reviewed to ensure the nature and form of the agreement remains the most appropriate for future use. Some of the major budgets involved are set out below to demonstrate the scale of joint working. A full schedule will be included with the Joint Working Framework before it is finally approved.

Section 75/Section 10 pooled funds	Council Contribution	Health Contribution	Total Value
<i>2012/13 recurring value (£000)</i>			
Learning Difficulties Pool	18,270	4,898	23,168
Community Equipment Pool	285	218	503
Drug & Alcohol Treatment Pool	682	2,123	2,805
Children's Pool	2,484	131	2,615

Section 256 Arrangements	Health Payment to Social Care
<i>2012/13 agreements (£000)</i>	
National funding per 12/13 allocation	1,896
Local re-ablement/post discharge support funding	900

Aligned Expenditure <i>2012/13 value (£000)</i>	Council Expenditure	Health Expenditure	Total Value
Sirona Care and Health: Contract for Community Health and Social Care Services	18,441	25,397	43,838

4 CORPORATE OBJECTIVES

4.1 The development of joint working arrangements between the Council and Primary Care Trust (PCT) has enabled more integrated commissioning and delivery of health and social care services, resulting in improved outcomes for our population, as well as ensuring efficient and effective use of our combined resources. Continued joint working after NHS reform in April 2013 will help the Council and Clinical Commissioning Group to ensure we are **promoting independence and positive lives for everyone.**

5 THE REPORT

5.1 Bath and North East Somerset Council and NHS have a history of integrated working, developed through many years of collaboration to improve health and social care services for our residents. The Council approved the development of joint working arrangements with the PCT in May 2009, which covered the commissioning and delivery of health and social care services. These arrangements have enabled a number of positive developments, including the launch of the Community Interest Company, 'Sirona Care and Health' to deliver a range of local services on our behalf as well as helping us to achieve improved outcomes and effective use of our resources.

5.2 The Health and Social Care Act 2012, which gained Royal Assent in March this year, means that GPs working as a Clinical Commissioning Group (CCG) will take on responsibility for commissioning most health services from 1 April 2013 and local Public Health will become the Council's responsibility. The Council has created a single People and Communities Department including adult social care commissioning and children's services. It is therefore both timely and necessary to review and refresh the Joint Working Arrangements to reflect the organisational arrangements that will be in place from 1 April 2013 and to ensure that they are fit for purpose to deliver best outcomes in future.

5.3 The draft Joint Working Framework (attachment 1) sets out a new model for joint working which brings together the commissioning of all of the Council's key services for Adults and Children with the Public Health Department and the CCG, to ensure we are maximising our ability to promote positive lives for everyone in our communities and working together to ensure that people receive the services they need, provided in a joined up way around them and their families.

5.4 The arrangements are based on the use of 'section 113' of the Local Government Act 1972, which is used in the existing partnership arrangements to allow designated NHS staff to be partially 'seconded' to undertake tasks for the Council and vice versa. It would mean that for the staff involved, their employment by either the NHS or Council would be unaffected. The operation of a joint leadership team linking the senior management of the People and Communities Department, including the Director of Public Health, with the Accountable Officer (GP) and senior managers of the CCG will enable all of the strategic and commissioning functions of these teams to be aligned as far as is possible and beneficial, with the opportunity to improve pathways of care across children's services, adult social care, public health and health care services.

- 5.5 Existing pooled budgets will be replicated under the new arrangement.
- 5.6 The framework expresses a clear aspiration to extend and further develop the joint working arrangements over time. This could include the alignment of working systems and processes, as well as exploration of opportunities for shared support functions. Over time, this could lead to consideration of the potential benefits of broadening the scope of the arrangement and/or pooling more funding to deliver better outcomes for our population.
- 5.7 It is proposed that the Council and CCG establish a Joint Committee for the Oversight of Joint Working. This committee would oversee the operation of the Joint Working Framework, including the joint management and staffing arrangements, pooled budgets and proposals for further development of the framework, as well as acting as a route to escalate disputes if necessary. The Committee's role would not be as a decision-making body in terms of how budgets are allocated, more of an oversight function of the way existing budgets are being jointly operated. Proposed terms of reference are attached (Attachment 2).
- 5.8 The arrangements proposed will ensure that each organisation can fulfil its statutory obligations and also continue to collaborate with other key partners as appropriate.
- 5.9 The PCT Board, which is responsible for the development of the CCG, is also being asked to endorse the proposed Joint Working Framework ahead of the CCG submitting to the NHS Commissioning Board its application for authorisation, at the beginning of October.

6 RISK MANAGEMENT

- 6.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

- 7.1 An EqIA has been completed. No adverse or other significant issues were found. The Joint Working Framework has a built in process for ongoing review and we will be seeking to better track the benefits delivered.

8 CONSULTATION

- 8.1 *Cabinet Members; Wellbeing Policy Development and Scrutiny Panel; PCT Board and emerging CCG governing body; Section 151 Finance Officer; Chief Executive; Monitoring Officer*
- 8.2 All of the above have been briefed during the development of the joint working proposals and have had chance to comment.

9 ISSUES TO CONSIDER IN REACHING THE DECISION

- 9.1 *Social Inclusion; Customer Focus; Young People; Impact on Staff; Other Legal Considerations*

10 ADVICE SOUGHT

10.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	<i>Mike Bowden Tel: 01225 395610</i>
Background papers	<i>Council Meeting papers 14 May 2009</i>
Please contact the report author if you need to access this report in an alternative format	

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**JOINT
WORKING
FRAMEWORK**

SEPTEMBER 2012

draft

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Section 1 - Nature and purpose of Joint Working

What is The Joint Working Framework?

The Joint Working Framework is a document that expresses the commitment to and arrangements under which the Bath & North East Somerset NHS Clinical Commissioning Group (B&NES CCG) and Bath & North East Somerset Council (B&NES Council) will work together for the benefit of local people. This framework builds on but supersedes previous arrangements in place between the B&NES Council and the PCT.

In addition to setting out aspirations around common goals and shared working practices the framework includes specific legal employment and financial agreements in support of joint management and commissioning.

The Framework also identifies opportunities for the further development of joint working arrangements and this provides the basis for a future programme of work.

Purpose of Joint Working

The B&NES Council and B&NES CCG have complementary responsibilities in respect of the local population. Each organisation has its own constitution and separate accountabilities but has a common interest in the health and well-being of local people. The B&NES Council and the local NHS have a long history of constructive joint working. A Partnership Board for Health & Wellbeing Board was established in 2008 to oversee, monitor and make recommendations in respect of the development of strategy and performance management of adult health and social care, children's health and social care and public health in Bath & North East Somerset. This was supported by a formal Partnership Agreement about how the PCT and Council would work together to deliver improved outcomes for the population.

Historically, there has been a recognition locally that in addition to the strategic coherence offered by a joint board, closer working between the two organisations including joint leadership and management and support arrangements can secure additional benefits by aligning the use of resources and planning services together to enable:

- Integrated commissioning that delivers joined up services
- Better value for money through the avoidance of duplication and economies of scale.

The aims and intended outcomes of joint working are:

Aims:

- Alignment of strategy, service plans and use of resources
- Commission, manage and deliver high quality Services which understand and respond to the needs of individual Service Users and their carers;
- Ensuring integrated delivery of seamless care through effective commissioning
- Make the best use of management and professional skills and knowledge;
- Efficiency and value for money

Expected outputs:

- Shared strategy and priorities
- deliver the joint strategic needs assessment for Bath and North East Somerset;
- Joint development and investment plans
- Aligned business planning and performance management arrangements
- Commission interface with stakeholders
- Efficiency savings

Expected outcome:

- Better services for local people through communities and reduced bureaucracy
- Clearer and more efficient communication with stakeholders
- Greater opportunities to influence

Achieved through:

- An integrated leadership structure and joint management teams
- Alignment of systems and policies
- Building on positive relationships
- Sharing space and support services

Why a Joint Working Framework is needed?

