

Democratic Services

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Date: 30th September 2011

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To: All Members of the Early Years, Children and Youth Policy Development and Scrutiny Panel

Councillors: Sally Davis, Dine Romero, Liz Hardman, Mathew Blankley, David Veale, Ian Gilchrist, Katie Hall and Nathan Hartley

Co-opted Voting Members: David Williams, Mrs T Daly and Sanjeev Chaddha

Co-opted Non-Voting Members: Stuart Bradfield, Chris Batten, Peter Mountstephen and Dawn Harris

Cabinet Member for Early Years, Children, and Youth: Councillor Nathan Hartley

Chief Executive and other appropriate officers
Press and Public

Dear Member

Early Years, Children and Youth Policy Development and Scrutiny Panel: Monday, 10th October, 2011

You are invited to attend a meeting of the **Early Years, Children and Youth Policy Development and Scrutiny Panel**, to be held on **Monday, 10th October, 2011** at **4.30 pm** in the **Brunswick Room - Guildhall, Bath**.

The agenda is set out overleaf.

Yours sincerely

Mark Durnford
for Chief Executive

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 Mark Durnford who is available by telephoning Bath 01225 394458 or by calling at The Guildhall (during normal office hours).
- 2. 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. Advance notice is required not less than two full working days before the meeting (this means that for meetings held on Wednesdays notice must be received in Democratic Services by 4.30pm the previous Friday)

The public may also ask a question to which a written answer will be given. Questions must be submitted in writing to Democratic Services at least two full working days in advance of the meeting (this means that for meetings held on Wednesdays, notice must be received in Democratic Services by 4.30pm the previous Friday). If an answer cannot be prepared in time for the meeting it will be sent out within five days afterwards. Further details of the scheme can be obtained by contacting Mark Durnford as above.

- 3. Details of Decisions taken at this meeting** can be found in the minutes which will be published as soon as possible after the meeting, and also circulated with the agenda for the next meeting. In the meantime details can be obtained by contacting Mark Durnford as above.

Appendices to reports are available for inspection as follows:-

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For Councillors and Officers papers may be inspected via Political Group Research Assistants and Group Rooms/Members' Rooms.

- 4. Attendance Register:** Members should sign the Register which will be circulated at the meeting.
- 5. THE APPENDED SUPPORTING DOCUMENTS ARE IDENTIFIED BY AGENDA ITEM NUMBER.**
- 6. 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.

**Early Years, Children and Youth Policy Development and Scrutiny Panel - Monday, 10th
October, 2011**

at 4.30 pm in the Brunswick Room - Guildhall, Bath

A G E N D A

1. WELCOME AND INTRODUCTIONS

2. EMERGENCY EVACUATION PROCEDURE

The Chair will draw attention to the emergency evacuation procedure as set out under Note 6.

3. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

4. DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

Members who have an interest to declare are asked to:

- a) State the Item Number in which they have the interest
- b) The nature of the interest
- c) Whether the interest is personal, or personal and prejudicial

Any Member who is unsure about the above should seek advice from the Monitoring Officer prior to the meeting in order to expedite matters at the meeting itself.

5. TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

6. ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

At the time of publication no notifications had been received.

7. MINUTES - 18TH JULY 2011 (Pages 7 - 16)

8. LEAN REVIEW OF CHILDREN'S SOCIAL CARE

The Divisional Director for Safeguarding, Social Care and Family Services will give a presentation to the Panel on this item.

9. HEALTH RELATED BEHAVIOUR STUDY 2011

The Panel will receive a presentation on this item from the PSHE and Drug Education Consultant, Healthy Schools Coordinator and PCT Public Health Commissioning Development Manager.

10. KEY STAGE 2, KEY STAGE 4 & A LEVEL RESULTS 2011

The Panel will receive a verbal update on this item from the Head of School Improvement and Achievement.

11. SCHOOL MEALS (Pages 17 - 24)

This is a periodic report on school meals in Bath & North East Somerset schools.

12. SCHOOL SPORTS STRATEGY

The Sport & Active Lifestyles Team, Business Development Manager will update the Panel on this item at the meeting.

13. ACADEMIES AND FREE SCHOOLS POLICY (Pages 25 - 34)

The Panel are receiving the Cabinet report of September 2011 as background information. The Strategic Director for People and Communities will update them on its progress at the meeting.

14. FEEDBACK FROM HEADTEACHERS / CHAIR OF GOVERNORS CONFERENCE

The Panel will receive a verbal update on this item from Peter Mountstephen, Primary School Representative Co-opted Member.

15. SCHOOL RECYCLING

Councillor Dine Romero will give a verbal update to the Panel regarding this item.

16. CABINET MEMBER UPDATE

This item gives the Panel an opportunity to ask questions to the Cabinet Member and for him to update them on any current issues.

17. PEOPLE AND COMMUNITIES STRATEGIC DIRECTOR'S BRIEFING

The Panel will receive a verbal update on this item from the People and Communities Strategic Director.

18. PANEL WORKPLAN (Pages 35 - 42)

This report presents the latest Policy Development & Scrutiny Workplan for the Panel.