The level of Joint Working described above requires underpinning by clear arrangements to ensure its effective operation. These arrangements need to specify the powers under which joint work is being undertaken and the mechanics of its operation. This Framework fulfils that purpose.

The B&NES Council and the B&NES CCG wish to continue to achieve integrated arrangements through a process of alignment and joint working rather than through the appointment of a lead body and the delegation of functions or through a single formal contract for commissioning services. This framework is intended to signal a commitment to the continuation and further development of joint working. By clarifying accountabilities, agreeing joint management arrangements and ways of working it allows the two organisations to work together efficiently and effectively towards their common aims.

Scope of Joint Working

The commitment to partnership working covers the full extent of both organisations responsibilities. This framework specifically relates to Joint Working arrangements to deliver the aims and objectives of the Health & Wellbeing Board (HWB) and the range of services covered by the B&NES CCG and the B&NES Council's People and Communities (including public health following its transfer to the B&NES Council) directorate.

Scope of Joint Working Framework

Adult Services

The strategic planning, commissioning and procurement of health, social care and housing services for adults, including the support and performance management of practice based commissioning, across the following range of services:

- *Health services for the whole population including acute care, primary health care and other community services*
- *Older people services*
- *Mental health services for adults of working age*
- *Services for adults with physical and sensory impairments*
- *Services for adults with learning difficulties*
- *Strategic housing services for the whole population including Supporting People Services*

Children Services

The strategic planning, commissioning and procurement of strategic education, health, and social care services for children, across the following range of services:

- *Early Years, Schools, inclusion support and extended services*
- *Health services for children including acute services and therapy services*
- *Mental health services for children*
- *Social care services for children and families*
- *Youth services*

Public Health

Assessing the health needs of the local population; strategic planning, commissioning and procurement of services which will help to promote the health and well-being of the population and reduce health inequalities including:

- *Services and initiatives to deliver priority health improvement objectives*
- *Drugs and alcohol services through the Responsible Authorities Group's pooled budget*
- *A range of health improvement services in partnership with other services and agencies*

The 2012 Health and Social Care Bill requires the establishment of a Health and Wellbeing Board to bring together local commissioners of health and social care, elected representatives and representatives of Health Watch to agree a joint strategy for improving local health and wellbeing. It places a duty of on both organisations to consider integrated approaches to meet this objective. The existing Health & Wellbeing Board will need to be reviewed in the light of national guidance but is expected to continue to operate at a strategic level approving plans and priorities and promoting strategic coherence. The draft Terms of Reference of the new Health and Wellbeing Board will be attached for reference.

Content of framework

This framework sets out:

- A commitment to working together and creating a joint culture and vision
- Expectations of ways of working
- Mechanisms in support of joint working including specific legal arrangements
- Opportunities for developing further and arrangements for reviewing

Section 2 - Creating a Culture

Developing a shared vision and culture and environment to support and encourage joint working is a key factor in achieving effective arrangements. History and experience tells us that even where organisations formally merge, different cultures and values, lack of trust and communication can seriously impair effectiveness and obstruct benefits realisation. Whatever governance arrangements ultimately underpin joint working it will be critical to pay attention to the on-going development of strong relationships.

The B&NES CCG vision is to commission high quality, affordable, integrated patient centred care which respects and responds to the needs of our local population, harnessing the strength of clinician led commissioning and empowering our patients to improve their health status. This is summarised as 'Healthier, Stronger, Together'.

The B&NES Council's vision is for Bath and North East Somerset to be an area where everyone fulfils their potential; with lively, active communities; with unique places and beautiful surroundings. Key objectives are promoting independence and positive lives for everyone; creating neighbourhoods where people are proud to live; and building a stronger economy.

The vision for joint working is that by working together, both organisations are stronger; we can achieve more together; and effectively drive forward the delivery of the strategic aims of the Health and Wellbeing Board.

Fortunately the B&NES CCG and B&NES Council are able to build on the history of effective joint working and existing strong relationships. Collaborative and supportive working has become the norm and is facilitated by the co-location of teams in Keynsham and St Martins. Trust, integrity and openness are evident and the emerging B&NES CCG has already developed sound working relationships with key members and officers of the B&NES Council. The continuing development of a shared culture will be specifically supported by four activities:-

- The operation of shared leadership arrangements (see section below);
- The ongoing review and development of joint working arrangements as both organisations mature into their new roles and their new partnership;
- Promoting co-location of staff where it would be beneficial and where it can be achieved without compromising the wider needs of either organisation;
- A shared organisational development programme (current programme will be attached).

Section 3 - Mechanisms to support Joint Working

Under the following arrangements both the B&NES Council and the B&NES CCG retain their statutory functions. No responsibility or authority is delegated from one party to another.

Governance and Leadership

The B&NES Council and B&NES CCG will achieve a significant degree of joint working by bringing together their governance and leadership arrangements in so far as that is consistent with maintaining their independence and autonomy in the exercise of their statutory duties. General delegation arrangements are not part of the model of joint working although included in the framework will be a schedule of all formal delegation and/or cross charging arrangements that are in operation under specific statutory powers.

A Joint Committee for Oversight of Joint Working will be established to oversee the operation of all joint working arrangements. Further details of its role and function will be attached.

Aligned Decision Making

In order for joint working to be effective, decision making needs to be timely, transparent, and unambiguous. Where organisations work together the requirements of their separate governance structures and ways of working can inhibit these outcomes. To counter this it is essential to maximise the alignment of decision making processes.

The HWB offers a vehicle to assist in contemporaneous decision making. The HWB will approve strategic plans and priorities, including those for substantial service change, and oversee their implementation. Each organisation will retain responsibility for decisions on the use of resources which will be made in line with that organisations scheme of delegation and reserved powers. It is anticipated that this will mean policy and significant decisions being taken at B&NES CCG and Cabinet level aligned through the matching of meeting cycles and the use of common papers and joint briefing arrangements. Operational matters will be the responsibility of a joint management team. The next section of this paper describes how joint management arrangements will be achieved.

Shared and Coordinated Management arrangements

Joint management arrangements were put in place by the B&NES Council and PCT in 2009. Using the powers under Section 113 of the Local Government Act 1972, staff of the B&NES Council were made available (effectively by partial secondment) to the PCT for the purposes of performing PCT functions and vice versa. It is proposed that the new joint management teams continue to operate under Section 113. Both the B&NES Council and emerging B&NES CCG have respectively been engaged in the process of restructuring and establishing their management arrangements. The teams have worked together on a coordinated approach which results in an aligned management structure, which will be attached.

These arrangements will:

- Create a single team responsible for integrated commissioning across the whole remit of health, people and communities;

- Enable each organisation to conduct its business separately where appropriate, allowing the B&NES CCG to maintain a small corporate core sufficient for critical mass and sustainability in the event of the need to exit from these arrangements;
- Minimise duplication of effort and administration;
- Work on day one, but be developed over time with the potential for them to be funded through a pooled budget.

Specific posts will be designated to operate under S113 arrangements. Some posts may be designated as those where the employer must specifically either be the B&NES Council or the B&NES CCG.

Historically the relative contributions of the Council and the PCT were assessed as offsetting each other and recharging was not implemented. This position has been reviewed in the light of the proposed new management arrangements and it has been confirmed that the net recharge between the two organisations remains minimal.

The scope and complexity of the teams' roles and responsibilities is recognised. Effective leadership, coordination and communication will be critical. Central to this will be the operation of a Joint Commissioning Leadership Team (JCLT). This will comprise the Strategic Director People and Communities, the B&NES CCG Chief Operating Officer, two Deputy Directors, Director of Public Health, B&NES CCG Accountable Officer, B&NES CCG Chief Financial Officer and B&NES CCG Executive Nurse. The JCLT will meet bi-monthly and chaired by the CCG Accountable Officer. The agenda will cover performance management and strategic planning.

Both the People and Communities Directorate and the Clinical Commissioning Group will continue to maintain their own separate senior management teams (with representatives from the other organisation invited to attend) alongside the JCLT, for day to day operational and organisational issues.

A section 113 agreement to govern the secondment arrangements will be finalised and attached. It is supported by an agreed HR Protocol. These arrangements:

- Allow specified individuals to act on behalf of both organisations
- Emphasise that the agreement does not affect any transfer of power between the organisations
- Provide for the extension of arrangements through the appointment of new posts
- Require both parties to consult before changing management structures
- Deal with the obligations of parties to support S113 posts
- Set out how performance issues, disciplinary arrangements, conflicts of interest will be dealt with
- Describe the arrangements for dealing with disputes and termination.

Also included in the S113 agreement are an HR framework for managing staff within the joint team, and guidelines for determining which party should be the employer for new posts. The

purpose of the HR framework is to set out how employment issues will be dealt with particularly where the staff are managed by an employee of the partner organisation.

The guidelines cover the decision making process for determining whether the B&NES Council or the PCT shall be the employer in circumstances when new posts are created, reorganisations occur or there is a need to replace staff within the integrated partnership.

The guidelines supplement, but do not replace the Policies and Procedures of the two partner organisations and in no way affects their statutory obligations or the terms and conditions of staff of the CCG and the B&NES Council.

Financial Framework

The B&NES Council and the B&NES CCG will continue to retain separate accountability for their use of financial resources and will have separate director level finance representation and audit arrangements. With the exception of pooled budgets, health and social care funding will be held in separate budgets, although these may be managed in an aligned way to facilitate joint approaches.

Where practical and cost-effective, shared or hosted financial arrangements, including policies, procedures, processes and staffing, will be developed. Audit outcomes will be shared, where they relate to joint areas of responsibility and where this would be beneficial in delivering improvements.

The following principles will be applied in reaching a decision on joint working of any type which has a financial impact on one or both parties:

- The proposed arrangement should bring qualitative, productivity or direct financial benefits which demonstrate a sound return on any investment required
- The balance of risk between the parties should be clearly articulated along with plans for mitigation or sharing of risk
- The mechanism for either party to withdraw from the arrangement and the allocation of responsibility for exit costs and residual liabilities should be explicit.

The B&NES Council and the NHS have entered into a number of financial arrangements over recent years. As part of the current assessment of joint working, all arrangements have been reviewed to ensure their continuing relevance and the appropriateness of the underpinning financial mechanism. A schedule of these arrangements will be attached. Arrangements for monitoring and providing assurance in respect of the use of these monies have also been reviewed and strengthened where necessary, including oversight by a Joint Committee.

There are four main types of arrangement, as follows:

- Section 75/Section 10 Agreements where the Council and CCG agree to operate pooled funds for specific purposes, with responsibility for hosting and managing the pooled budget undertaken by the Council

- Section 256 Agreements where the CCG passes monies to the Council for specific purposes, usually connected with expenditure on social care which also benefits health
- Recharges connected to Section 113 posts, which have formal joint accountability
- Other arrangements by which the Council or CCG either provides services to the other or effectively act as paymaster for the other in respect of specific areas of commissioned service

In addition to these arrangements, there is substantial alignment of relevant commissioning budgets so that, for example, the two organisations operate a joint contract with Sirona Care and Health for the provision of community health and social care services.

Alignment of Business Systems

Efficient and effective working is enabled by organisations using the same business systems. This applies particularly to common business planning systems, performance and risk management arrangements and corporate support. Ideally the B&NES CCG and the B&NES Council will move towards common working practices as soon as possible, however both practical considerations (e.g. existing contracts) and external drivers, such as the need for the B&NES CCG to respond to wider NHS requirements, make this challenging. Common or shared systems are therefore unlikely in the short term.

Where possible the alignment of business systems will be a significant element of the organisational development programme going forward. Priority will be given to developing an integrated approach to performance management. Every effort will also be made to align Standing Orders, Standing Financial Instruction and Schemes of Delegation to enable the joint teams to operate as smoothly and efficiently as possible.

Support and Other Functions

As part of the work to establish the B&NES CCG the opportunities for sharing support service and common functions has been reviewed. The scope for shared services to operate from 1 April 2013 is limited. Any arrangements for the supply of services by one organisation to the other will be attached to the framework. A further appendix will describe the arrangements for functions which are regarded as critical to the functioning of the joint working arrangements and where divergent approaches will add complexity to management – these include safeguarding, health and safety, information sharing, emergency planning and audit arrangements. In support of joint commissioning arrangements and as part of the wider commitment to joint working the B&NES Council and B&NES CCG will continue to explore opportunities for sharing common functions and support services. This work forms part of the future organisational development programme. Decisions on whether services and functions can be shared will have to take account of:

- The opportunity to maximise the efficiency and effectiveness of commissioning arrangements by simplifying cross-organisational working
- Value for money
- Any regulatory or national policy requirement particularly with regard to procurement arrangements.

Section 4 – Oversight and Terms of the Framework

It is intended that this framework will be in place until such time as the B&NES CCG and B&NES Council decide otherwise. The Framework and its supporting schedules will be reviewed annually by a Joint Committee for the Oversight of Joint Working established for this purpose. Terms of Reference for this Committee will be attached. Its key features are the requirement to

- Monitor the operation of the formal S113 and Financial arrangements
- Annually review joint working and the development programme
- Act as an escalation route in the event of disputes.

Each specific legal agreement appended to this framework will include its own terms and conditions under which it operates.

Conclusion

This document reflects the aspiration and commitment of the B&NES Council and B&NES CCG to maximise the benefits of joint working, and sets out both the intent around joint working and the mechanisms by which this can be achieved. The operation and development of the framework will be reviewed annually by the Joint Committee for the Oversight of Joint Working.

Schedule of appendices that will be developed to complete the Joint Working Framework

1. Aims and intended outcomes
2. Scope of joint working
3. HWB Terms of Reference
4. Joint Committee for the Oversight of Joint Working: Terms of Reference
5. Joint leadership and management arrangements
6. S113 agreement including HR Protocols
7. Schedule of Financial Arrangements
8.
 - i Support Arrangements including Public Health
 - ii Governance Arrangements
9. Overall Development Programme

DRAFT TERMS OF REFERENCE

Joint Committee for the Oversight of Joint Working

Statement of purpose:

To oversee the operation of joint working partnership arrangements established between the B&NES Council and the B&NES CCG and described in the Joint Working Framework.

Roles and responsibilities

The joint committee is formally established to monitor and oversee the operation of partnership arrangements, and in particular:-

- pooled fund arrangements;
- the exercise of any NHS functions by the Council;
- the exercise of any health-related local authority functions by the CCG.

Accountability

The committee will be constituted as a joint committee of the Council and CCG and will provide reports to the Health & Wellbeing Board, B&NES Council (via the Wellbeing Policy Development & Scrutiny Panel) and B&NES CCG annually and by exception as required.

Membership

Membership will include:

- Two members of the B&NES CCG governing body
- The Executive Members responsible for Adult Social Care and Children's Services
- The Council's Chair of Audit Committee
- B&NES CCG Chair of Audit Committee

Practical Arrangements for Conducting the Committee's Business

The chair will be rotated by the B&NES Council and B&NES CCG representatives.

A quorum will require 2 B&NES Council members and 2 B&NES CCG members.

Other CCG and Council Executive members and officers may be in attendance as appropriate.

The Committee will meet twice a year in May and November and as required to meet business needs.