The Committee Administrator for this meeting is Mark Durnford who can be contacted on 01225 394458.

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BATH AND NORTH EAST SOMERSET COUNCIL

EARLY YEARS, CHILDREN AND YOUTH POLICY DEVELOPMENT AND SCRUTINY PANEL

Monday, 18th July, 2011

Present:- Councillors Sally Davis (Chair), Dine Romero (Vice-Chair), Liz Hardman, Mathew Blankley, David Veale, Ian Gilchrist and Katie Hall

Also in attendance: Mike Bowden (Acting Divisional Director for Service Development), Liz Price (Children's Planning Manager), Briony Waite (Strategic Planning Officer, Children's Health & Commissioning Service) and Sally Churchyard (Youth Offending Team Manager) and Mark Durnford (Democratic Services Officer)

Councillor Nathan Hartley – Cabinet Member for Early Years, Children and Youth

1 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting. The members of the Panel introduced themselves to the assembled members of the public.

2 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure.

3 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies had been received from Tess Daly, Stuart Bradfield, David Williams and Sanjeev Chaddha who are all Co-opted Members of the Panel.

4 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

There were none.

5 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

The Chairman declared that she had received no actual urgent business, but wished to highlight a couple of issues to the Panel.

Culverhay – She informed them of the Cabinet decision made last week to withdraw the proposed closure of Culverhay School.

Writhlington – The recent fire at the school has left some property damage, but no pupils, staff or public were injured in the incident.

6 ITEMS FROM THE PUBLIC OR COUNCILLORS - TO RECEIVE DEPUTATIONS, STATEMENTS, PETITIONS OR QUESTIONS RELATING TO THE BUSINESS OF THIS MEETING

There were none.

7 PRIMARY AND SECONDARY PARLIAMENT FEEDBACK

The Strategic Planning Officer for Children's Health & Commissioning introduced this item to the Panel. She explained that the Parliament gave pupils an opportunity to put forward proposals and discuss priorities for their future learning activities.

Pupils from St Saviours and All Saints Schools had developed the proposal to have five themed days at school to promote Healthier Living.

Healthy Eating Day
No Cars Day
Recycling Day
Litter Picking Day
PE / Active Day

Pupils from Youth For Christ, St Mark's School and Culverhay made a presentation to the Parliament on Community Gardens. Their plan would be set out over the following seven steps.

Locate an overgrown site and seek permission to develop it.
Clean the site.
Open the site to the community.
Grow produce.
Share the produce among people who had worked on the site.
Sell off any excess produce for charity.
Create friendships and enjoy the experience.

A number of event days would also be held to promote the scheme, such as composting and recycling.

The plan would also have a number of benefits for the environment. People would be making less car journeys to get their produce as it would be local to them, less packaging would be involved with the produce than at supermarkets and less food waste will be generated as people will not want to throw away produce that they have helped to grow.

Chris Batten asked if they had been able to identify any sites in particular yet to start work on.

A member of the group replied that they had not, but were in discussions with Somer on some possible ones.

Councillor Dine Romero congratulated them on their presentation and asked them how soon they felt they could start on the project.

They replied that they would like to start on it as soon as possible.

The Chairman wished them good luck in the project and hoped that they would face as little red tape as possible in order to get it up and running.

The Strategic Planning Officer for Children's Health & Commissioning commented that she would be seeking help from officers around the Council in an attempt to get the projects off the ground.

Peter Mountstephen commented that the great deal of work that the Strategic Planning Officer for Children's Health & Commissioning had done on behalf of the Parliament should be acknowledged.

The Panel thanked all the pupils for attending and wished them luck in the future.

8 CHILDREN'S SERVICE SOCIAL CARE COMPLAINTS AND REPRESENTATIONS ANNUAL REPORT

The Complaints Procedure Manager introduced this item to the Panel. She informed them that the total number of complaints recorded at Stage 1 was higher than previous years. The increase however should not be seen as negative but as an indicator that people are aware of the procedure and their right to have their complaint listened to if they are unhappy with the service. It is important however that the lessons learned from these complaints are considered and that any patterns and trends in the information identified.

She added that with the input of additional administrative support since April 2010 there had been a marked improvement in the time taken to acknowledge complaints. The acknowledgment is an important part of developing confidence in the complaints procedure. As long as the complaint is passed directly to the Complaints Procedure Manager it is possible to acknowledge all complaints within 4 working days and the majority within 2 days.

Councillor Katie Hall asked how the public were made aware of the complaints procedure.

The Complaints Procedure Manager replied that an information sheet is available on the Council's website. She added that information about the Complaints Procedure should be given to all children and young people and/or their parents and carers at the first point of contact. Workers are encouraged to check that children and young people are aware of the complaints procedure when they first start working with them, particularly when the case has been transferred from another team. The Independent Reviewing Officer will also ensure that the young person is aware of their right to make a complaint at each review.

The Panel **RESOLVED** to note the contents of the report.