The May meeting will be a public meeting and will include an annual review of the arrangements, evaluating their success and considering external views and relevant organisational/legislative developments.

In monitoring the partnership arrangements the Committee is also expected to consider the management and staffing arrangements that support the partnership arrangements as set out in the Joint Working Framework including the agreement under Section 113 of the Local Government Act 1972.

The Committee may act as a forum to try to resolve any disputes not resolved through normal management arrangements or through the offices of the B&NES CCG Chair and B&NES Council's CEO – as set out in the Joint Working Framework.

The committee will be supported by the B&NES Council's committee services.

Bath & North East Somerset Council	
MEETING:	Council
MEETING DATE:	13 September 2012
TITLE:	Formal procedures for the adoption of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982
WARD:	ALL
AN OPEN PUBLIC ITEM	
<p>List of attachments to this report:</p> <p>Annex A: Outline of report to Council on the 19th July 2012 and Minutes of the meeting.</p> <p>Annex B: Example formal Notice for the local newspapers.</p> <p>Annex C: Proposed timeline</p>	

1 THE ISSUE

1.1 Following the adoption, by Council, of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 in relation to Sexual Entertainment Venues. This report is to agree the date upon which the Schedule takes effect and transition dates together with authorisation for the Divisional Director for Environmental Services to publish the formal notices in the local papers and to approve the fee for a licence.

2 RECOMMENDATION

Council is asked to agree that:

2.1 Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 shall take effect in the boundaries of Bath and North East Somerset Council as from 25th October 2012 and that the Divisional Director for Environmental Services be authorised to publish the requisite notice about the passing of the resolution.

2.2 The first appointed day shall be the 25th October 2012; the second appointed day shall be the 25th April 2013 and the third appointed day the 25th October 2013.

2.3 An application fee of £3,995 is approved for the grant, renewal or transfer of a licence under schedule 3 of the above Act.

2.4 The conditions contained in the adopted policy for Sexual Entertainment Venues are to be attached to each licence.

3 FINANCIAL IMPLICATIONS

3.1 The application fee of £3,995 is to ensure that the Council recovers the whole cost of all the administrative processes required to process an application for the grant, renewal or transfer of a licence. The total forecast annual income to the licencing department is c£8k.

4 CORPORATE OBJECTIVES

- Creating neighbourhoods where people are proud to live
- Building a stronger economy

5 THE REPORT

5.1 On the 19th July 2012 the Council determined to adopt Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, the Council also determined to adopt a policy for Sexual Entertainment Venues. A copy of the report to Council and the minutes are provided in Annex A.

5.2 As part of this process the Council now needs to resolve a date when the new provisions come into force across the district. The proposed date is the 25th October 2012.

5.3 Prior to this date the Council is required to place a public notice in local papers for two consecutive weeks prior to the effective date. A copy of the proposed notice is provided in Annex B.

5.4 Following on from the effective date and as required by Regulations the Council also need to approve the first, second and third Appointed dates. These Appointed dates relate to the procedure whereby the Authority process applications and the dates are provided in Annex C.

5.5 The Council also need to determine a fee to cover the cost of the grant, renewal and transfer of a licence. The current fee for a Sex Establishment licence is £3,995; this fee has been calculated taking into account the recovery of all the administrative costs in processing a licence including officer time and the democratic process.

6 RISK MANAGEMENT

6.1 A risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

7.1 An Equalities Impact Assessment has not been completed for this report as this is an extension of the report to Council in July 2012 where the Council's requirements regarding addressing equalities issues were addressed and this report is following the formal procedures listed in the Local Government (Miscellaneous Provisions) Act 1982

8 CONSULTATION

8.1 Cabinet Member; Other B&NES Services; Local Residents; Community Interest Groups; Section 151 Finance Officer; Chief Executive; Monitoring Officer.

8.2 Consultation on whether or not to adopt the Schedule and also the proposed policy was carried out for the report to Council in July 2012. This report is following the legal requirements to adopt the legislation for the district and the public will be informed of the relevant dates via public notices in local papers published for two consecutive weeks (as required by the Act).

9 ISSUES TO CONSIDER IN REACHING THE DECISION

9.1 Social Inclusion; Human Rights; Legal requirements as specified in the Local Government (Miscellaneous Provisions) Act 1982.

10 ADVICE SOUGHT

10.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Andrew Jones, Environmental Monitoring and Licensing Manager Tel: 01225 477557
Background papers	Home Office Guidance for England and Wales – Sexual Entertainment Venues.
Please contact the report author if you need to access this report in an alternative format	

FROM
COUNCIL
THURSDAY
19TH JULY 2012

**ADOPTION OF NEW POWERS UNDER SCHEDULE 3 TO THE LOCAL GOVERNMENT
(MISCELLANEOUS PROVISIONS) ACT 1982**  PDF 182 KB

This report invites Council to consider the written submissions and points raised by those involved in the consultation, the content of the Sexual Entertainment Venue policy and to adopt Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982.

Minutes:

The Council considered a report inviting them to consider the written submissions and points raised by those involved in the consultation on the Sexual Entertainment Venue policy, the content of the policy and to adopt legislation to enable greater regulatory control.

In introducing the report, Councillor Dixon pointed out 2 small amendments that would be made to the final version; amending the date in the title to read '2012' and including a condition for 2 SIA registered door staff at premises.

On a motion from Councillor David Dixon, seconded by Councillor Gerry Curran, it was

RESOLVED

1. To adopt Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982;
2. To adopt the Sexual Entertainment Venue policy, provided in Annex B; and
3. To delegate authority to the Licensing Committee to determine applications for new licences.

Example Formal Notice for Local Newspapers

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 AS AMENDED BY THE POLICING AND CRIME ACT 2009 CONTROL OF SEX ESTABLISHMENTS

NOTICE IS HEREBY GIVEN, under Section 2(2) of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009 ("The Act") that Bath and North East Somerset Council resolved on XX XXXXXXXX 2012 to bring into force from XXth XXXXXXXX 2012 Schedule 3 to the Act as amended by section 27 of the Policing and Crime Act which provides for the control of sexual entertainment venues.

A sexual entertainment venue is defined as any premises at which relevant entertainment is provided before a live audience for the financial gain of the organiser or entertainer. Relevant entertainment is defined as any live performance or live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of an audience (whether by verbal or other means).

From XXth XXXXXXXX 2012 it becomes an offence, punishable on summary conviction by a fine not exceeding £20,000 to use any premises including any vehicle, vessel or stall in Bath and North East Somerset Council as a sexual entertainment venue unless a licence is in force under the Schedule in respect of the premises. Transitional provisions exist for the period from XXth XXXXXXXX 2012 to XXth XXXXXXXX 2013 for existing operators in that for those premises currently operating as a sexual entertainment venue, that use may continue until the application is determined including any appeal provisions.

A licence shall not be granted to: (a) A person under the age of 18; (b) A person who has been disqualified from holding such a licence; (c) A person, other than a body corporate, who is not resident in an EEA state, or was not so resident throughout the period of six months immediately preceding the date of the application; (d) A body corporate which is not incorporated in an EEA state. No appeal, other than on question of fact, exists against a refusal on any of these grounds.

An application may be refused if: (a) The applicant is unsuitable to hold the licence by reason of having been convicted of an offence or for any other reason; (b) The business to which the application relates would be managed by, or carried on for the benefit of a person other than the applicant, who would be refused a licence if he made the application himself; (c) The number of sex establishments in the relevant locality at the time the application is made is equal to or exceeds the number (which may be nil) which the authority consider is appropriate for that locality; (d) It would be inappropriate to grant the application, having regard to: (i) The character of the relevant locality; (ii) The use to which

any premises in the vicinity are put, or (iii) The layout, character or condition of the premises concerned. An appeal lies to the Magistrates' Court and then to the Crown Court against a refusal on grounds (a) or (b), but no appeal lies against a refusal on grounds (c) or (d).