9 LOCAL SAFEGUARDING CHILDREN BOARD ANNUAL REPORT 2010/11 AND WORK PROGRAMME 2011/12

The Acting Divisional Director for Health, Commissioning and Strategic Planning introduced this item to the Panel. She explained that it was a very detailed report and that it had been published in accordance with the new national guidance. She added that in establishing its priorities for the coming year, the Board considered the developing national safeguarding agenda: its evaluation of the effectiveness of local safeguarding arrangements: progress with its 3 Year Strategic Plan 2008-2011: progress with its Annual Report and Business Plan Work Programme 2010/11: its analysis of the Local Needs Assessments: feedback from the Annual Stakeholders' event: and its review of the national and local safeguarding context within its Annual Development Day in January 2011. Having done so, the Board concluded that whilst maintaining its overall commitment to the 5 aims of the Staying Safe Outcome, it must in the coming year give priority to its core business of protecting children and young people from violence, maltreatment, neglect and sexual exploitation.

Peter Mountstephen asked if it would be possible to make closer relationships with groups that work with and on behalf of black and other minority ethnic communities in an attempt to reduce the number of Child Protection Plans.

The Acting Divisional Director for Health, Commissioning and Strategic Planning replied that she would take that proposal back to the team. She also wished to acknowledge the work of the advocacy service and their role in mediation on behalf of black and other minority ethnic communities.

The Panel **RESOLVED** to:

- (i) Note the Annual Report 2010/11, its priorities and associated Work Programme and the challenges and issues it poses for the Children's Trust Board.
- (ii) Request that the draft Annual Report for 2011/12 is presented to the November meeting of the Panel for discussion and comment.
- (iii) Note that the annual LSCB Stakeholders' event will take place on 23rd November 2011.

10 CHILDCARE SUFFICIENCY FINAL REPORT AND ACTION PLAN

The Business and Performance Manager introduced this item to the Panel. He explained that the Childcare Act 2006 requires local authorities to carry out and publish a sufficiency assessment of childcare in their area at least every 3 years. Local authorities carried out their first assessment in 2008 and the subsequent report was completed by April 2011.

Councillor Katie Hall asked how accurate the figures relating to the proposed providers as at November 2010 could be.

The Business and Performance Manager replied that not all childminders who have expressed an interest will become registered childminders, 30 was a more realistic estimate. He added that since the report had been written three new group provisions had opened, two of which were in Paulton.

Councillor Liz Hardman commented that she was pleased to see that a new scheme had been set up to enable disabled children to access mainstream provision which had already removed access barriers for 20 individual children and their families.

The Panel **RESOLVED** to endorse the action plan arising from the final published Childcare Sufficiency Report 2011.

11 YOUTH JUSTICE PLAN 2010 - 11

The Youth Offending Team Service Manager introduced this item to the Panel. She informed them that the Youth Offending Team and its partners were able to report the lowest number of youth custodial sentences passed since the Youth Offending Team was established in 2000, together with a reduction in the percentage of all sentences resulting in custody. At the same time, re-offending after nine months reduced and engagement in education, training and employment increased.

She also wished to highlight to the Panel the performance of the Service against its National Indicators, in particular the low number of custodial sentences, the reduction in re-offending rates and the proportion of young people supervised by Youth Offending Teams who are actively engaged in suitable full time education, training or employment.

Councillor Dine Romero asked if data from the Children's Society was included within the report.

The Youth Offending Team Service Manager replied that it was not as the Council was not required to directly report that information.

The Panel **RESOLVED** to agree that:

- (i) The Youth Justice Plan 2010-11 has been delivered, including the improvements agreed following the Joint Inspection and the Care Quality Commission Inspection.
- (ii) Performance has improved against key National Indicators in 2010-11.

12 CHILD PROTECTION ACTIVITY AND PERFORMANCE

The Acting Divisional Director for Health, Commissioning and Strategic Planning introduced this item to the Panel. She informed them that progress was being made to reduce the number of Child Protection Plans lasting 2 years or more, particularly by focussing on the effectiveness of individual case plans.

She added that the appropriateness of prescribed timescales for core assessments was considered within the work of the Munro Review Group (national review of social work and child protection) and Munro has recommended that the timescale is dropped and the focus is upon the quality of assessments as a continuous process.

The Panel **RESOLVED** to:

- (i) Note the report and the actions being taken in respect of the reported performance.
- (ii) Request further performance reports from the Chair of the Local Safeguarding Children Board in order to maintain an overview of the Council, and partner agencies', child protection activity and performance.
- (iii) Note that future reports will seek to detail performance in relation to outcomes rather than process indicators.

13 THE DEVELOPMENT OF ACADEMIES IN BATH AND NORTH EAST SOMERSET - UPDATE REPORT

The Acting Divisional Director for Service Development introduced this item to the Panel. He informed them that there now was a list of nominated Senior Officers from whom any school considering becoming an academy can seek definitive advice.

He added that there was also a compendium of all matters relating to the consideration of becoming an academy. This is for Governing Bodies and Head Teachers and brings together all sources of information into a single document.

In addition to the above two one day per week secondments for primary head teachers (Peter Mountstephen and Teresa Austin) began on 1 May. These are focussed upon researching existing collaborative models between schools to look for best/effective practice and understanding what services and what forms of service are most supported by schools.