The provisions of Schedule 3 of the Act provide an opportunity for objections to be made to the grant, renewal, variation and transfer of licences. Licences may be issued for not more than a year and may be subject to such terms, conditions and restrictions as may be specified. Provision is made in the Schedule for the renewal, transfer, revocation and cancellation of licences and for the variation of terms, conditions or restrictions.

Licensed premises may be inspected at any reasonable time by a Constable or an authorised officer of the Council. Those parts of Schedule 3 of the Act that provide that no person in Bath and North East Somerset shall use any premises, vehicle, vessel or stall as a sex cinema or sex shop except under and in accordance with a licence issued by the Council, have previously been adopted by resolution of the Council on 25th October 1993 and continue to have effect.

Dated: XXth XXXXXXXX 2012.

Vernon Hitchman, Head of Legal Services.

Proposed Time Line

Council Meeting 13th September 2012

1st Appointed day 25th October 2012

The day on which the SEV regime comes into force in a local authority area and the beginning of the transitional period.

2nd Appointed day 25th April 2013

The day 6 months after the 1st appointed day.

3rd Appointed day 25th October 2013

The day 6 months after the 2nd appointed day and the end of the transitional period.

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Bath & North East Somerset Council		
MEETING:	Council	
MEETING DATE:	13 th September 2012	AGENDA ITEM NUMBER
TITLE:	Annual Report – Corporate Audit Committee	
WARD:	ALL	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix 1 – Annual Report		

1 THE ISSUE

- 1.1 The Corporate Audit Committee has specific delegated powers given to it from Full Council and as such is required to report back annually to Council under its Terms of Reference.
- 1.2 This is the Annual Report of the Committee which details its work over the last year.

2 RECOMMENDATION

Council is asked to agree that:

- 2.1 The Annual Report of the Corporate Audit Committee is noted

3 FINANCIAL IMPLICATIONS

- 3.1 There are no direct financial implications relevant to this report

4 CORPORATE PRIORITIES

- 4.1 Completion of the Corporate Audit Committee's work assists the organisation in efficiently and effectively contributing to the Council's priorities.

5 THE REPORT

- 5.1 Appendix 1 details the seventh annual report of the Corporate Audit Committee since it was established by the Council on 12 May 2005. It reviews the work done by the Committee over the past 12 months, its future workplan, membership and support of the Committee.
- 5.2 The Committee's work has continued to develop as detailed at Appendix 1 and as part of its responsibilities it has reviewed its terms of reference and the key areas of responsibility are still considered appropriate and meet current best practice.
- 5.3 Significant changes to the external audit regime were signalled by the coalition government following their decision to abolish the Audit Commission and during the year these have continued at pace. The results of this are that the Audit Commission will cease the provision of all audit services from September 2012 and Grant Thornton has now been appointed as the Councils new External Auditor from this date.
- 5.4 Final proposals to replace all aspects of the previous audit regime are currently being consulted on in the form of a draft local Audit Bill and the Audit Committee will carefully consider these in light of the new external auditor appointment.

6 RISK MANAGEMENT

- 6.1 A proportionate risk assessment related to the issue and recommendations has been undertaken, in compliance with the Council's decision making risk management guidance.
- 6.2 The Corporate Audit Committee has specific responsibility for ensuring the Council's Risk Management and Financial Governance framework is robust and effective.

7 EQUALITIES

- 7.1 A proportionate equalities impact assessment has been carried out using corporate guidelines and no significant issues have been identified.

8 CONSULTATION

- 8.1 The report was distributed to the Chief Executive, Council's Monitoring Officer, S151 Officer and Chair of the Audit Committee for consultation.

9 ISSUES TO CONSIDER IN REACHING THE DECISION

- 9.1 No specific issues to consider.

10 ADVICE SOUGHT

10.1 The Council's Chief Executive, Monitoring Officer (Council Solicitor) and Section 151 Officer have had the opportunity to input to this report and have cleared it for publication.

Contact person	<i>Jeff Wring (01225 477323)</i>
Background papers	<i>None</i>
Please contact the report author if you need to access this report in an alternative format	

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Appendix 1

CORPORATE AUDIT COMMITTEE

ANNUAL REPORT TO COUNCIL 2011/12

1. INTRODUCTION

This is the seventh annual report of the Committee since it was established by the Council on 12 May 2005. It covers the work done during the year September 2011 to June 2012.

2. REVIEW OF WORK DONE IN 2011/12

a. Annual Accounts –

- i. The Committee approved on behalf of the Council an unqualified set of draft accounts for the year ended 31 March 2011 within the statutory deadline. This included the accounts for the Pension Fund.
- ii. The Committee then considered the formal governance reports for the Council and Pension Fund submitted by the external auditors on their audit of the accounts. The reports highlighted some presentational and technical changes to the accounts, but no changes to the General Fund Balances and Reserves. The auditors also noted an improvement in the quality of financial statements and associated working papers since last year. The Committee had kept this area under review throughout the year and was pleased to see the progress made by officers in improving standards.
- iii. The report on the Pension Fund Accounts highlighted some presentational and technical changes and one small error which had been corrected. The Governance reports were therefore noted and the audit of the Pension accounts formally completed.

b. Corporate Governance –

- i. The Accounts and Audit Regulations require the Council to carry out an annual review of its governance arrangements, and to produce an annual statement detailing the results of that review.
- ii. In addition there was a review of progress against actions identified in the 2010/11 review, which included a more in-depth assessment of progress to improve controls within the Payroll system. The Committee received a presentation from the Head of Human Resources and following discussion were satisfied that progress was being made and agreed to support the planned investment in improving the effectiveness of the Payroll Client.
- iii. In relation to the 2011/12 review, two reports were received to both introduce the Committee to their role and also debate a long list of potentially significant issues in relation to the 2011/12 statement.

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- iv. All of these views were fed back to senior management and the statement was signed by the Leader of Council and Chief Executive prior to the 30th June deadline.

c. Financial Governance -

- i. The Committee considered the latest Treasury Management monitoring report to 31st December 2011 and Treasury Management Strategy Statement and Annual Investment Strategy for 2012/13. In addition to reviewing the annual strategy the Committee will continue to receive a mid year update report and annual review covering treasury management activities to support the Cabinet Member for Resources.
- ii. Currently performance is good despite this being a very difficult and challenging arena due to the uncertainties within the global financial economy and scrutiny will continue to be important to ensure Council resources are invested wisely.
- iii. All local authorities have now adopted International Financial Reporting Standards (IFRS) and the Committee was updated on progress towards this target including approving the policy for componentisation. Feedback from the external auditors is positive with regard to Council compliance with these new standards and the committee will continue to monitor progress.
- iv. During 2011 the Bribery Act had come into force and with it, had introduced four new offences of which a key one was a new organisational offence of 'failure to prevent bribery'. Consequently a review and risk assessment was undertaken and the results reported to the Committee on whether the Council was fully compliant. It was pleasing to note that the Council had considered the risks carefully and was well prepared to meet the obligations contained within the Act. It would however need to remain vigilant to ensure it continued to apply the appropriate controls to mitigate associated risks.

d. Internal Audit –

- i. The Committee considered the Service's work plan and monitored its progress during the year. The Committee was satisfied with the balance of the plan between planned projects, unplanned commissions and follow-up of previous reports. 84% of the work planned for 2011/12 had been completed, compared with 81% in the previous year.
- ii. Benchmarking results were again solid, with costs below Unitary average in nearly all categories whilst quality assurance indicators continue to be at a high level with 99% customer satisfaction. Concern was expressed however at the level of sickness and number of audit recommendations failing to be implemented and these areas will be monitored more closely during 2012/13.
- iii. The Committee also considered the results of a biennial review of the Council's Counter Fraud and Corruption arrangements. This includes the

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review of associated policies and procedures as well as assessing the impacts of fraud and misuse of Council resources on the Authority.