He also highlighted that for 2011-12 the DfE 'top sliced' £425k from the grant settlement of the Local Authority. For 2012-13 the indicative top slice is £335k. However, the LGA has supported 27 Local Authorities in seeking a judicial review of the methodology used to calculate the top slice as a number of Local Authorities which have no academies have had their grant cut.

Peter Mountstephen commented that there currently appeared to be differing views between Primary and Secondary Schools on this issue with only one Primary

School wishing to become an Academy. He emphasised the need for all schools to think more about collaborative working and to use the expertise of officers within the Council.

Councillor Dine Romero asked what can the Council do to ensure the provision of particular services / subjects will not be lost when Schools become Academies.

The Acting Divisional Director for service Development replied that the Council will have very little direct power, but will seek to work with academies to ensure decisions are taken in the best interests of children and young people across Bath and North East Somerset.

Peter Mountstephen commented that with Saltford having now become a Teaching School this would enable greater local development. He added that there currently was a great deal of good practice in place and a will amongst the profession to continue to work together.

Councillor Katie Hall asked how many Secondary Schools had applied to become Academies.

The Acting Divisional Director for Service Development replied that four had already converted and that another five have made applications to do so.

Councillor Ian Gilchrist asked what role can the Council play in monitoring / maintaining standards at the Academies.

The Acting Divisional Director for Service Development replied that the performance data for the Academies would be available to the public, but again stressed that the Council itself would have little power to intervene.

Dawn Harris commented that the Fair Access legislation was set to continue and this would allow the most vulnerable pupils access to the services / school they need.

The Panel **RESOLVED** to note the report.

14 CHILDREN'S SERVICES - DEVELOPMENT OF THE PEOPLE AND COMMUNITIES DEPARTMENT

The Acting Divisional Director for Service Development introduced this item to the Panel. He informed them that in November 2010 the Council agreed to a fundamental re-structuring of the local authority based around three service groupings: People / Place / Resources.

In discussion with the PCT and GP Clinic Commissioning Group it has also been agreed that Public Health will form part of the new Department.

The Strategic Director for Children's Services has been asked to provide interim leadership to the new department. The interim structure will enable the Council and the PCT to continue to focus on day to day service delivery and the support and protection of our most vulnerable adults, young people and children.

He added that research and national guidance, particularly around NHS changes, will be completed by Autumn 2011 and it is intended to then launch informal and formal consultation on the re-structuring of the new Department. The consultation will start in January 2012 with a view to the new structure being in place between September 2012 and April 2013.

Councillor Dine Romero asked if the Council was required to have one officer whose sole position was that of Children's Services Director.

The Acting Divisional Director for Service Development replied that the national view was that it was desirable for that to be the case and stressed that due consideration had been taken before making the decision. He wished to add that a number of other Local Authorities are working in this same way.

The Panel **RESOLVED** to note the report.

15 CO-OPTED MEMBERSHIP OF THE EARLY YEARS, CHILDREN AND YOUTH POLICY DEVELOPMENT & SCRUTINY PANEL

The Democratic Services Officer introduced this item to the Panel. He explained that although he had received no official request to remove DAFBY (Democratic Action For Baner Youth) from the list of Co-opted Members he understood that work was ongoing to see if this was the best way in which young people could become involved in the democratic process.

The Chairman added that it may become necessary for Members of the Panel to be involved in visits to schools / youth groups in the future.

Peter Mountstephen suggested using School Councils as a way of engaging with young people across the area.

The Panel **RESOLVED** to:

(i) Agree that the current arrangements for non-voting co-opted Education members of the Early Years, Children and Youth Policy Development & Scrutiny Panel should be continued.

(ii) Note the current statutory membership.

16 CABINET MEMBER UPDATE

The Cabinet Member for Early Years, Children and Youth addressed the Panel.

He informed them that he would be meeting with possible Academy sponsors for Culverhay next week.

He stated he was looking forward to receiving the winning presentations from the Primary / Secondary School Parliaments so that he could work through the recommendations.

He explained that he would be meeting with local Councillors very soon to discuss how the Radstock Youth Service could spend the £10,000 they have been allocated.

He told them he was currently working with officers on a draft Academies & Free School Policy.

The Panel thanked him for his attendance and the update.

17 CHILDREN'S SERVICES DIRECTOR'S BRIEFING

The Children's Services Director having already sent his apologies to the Panel was not present to deliver his briefing. He offered to send the briefing to the Panel via email.

The Panel agreed to this proposal.

18 PANEL WORKPLAN

The Chairman introduced this item to the Panel.

Councillor Dine Romero asked for the Panel to receive a report on a number of issues in relation to School Meals, particularly their nutritional value, payment options and provision.

Councillor Katie Hall asked for an update report on the work of the Admissions Forum.

Councillor Ian Gilchrist asked if the Panel could receive a report on the subject of School Transport.

The Chairman asked for the work of the previous Panel to be sent to Councillor Gilchrist so that he may make himself aware of the study. She asked that if he still had a particular issue he wished to follow up then to contact her. She added that Panel Members could also approach her if they wished to request to take part in a Task & Finish exercise.

The Panel **RESOLVED** to add the items in relation to School Meals and Admissions Forum to their workplan.

The meeting ended at 7.10 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

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Bath & North East Somerset Council		
MEETING:	Early Years, Children & Youth Panel	
MEETING DATE:	10 th October 2011	AGENDA ITEM NUMBER
TITLE:	School Meals	
WARD:	ALL	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
School Food Trust letter – September 2011		
School Food Trust statistics 2010-11		

1 THE ISSUE

1.1 This is a periodic report on school meals in Bath & North East Somerset schools.

2 RECOMMENDATION

2.1 The Early Years, Children & Youth Panel is asked to accept the report.

3 FINANCIAL IMPLICATIONS

3.1 There are no proposals within the report that have additional financial implications.

4 THE REPORT

4.1 This report relates mainly to the school meals service provided to B&NES primary schools. Catering Services (part of Property Services) provides 4,500 hot meals in total each day, to all but one of these primary schools; the remaining one is provided with a sandwich service.

4.2 Secondary schools make individual arrangements; some use external catering companies and most run in-house catering. The information held on secondary schools meals is limited and there is no regular mechanism for co-ordinating it.

4.3 Demand for meals – School Food Trust Survey

<i>B&NES</i>	<i>2010/11</i>	<i>2009/10</i>	<i>2008/09</i>
<i>Primary & Special take-up</i>	<i>39.0%</i>	<i>36.6%</i>	<i>34.4%</i>
<i>Number of meals up by % on previous year</i>	<i>+6.5%</i>	<i>+6.4%</i>	
<i>Secondary (does not include all</i>	<i>32.8%</i>	<i>29.9%</i>	<i>31.2%</i>

<i>B&NES secondary schools)</i>			
<i>England take-up</i>	<i>2010/11</i>	<i>2009/10</i>	<i>2008/09</i>
<i>Primary & Special</i>	<i>44.1%</i>	<i>41.4%</i>	<i>39.3%</i>
<i>Secondary</i>	<i>37.6%</i>	<i>35.8%</i>	<i>35.0%</i>

- 4.4 Overall demand for meals in B&NES primary schools has finally returned to the levels of 2005-6 following a period of decline. Take-up has risen over the past few years, broadly in line with national trends. Local authority areas with high free school meals eligibility tend to have the highest overall take-up. For more detail on levels of take-up, eligibility for free school meals and obesity levels, see the two attachments.
- 4.5 The Council decided not to increase meal prices from 1 September 2011. A survey of 9 B&NES primary schools for w/e 23 September 2011 shows an overall increase in demand for paid meals of 7% compared to the same week in 2010. Of the 9 schools sampled, 2 show reductions and the remainder show increases of at least 10%; no account is taken in this of possible changes in the number of pupils on roll or of eligibility for free school meals.
- 4.6 Menus and Nutrition: different menus are offered over a three-week cycle in primary schools. The ingredients are analysed for nutritional content and the menus conform to the government standards introduced in 2008.
- 4.7 Food procurement contracts are currently out to tender. This year the contracts will be let jointly with Bristol City Council and will commence in November.
- 4.8 The Soil Association's Food For Life programme provides a framework for improving food culture in schools. 41 B&NES schools are registered with the Food For Life programme, of which 1 has Gold, 2 have Silver and 10 have Bronze; this is a very high level of commitment un-matched by other local authorities. There is evidence that FFL schools achieve higher levels of demand for school meals.
- 4.9 Payment options: schools can decide to purchase software to allow parents / guardians to make online payments for meals and other items. In secondary schools operating cash cafeterias this software can be combined with electronic point of sale systems to allow cashless payments for meals. Some B&NES secondary schools operate such systems. Online payment systems offer advantages to primary schools too but in primary schools there is a fixed price menu and there are no cash transactions at the point of sale; payments can be made by parents direct to the school office. As far as I am aware, one primary school offers online payments.

5 RISK MANAGEMENT

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

6 EQUALITIES

6.1 Hot school meals are available to all pupils in the majority of the Council's schools.

7 CONSULTATION

7.1 Cabinet Member; Other B&NES Services; Section 151 Finance Officer; Monitoring Officer.

7.2 By circulation of this report.

8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 Social Inclusion; Sustainability; Young People.

9 ADVICE SOUGHT

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

Contact person	Ian Crook 01225 477392
Background papers	
Please contact the report author if you need to access this report in an alternative format	

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September 2011

Dear Ashley

School Lunch Take up 2010-2011 – Keeping Children Healthy

On the 7th July 2011, the results of the 2010-2011 national school lunch take up survey were published. A statistical release and a full survey report, based on take up data and other contextual information provided by Local Authorities as part of the School Food Trust (SFT) and Local Authority Caterers Association (LACA) annual survey, were provided. I would like to take this opportunity to thank colleagues from within your Local Authority, particularly our 2011 survey contact in Bath and NE Somerset, Ian Crook, for the information provided.