- iv. It was pleasing to note the positive results of the review with an improving culture and firm action being action where necessary. An Action Plan of areas for improvement was approved
- v. The Committee also noted the decision by the government to remove the management assessment process for all schools (FMSiS) and replace this with the Financial Value standard which no longer required external assessment by audit. Previously B&NES had recorded excellent results with all secondary schools and primary schools achieving the accredited financial management standards. The Committee commended Internal Audit for their contribution to this success by providing training and support to all schools, as well as carrying out the formal external assessments and their involvement in helping the Department for Education develop the new standards.
- vi. Finally a long term project had been ongoing since 2010/11 reviewing future service delivery models for Internal Audit. This project was necessary to review the future provision of the service in light of the severe budget cuts required by all services, risks facing the organisation and skills necessary to carry out the audit role.
- vii. The Committee had received a report in 2011 which recommended an immediate internal restructure to prepare it for a potential shared service with neighbouring authorities. This restructure included an amalgamation of all audit and risk management resources and a recommendation that service delivery to be retained in-house for at least 2 years pending the results of further negotiation with neighbouring authorities.
- viii. Progress remained positive in 2011/12 with a 25% gross budget saving now fully achieved without materially affecting service delivery. The committee noted that progress to a shared service had however become delayed following a change in senior management at a neighbouring authority and updates on progress will be monitored through 2012/13.

e. External Audit -

- i. In addition to the Governance Reports detailed above the Committee also considered the Annual Audit Letter for 2010/11 which summarised the work carried out by the Audit Commission.
- ii. The previous assessment and inspection framework had been removed during 2010 following the change in government and announcement to abolish the Audit Commission. Therefore there continued a much reduced regime of coverage during 2011/12 with no formal reviews being completed outside of the audit of the accounts. This consequently also led to a reduction in audit fees which was welcomed by the Committee.

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- iii. Overall the Council comfortably demonstrated a satisfactory VFM opinion and had previously been assessed as 'good' within the previous inspection regime which was endorsed by the Committee. The Council was also commended for successfully implementing International Financial Reporting Standards and improving the quality of their accounts.
- iv. Finally, the future of the external audit regime and implications from the announcement to abolish the Audit Commission in August 2010 were a continual topic of significant interest to the Committee with regular updates at each committee meeting.
- v. The committee had previously received a report on the proposals from the Department for Local Communities and Local Government (DCLG) on the future of local public audit and submitted its comments in June 2011.
- vi. During the year DCLG issued an update report which had made some material changes to their original proposals although a full and final proposal had not yet materialised at the time of writing this report.
- vii. Progress had however been made in continuing to dismantle the existing external audit regime and a national procurement exercise had taken place which had seen the existing District Audit Service unsuccessful in attempting to establish itself in the market place.
- viii. The results of this procurement exercise were that the Audit Commission will cease to provide an external audit service as from September 2012 and Grant Thornton have been successful in the South West in obtaining the new contract from this date, with again much reduced fees.
- ix. The draft local Audit Bill was published for consultation on 6th July 2012 and is expected to be scrutinised by Parliament later this year before becoming law during 2013. It provides for the future appointment arrangements of external auditors and the implications of the Bill will remain an area of high priority for the Audit Committee during 2012/13.

g. Review of Terms of Reference

- i. As part of good practice the Committee reviewed itself against CIPFA's best practice model for Audit Committees. Areas previously highlighted included independent support and training and development.
- ii. In relation to independent support the committee has already tackled this through the adoption of a co-opted independent member and it is recommended to retain the current role for at least a further 12 months pending the new proposals on the future of the local audit regime.

Appendix 1

- iii. In relation to training and development a full programme was developed and briefings and presentations have been received on the following areas –
 - Future of the Audit Commission
 - Treasury Management
 - Understanding the Accounts
 - Internal Audit
 - External Audit
 - Fraud & Corruption
- iv. This approach continues to be welcomed and has resulted in constructive and valuable debate of individual topic areas. The approach will therefore continue to be developed for the following year.

3. **WORK PLAN FOR 2012/13**

- i. Whilst the Committee's work in 2012/13 will be broadly similar to the year recently ended it will need to continue to review the impacts of recent proposals around the future of the external audit regime.

4. **MEMBERSHIP AND SUPPORT**

- i. The Committee appointed for 2011/12 comprised 3 Liberal Democrats (including the Chairman Councillor Andrew Furse), 4 Conservatives and 1 independent co-opted member. This was altered for the meeting in May 2012 when one independent councillor replaced one of the conservative members.
- ii. 4 meetings were held during 2011/12 with at least 7 out of the 8 members attending each meeting, and two meetings where at least where one substitute was necessary.
- iii. The Committee's lead officer is the Divisional Director for Risk and Assurance. Other officers attend, notably the Strategic Director for Resources, Divisional Director (Finance) who leads on financial issues through his S151 role and Group Manager for Audit & Risk. The external auditors are represented by a District Auditor and Audit Manager from the Audit Commission who attended all 4 meetings.

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Bath & North East Somerset Council	
MEETING:	Council
MEETING DATE:	13 September 2012
TITLE:	Avon Pension Fund Committee Annual Report to Council
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Appendix 1 – The Annual Report	

1 THE ISSUE

- 1.1 The Avon Pension Fund Committee discharges the responsibilities of the Council in its role as the administering authority of the Avon Pension Fund in accordance with the Local Government Pension Scheme Regulations 2008 (as amended) and the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009 (as amended).
- 1.2 The Committee reports annually to Council on the work it has undertaken in the previous twelve months and reference is also made in the report to the future work programme. This report is for the 12 months to 31 March 2012.
- 1.3 As background to this report it may be worth reminding Members that Bath & North East Somerset Council has a dual interest in the Avon Pension Fund, firstly as administering authority and secondly as one of the employing bodies. This report focuses entirely on the Council's role as administering authority.

2 RECOMMENDATION

- 2.1 The Council is asked to note this report.

3 FINANCIAL IMPLICATIONS

3.1 The costs of administering the Avon Pension Fund are recharged to the employing bodies through the employer contribution rates which are set by the actuary every three years as part of the valuation.

4 CORPORATE PRIORITIES

4.1 This issue is not relevant to the Avon Pension Fund which is administered by the Council as a completely separate function to its mainstream activities.

5 THE REPORT

5.1 The Annual Report is attached as Appendix 1 to this report. It relates to the financial year April 2011 to March 2012. The document is primarily for the Council's purposes. However, the report will be circulated to the employing bodies within the Fund to improve transparency about the Committee's activities and the decisions taken.

6 RISK MANAGEMENT

6.1 This report is for information only so a risk assessment is not necessary.

7 EQUALITIES

7.1 This report is for information only so an equalities impact assessment is not necessary.

8 CONSULTATION

8.1 The draft report was considered by the Avon Pension Fund Committee at the committee meeting on 22 June 2012.

9 ISSUES TO CONSIDER IN REACHING THE DECISION

9.1 This report is for information only.

10 ADVICE SOUGHT

10.1 The Council's Monitoring Officer (Divisional Director – Legal and Democratic Services) and Section 151 Officer (Divisional Director - Finance) have had the opportunity to input to this report and have cleared it for publication.

Contact person	Tony Bartlett, Head of Business Finance & Pensions x7302
Background papers	Avon Pension Fund Committee/Investment Panel reports and minutes
Please contact the report author if you need to access this report in an alternative format	

AVON PENSION FUND COMMITTEE ANNUAL REPORT TO COUNCIL (April 2011 - March 2012)

1 BACKGROUND TO THE AVON PENSION FUND

The Avon Pension Fund is a statutory scheme regulated by the Local Government Pension Scheme Regulations 2008 (as amended) and the Local Government Pension Scheme Regulations (Management and Investment of Funds) Regulations 2009 (as amended). Bath & North East Somerset Council (“the Council”) administers the Fund on behalf of more than 100 employing bodies including the four unitary authorities. The Fund has c. 85,000 members and the value of the Fund as at 31 March 2012 was £2.7 billion.