I have included below the school lunch take up data provided by Bath and NE Somerset in response to our annual survey, for this year and for the previous 2 years (where available), in order to help identify trends within your Local Authority. We hope that you will include this information in your Joint Strategic Needs Assessment (JSNA) to inform and guide decision making around children's food. We also hope that your health and wellbeing board members will acknowledge the importance of children's food and make it a priority.

School Lunch Take Up

	<i>2010/11</i>	<i>2009/10</i>	<i>2008/09</i>
<i>Primary #</i>	<i>39.00%</i>	<i>36.60%</i>	<i>34.40%</i>
<i>Secondary</i>	<i>32.80%</i>	<i>29.90%</i>	<i>31.20%</i>

Primary and special schools combined

In relation to take up, the Trust's statistical release reports take up data (where available) for all local authorities, see www.schoolfoodtrust.org.uk/documents/annualsurvey6/statisticalrelease

My team has also collated a range of additional data relating to school lunch take up in Bath and NE Somerset (see enclosure), broken down at local authority, regional and national level (where appropriate). This includes the latest Childhood Obesity data from the National Child Measurement Programme (NCMP).

I hope the information will prove helpful and assist the work undertaken by those responsible for school food provision within Bath and NE Somerset.

At a national level, school lunch take up in England continues to increase. On average, 44.1% of primary school pupils and 37.6% of secondary school pupils had a school lunch each day between April 2010 and March 2011, increases of 2.7 and 1.8 percentage points respectively compared with 2009-2010. Since 2008-2009, we have now seen a total rise in take up of 4.8% in the primary sector, and 2.6% in the secondary sector.

This means that since 2008, over a quarter of a million more children are eating a school lunch. We are in no doubt that this increase in school lunch take up is due to the dedication of all those involved in the school workforce who have worked hard to bring about real improvements in the quality of school food provision.

These figures show that the provision of healthy food in schools can be popular with pupils. At the same time, it is important to recognize that many schools and caterers still have an uphill struggle to engage with pupils and parents to increase the take up of healthy meals at lunchtime. On average, take up of school lunches is still below 50%. This means that over half of pupils in schools in England are either taking packed lunches to school (which are known to be less healthy) or eating off school premises (which is likely to be less healthy still). While the increases in take up reported here are encouraging, there is no room for complacency. Much more needs to be done to ensure that the percentage of pupils taking school lunches continues to increase in the years to come.

The School Food Trust can now provide consultancy services to help improve school meal take up in your local authority. We use our years of experience, working with thousands of schools across the country, to deliver low-cost, practical solutions to increase the numbers of pupils eating school food. Our expertise ranges from improving kitchen and dining spaces to increasing free school meal take up and marketing campaigns for the modest budget.

I am pleased to inform you that we are starting to set up a number of regional children and young people's food support networks with a regional lead, and the South West is one of the pathfinder regions. The contact for the SW is Maggie Sims, and she can be contacted on 07771 339221 or at maggie.sims@sft.gsi.gov.uk. Maggie would be pleased to receive any thoughts or suggestions you have regarding the support, information or advice you might need, or to take any queries on the information provided here.

Do give Maggie a call if you would like to discuss how the School Food Trust can help your schools get the most from their catering service and improve school food for pupils in Bath and NE Somerset. The enclosed flyer outlines some of the School Food Trust products and services that are available to support your work.

Yours Sincerely



Dr Michael Nelson
Director of Research and Nutrition
School Food Trust

cc Ian Crook
cc Dr Pamela Akerman

Bath and NE Somerset



School catering - services offered to schools

None	
Catering with LA in-house provider	x
Catering with LA contracted provider	
Catering support/advice	x
Other	

Source: SFT/LACA annual survey 2010/11

School food catering providers

	Total number of schools in LA	LA contracted catering service - LA in-house provider	LA contracted catering service - private contractor (one or more)	School contracted catering service - LA provider	School contracted catering service - private contractor	School contracted catering service - school in-house service	FSM service only	Don't know
Primary	62	60	0	0	1	0	0	1
Secondary	13	0	0	0	5	8	0	0
Special	3	2	0	0	0	1	0	0

Source: SFT/LACA annual survey 2010/11

Meal price

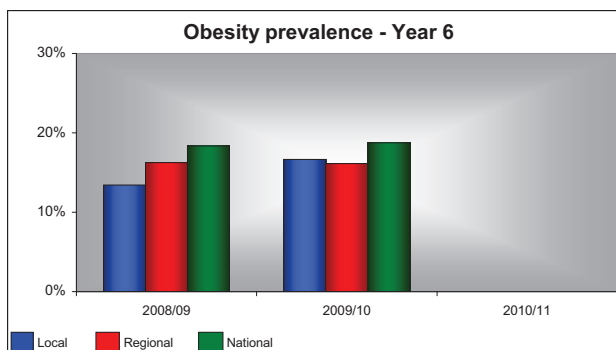
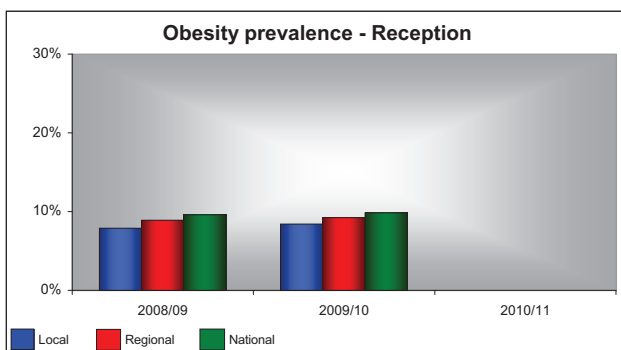
	2010/11	2009/10	2008/09		2010/11	2009/10	2008/09
Primary	£2.00	£1.90	£1.85	Secondary	-	£2.35	£2.35

Source: SFT/LACA annual survey 2010/11, 2009/10, 2008/09

Current LA survey contact

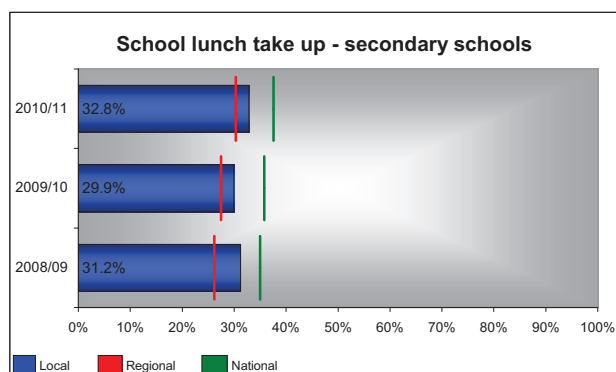
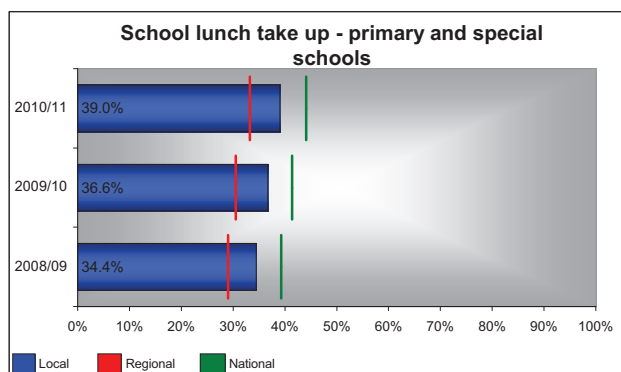
Name	Ian Crook
Telephone	01225 477392 or 01225 394432
Position	Business Services Manager
E-mail	Ian_Crook@BATHNES.GOV.UK

02 September 2011



	2008/09	2009/10	2010/11
Local	7.9%	8.4%	
Regional	8.9%	9.2%	
National	9.6%	9.8%	

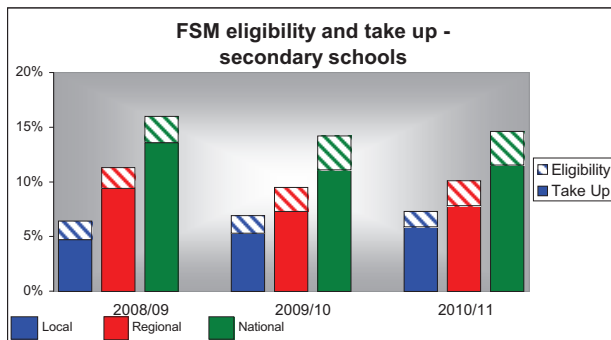
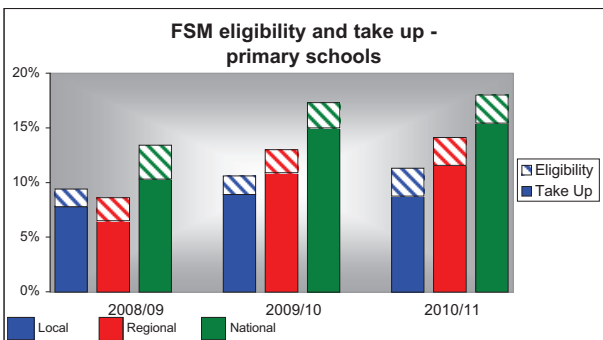
	2008/09	2009/10	2010/11
Local	13.4%	16.7%	
Regional	16.2%	16.1%	
National	18.3%	18.7%	



	2008/09		2009/10		2010/11	
	Take Up	Coverage	Take Up	Coverage	Take Up	Coverage
Local	34.4%	100.0%	36.6%	98.5%	39.0%	98.4%
Regional	29.0%	-	30.5%	-	33.2%	-
National	39.3%	-	41.4%	-	44.1%	-

	2008/09		2009/10		2010/11	
	Take Up	Coverage	Take Up	Coverage	Take Up	Coverage
Local	31.2%	100.0%	29.9%	100.0%	32.8%	76.9%
Regional	26.2%	-	27.5%	-	30.3%	-
National	35.0%	-	35.8%	-	37.6%	-

For school lunch take up, coverage is the percentage of all schools in the LA for which take up is reported.