The Fund’s target asset mix is 60% equities, 20% bonds, 10% property and 10% fund of hedge funds. The Fund’s assets are managed by external investment managers.

(a) AVON PENSION FUND COMMITTEE TERMS OF REFERENCE

The Council has delegated responsibility for the Fund to the Avon Pension Fund Committee (APFC) whose terms of reference, as agreed by the Council in May 2012, are set out below:

“To discharge the responsibilities of Bath and North East Somerset Council in its role as lead authority for the administration of the Avon Pension Fund. These include determination of investment policy objectives, ensuring appropriate investment management arrangements are in place including the appointment of investment managers and monitoring investment performance; commissioning actuarial valuations in accordance with the provisions of the Local Government Pension Scheme Regulations; considering requests from organisations wishing to join the Fund as admitted bodies; making representations to Government as appropriate concerning any proposed changes to the Local Government Pension Scheme; and all aspects of benefit administration. At all times, the committee must discharge its responsibility in the best interest of the Avon Pension Fund.”

(b) COMMITTEE MEMBERSHIP

The Committee structure is as follows:

Voting members (12)	5 elected members from B&NES 2 independent trustees 3 elected members nominated from the other West of England unitary councils 1 nominated from the education bodies 1 nominated by the trades unions
Non-voting members (4)	1 nominated from the Parish Councils Up to 3 nominated from different Trades Unions

Committee meetings and workshops:

- The Committee meets quarterly. Attendance at these meetings was 87.5% for the voting members and 50% for the non-voting members
- Ad hoc workshops are arranged as necessary reflecting the Committee's meeting agendas. These workshops are designed to explore specific policy issues in detail. During the last 12 months, two workshops were arranged to review the Interim Actuarial Valuation and another to review the Fund's policy for Socially Responsible Investing.

(c) INVESTMENT PANEL

The Investment Panel is a formal sub-committee of the APFC, established to consider the management and investment of the Fund's assets and to advise APFC on such matters. The Panel's terms of reference which were agreed by the Council in May 2012 are:

The Panel shall:

- recommend strategic investment objectives, policy and strategic asset allocation
- regularly review in detail and assess the performance of the investment managers, investment advisors, custodian and actuary
- recommend appointment and termination of investment managers and professional service providers as required
- review the Statement of Investment Principles and submit to APFC for approval
- make recommendations to the APFC on matters relating to investment strategy and management as the Panel considers appropriate. This will include issues of a more urgent nature, where the view of the Panel would be taken into consideration. (The Section 151 Officer has delegated powers regarding urgent actions, and these would be exercised having consulted the Chair of the Panel)
- review any legislative changes which have implications for investment governance and make recommendations to the APFC as appropriate.

The Panel has no delegated powers and can only make recommendations to the Committee.

The Panel consists of up to 6 voting members from the APFC and meets at least quarterly ahead of Committee meetings.

As there was a new Panel from June 2011 (due to the elections), the Panel met formally 3 times during the year with attendance at 87.5%. In addition one workshop was held as part of the Panel's programme to review the performance of each of the investment managers over a twelve month period. The rest of these reviews were accommodated within the regular meetings.

Committee members also attended the Fund's Annual Employers' Conference which was held in February 2012. This well attended conference provides an opportunity for employers to meet with the Fund officers and committee members to discuss the overall service provided and explore topical issues that affect the employers.

2 TRAINING

The administering authority recognises the importance of training of Committee members given their fiduciary duties. The Fund provides training to committee members to ensure they possess an appropriate level of knowledge, skill and understanding to discharge these duties.

The Fund's approach to training is based on the Myners principles for best practice in decision making in pension funds which highlights the need for administering authorities to ensure:

- that decisions are taken by persons or organisations with the skills, knowledge advice and resources necessary to make them effectively and monitor implementation; and
- those persons or organisations have sufficient expertise to be able to evaluate and challenge the advice they receive, and manage conflicts of interest.

The Fund has in place a training framework which is based on CIPFA's (Chartered Institute of Public Finance and Accounting) Knowledge and Skills Framework for LGPS funds, which identifies six areas of knowledge as follows:

- i. Legal and governance context
- ii. Pensions Auditing and Accounting Standards
- iii. Procurement and Relationship Management
- iv. Investment Performance and Risk Management
- v. Financial Markets and Product Knowledge
- vi. Actuarial Methods, Standards and Practices

Committee training is delivered in a variety of formats, reflecting the strategic importance of the subject matter to the Committee's agenda and the differing level of knowledge and understanding across the Committee. Many of the areas identified by the framework are covered through detailed committee reports and workshops where the topic is explored greater in detail.

In addition, Committee members are encouraged to attend seminars and conferences which broaden their understanding of investments and topics of relevance to the LGPS.

As there were a number of new Committee members appointed after the local elections in May 2011, two Induction Sessions for new members, tailored to Committee's agenda, were delivered by officers. The topics covered included governance, administration strategy, investment strategy, fund solvency and risk management. During the year new committee members also attended the Fundamentals Training Courses offered by the Local Government Pension Committee.

3 REVIEW OF THE YEAR

a) INVESTMENT PERFORMANCE

The Fund generated an investment return of 3.6% during the year to 31 March which was 1% ahead of the average local authority fund return of 2.6%. Over the last three

years the Fund's return was 14.5% p.a. which is in line with the average local authority fund return.

The 2010/11 investment return was driven by the 15.4% increase in the value of the bond portfolio due to the 'flight to safety' within the bond market as investors sought the relative safety of UK government bonds. Equities in contrast generated a small negative return overall (-0.4%) which detracted from the overall return given that 60% of the Fund's assets are invested in equities compared to just 20% invested in bonds.

Rolling forward to 30 June 2012, the Fund's 12 month return was 0.2% versus the average local authority fund return of -0.9% with equities still generating negative returns detracting from the positive returns from the bond portfolio.

b) FUNDING LEVEL

As at 31 March 2012 the Actuary has estimated that the funding level has fallen to 70% from 83% a year earlier (*at 30 June 2012 the estimated funding level was practically unchanged at 69%*). This compares to 82% funding level at the 2010 valuation. This fall in the funding level is due almost exclusively to the increase in liabilities; the investment return is only marginally below expected returns over the period since the last valuation. The value of the future pension liabilities is calculated using a discount rate based on UK gilt yields. As gilt yields fall, the value of these liabilities rises. Unfortunately, gilt yields in the UK are currently near historic lows. These low yields are a result of investors seeking relative safety in non-euro denominated bonds, such as UK gilts as the Eurozone sovereign debt crisis has escalated. In addition, the Bank of England's policy to support the economy through its "quantitative easing" programme, in which the Bank purchases gilts from banks, has also kept yields low.

The next triennial valuation is due in March 2013 which will set the employer contribution rates for the following three years (April 2014 to March 2017). It is important to note that unlike most other public sector pension schemes, the Avon Pension Fund is a funded scheme and has a funding strategy in place to achieve full funding over a number of years.

c) POTENTIAL CHANGES TO THE LGPS

In line with other public sector pension funds, negotiations have been ongoing during the year to introduce a new scheme that will be more affordable and sustainable for the long term. The new scheme for the LGPS is expected to be introduced from 2014 and any changes to the benefits structure will be reflected in the 2013 triennial valuation.

d) PENSIONS ADMINISTRATION

(i) Budget

During the Year to 31 March 2012, total costs were £85,000 under the budget of £11.3 million. However, excluding Investment Management, custody fees and governance costs, administration costs were £201,000 under the budget of £2.1million, a saving of 9.6%. Savings were made across all budgets.

Spending on Investment Management and custody fees was £267,000 over budget. This was the result of higher than budgeted fees for the new dynamic currency hedging mandate that commenced during the year. The investment management fees of £8.8 million equate to 0.32% of the Fund's assets.

(ii) CIPFA Benchmarking (Benefits Administration)

The Fund participates in the annual Pensions Administration CIPFA Benchmarking exercise where its performance and running costs are compared against its peers and against the “average fund “

Overall costs at £17.58pa per member were less than the average of £18.47. Staffing costs were significantly less at £5.28 against £8.74 due to partly to lower payroll costs; this was balanced by accommodation costs which were higher than the average.

Communication costs also contributed at £3.17per member compared to the average of £0.88. Although significantly higher, the Committee is content to be overweight in this area as it strongly believes in the importance of providing members with top quality information and this is done by newsletters to both active and pensioner members, a high quality website which allows member web browser access to their personal pension data and provides simple calculation facilities reducing the number of requests to the Fund’s Benefits Staff. Savings were made in the year by some employers sending the active newsletter electronically. This trend is set to continue.

Any significant results are brought to the attention of the Committee.

(iii) New Pensions Administration Strategy

The New Pensions Administration Strategy came into effect in April 2011 following consultation with participating employers in the Fund and approval by the Avon Pensions Fund Committee in December 2010. The purpose of the Strategy is to assist in helping employers and the Fund work more closely together to provide an ever improving level of service to Fund members.

Performance of both parties are now being closely monitored and reported on in Quarterly Performance Reports to larger employers, followed up by review meetings with larger employers. During the year meetings were held with four unitary authorities and problem areas discussed and resolved. The new Strategy has put into place a transparent and robust framework which makes both parties far more accountable and should result in improved performance. Although it is relatively early days, relationships with larger employers have been noticeably improved with the closer working together.

Following a study of a training *gap analysis* questionnaire sent to all employers, training sessions for employers’ hands-on staff are being arranged for late 2012.

The Strategy is due for review in April 2013.

4 COMMITTEE BUSINESS TO MARCH 2012

a) Investment Strategy

During the year a number of strategic decisions were implemented as follows:

- Hedge Fund portfolios – following a workshop held in March 2011 it was agreed to maintain the strategic allocation to hedge funds but to adjust the allocation between the existing managers. This was implemented in July 2011.
- A manager was appointed to manage a programme to hedge the US dollar, Euro and Yen exposure arising from the Fund’s investments in overseas equities. This programme will protect the Fund’s value from

adverse movements in sterling (when sterling strengthens the Fund needs to be hedged) but allow the Fund to benefit from favourable movements in these exchange rates (when sterling weakens).

In 2011/12 the Committee began a review of the Fund's Responsible Investing Policy in order to ensure the Fund's policy reflected best practice across the whole Fund, subject to the constraints imposed by the current investment structure. The review will be completed in 2012.

b) Funding Strategy and Admitted Bodies

During the year an interim valuation was commissioned to up-date the Committee on the funding position. As at 31 March 2011 the funding level was 83% which was largely unchanged from the 2010 valuation level of 82%. However, turmoil in the Eurozone had led to a significant deterioration in the funding position which had fallen to 70% by 31 March 2012.

Given the tighter funding environment for public sector service providers, the Committee received a report during the year monitoring the financial position of the community admission bodies (CAB) within the Fund. Since 2005 CABs are only allowed to join the Fund if they have a guarantee. For those admitted prior to this date, the Fund seeks to obtain greater security for the liabilities where possible. There are 22 CABs in the Fund and at the 2010 valuation they accounted for 4.1% (£23 million) of the overall deficit.

c) Approval of the 3-year Service Plan and Budget 2012/15

The Service Plan details the new development proposals that are planned to be undertaken during the next three financial years (2012/2015). The new plan is designed to respond to known and anticipated legislative changes and Committee initiatives as well as to take the Pensions Service forward by improving performance and the overall quality of service to members and employers.

Given that the "new Scheme" will be introduced in 2012/13 with an expected implementation date of April 2014, much of the plan's focus is on the roll out of the new scheme, especially the Fund's communications, IT and training strategy. The Fund will need to inform Scheme members of the changes to their benefits and explain to employers the financial implications of any changes and also any changes in data the Fund requires from payroll systems. In addition, the Investment and Finance Team is being strengthened to manage more effectively the increased volume of investment and actuarial work.

The 2012/13 administration budget increased by £70,000 reflecting the need for extra resources to meet the increase in administrative pressures on the Fund. Savings of £66,000 were also identified across the service mainly through identifying better ways of delivering the service through greater use of electronic systems.

d) Treasury Management Policy

The Fund's Treasury Management Policy sets out how the Fund's cash is invested to meet its day –to –day requirements. The cash managed under this policy at any time is c. £25 million, which represents less than 1% of the Fund's value.

The management of this cash is delegated to the Council's Treasury Management Team. However, the Fund's cash is invested separately to the Council's and the Fund has a bespoke Treasury Management Policy. It should be noted that the Fund and Council have separate bank accounts since April 2009.

Following significant downgrades of credit ratings of the UK banks it became increasingly difficult to invest in line with the policy. In March 2012 the Committee approved a revised policy that provides flexibility to ensure efficient management and investment of the short term cash.

In addition, the Committee were advised that the Fund's cashflow profile is "maturing" more rapidly than previously anticipated (the monthly payment of pension payments is forecast to exceed the monthly receipt of pension contributions). This is due to the number of active members declining due to redundancies and the fact that pensions are indexed to inflation whereas salaries have been frozen.

e) Administration

In accordance with the new Pensions Administration Strategy, the Committee reviewed 2 quarterly Summary Monitoring Reports of the Fund's and employers' performance. The Committee will use its influence where appropriate to assist Officers with poor performing employers. This was not felt necessary for these reports.

f) Workplans

Separate workplans are prepared for the Committee and Investment Panel detailing the forthcoming areas of work relating to investments strategy and policy and Benefits administration to give the Committee and officers the opportunity to review the and accommodate issues that may arise.

5 FUTURE BUSINESS

The Committee's (and Investment Panel's) focus over the next twelve months will be as follows:

a) Investments

- Complete the review of the Fund's policy towards Socially Responsible Investing
- Strategic Investment Review – review the current invest strategy given funding pressures, maturing cashflow profile, macro-economic environment
- Review Cash Management Policy to meet monthly pension payments

b) 2013 Valuation

- Arrange workshop to assess impact of new scheme changes and investment markets on the 2013 valuation

c) Benefits Administration

- Respond to the consultation exercise on the new LGPS Scheme and monitor the project to implement the new scheme coming in from April 2014 and the campaign to explain the changes and their significance to members and employers to minimise the number of members who might opt out.
- Review the AVC Strategy on the number and types of funds to be offered to members to assist them in saving towards retirement.

- Decide in December 2012 whether the Summary Reports of employer and Fund administration performance which are currently taken in Exempt Session should hence be taken in Open Session.
- Approve any changes as a result of the Review of the Pensions Administration Strategy due in April 2013.

d) Auto Enrolment (of all employers eligible staff into an appropriate pension arrangement –a legal requirement from October 2012)

Although not the legal responsibility of the Avon Pension Fund, the Committee is keen to ensure that a workable process is put in place to auto-enrol eligible staff (and re-enrol opt outs at 3-year intervals) of participating employers. Focus groups will be established between the Officers and employers to try to ensure a standard approach is adopted by employers that will minimise the administration work of the Fund. In June 2013 the Fund's actuary is running an information session for all Fund employers. Reports of progress will be given to Committee in the run up to the first employer staging date of March 2013.

Avon Pension Fund

June 2012