	2008/09			2009/10			2010/11		
	Eligibility	Take Up	*	Eligibility	Take Up	*	Eligibility	Take Up	*
Local	9.4%	7.8%	83.2%	10.6%	8.9%	83.8%	11.3%	8.8%	77.2%
Regional	8.6%	6.5%	75.3%	13.0%	10.9%	83.8%	14.1%	11.6%	81.9%
National	13.4%	10.3%	77.1%	17.3%	15.0%	86.6%	18.0%	15.4%	85.9%

	2008/09			2009/10			2010/11		
	Eligibility	Take Up	*	Eligibility	Take Up	*	Eligibility	Take Up	*
Local	6.4%	4.7%	73.4%	6.9%	5.3%	76.5%	7.3%	5.9%	81.1%
Regional	11.3%	9.4%	83.4%	9.5%	7.3%	77.2%	10.1%	7.8%	77.8%
National	16.0%	13.6%	85.1%	14.2%	11.1%	78.4%	14.6%	11.6%	79.1%

* Take up as percent of eligibility

Data Sources:

Obesity prevalence: NCMP 2009, 2010
 School lunch take up: SFT/LACA annual survey 2008/09, 2009/10, 2010/11
 FSM eligibility and take up: DIE School Census (Jan) 2009, 2010, 2011

Bath & North East Somerset Council		
MEETING:	Cabinet	
MEETING DATE:	14 September 2011	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2302
TITLE:	Policy Statement – Academies and Free Schools	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
Appendix 1: Draft Policy Statement – Academies and Free Schools, September 2011		

1 THE ISSUE

1.1 To agree the Council's policy approach to the development of school academies and free schools and resulting changes to the Council's role in working with such schools.

2 RECOMMENDATION

The Cabinet agrees that:

2.1 It adopts the policy statement regarding the Council's proposed approach to the development of academies and free schools and to the evolving role of the Council in working with schools.

2.2 It asks the lead member to review this policy statement periodically to ensure it remains current and reflects changes and developments in our local context

3 FINANCIAL IMPLICATIONS

3.1 Whilst there are potentially significant financial implications for the Council (outwith its control) as a result of the funding removed from the local authority to fund academies, this proposed policy statement does not directly have any additional financial consequences.

4 CORPORATE PRIORITIES

- *Building communities where people feel safe and secure*
- *Improving life chances of disadvantaged teenagers and young people*
- *Improving school buildings*

5 THE REPORT

5.1 National Government policy since the Education Reform Act (1988) has been to promote school autonomy as a means to raise educational standards and outcomes through improvement and innovation in teaching and the ability to deploy all resources flexibly.

5.2 The Academies Act (2010) has widened the range of schools able to seek to become an academy. Under previous legislation, the academy 'route' was used to address those secondary schools in serious weakness or with long term under performance challenge. Under the new Act the Government has determined that any school can seek to become an academy.

5.3 The Government is also promoting the creation of new 'Free Schools' where there is demand to improve parental choice and quality. Free schools will operate in the same way as academies.

5.4 Each academy becomes a publicly funded, independent school. It is independent of the LA and has an individual funding agreement with central Government. All elements of funding provided to the local authority which relate to the provision of services or support to the academy are removed from the local authority and allocated to the academy.

5.5 The local authority retains a number of statutory responsibilities (notably school place planning; home to school transport; statementing processes for children and young people with Special Educational Needs) for children and young people and must provide services to these children irrespective of the type of school attended.

5.6 Academies are able to commission or provide directly a range of services. The academy can continue to contract with the local authority or with any other service provider.

5.7 The Council needs to develop a coherent response to these developments, including:-

- How it should respond to proposals for schools wishing to convert to academies or proposals to establish free schools;
- How it should adapt the way it works with schools in order to deliver on its wider strategic responsibilities for all local children and young people.

5.8 The proposed policy statement on the Council's approach to academies and free schools is attached at Appendix 1.

6 RISK MANAGEMENT

6.1 The report author and Lead Cabinet member have fully reviewed the risk assessment related to the issue and recommendations, in compliance with the Council's decision making risk management guidance.

7 EQUALITIES

7.1 No equalities impact assessment has been carried out on this draft policy. The policy is intended to ensure the Council can respond proactively to the impacts of national legislative change and in particular to promote an ongoing collaborative approach with schools and academies to secure the wellbeing of all children and young people and minimise any negative impact on inequalities.

7.2 In the event that this leads to further specific proposals in respect of schools organisation or services provided to schools, these will be subject to equality assessment as appropriate.

8 RATIONALE

8.1 The Government's approach to the development of academies is a 'permissive' one, which allows schools (subject to certain conditions) to apply directly to the Department for Education (DfE) to be allowed to convert. Equally, any group which believes there is demand for a new free school can put forward proposals to DfE. Whilst the Council may choose to express a view about an application for an academy or a free school, the decision to approve rests with the Secretary of State.

8.2 The authority retains a number of statutory responsibilities for specific functions relating to academy pupils as well as an overall responsibility towards all children and young people in the area. It is appropriate for the authority to have a proactive and coherent approach to these developments and to its evolving role.

9 OTHER OPTIONS CONSIDERED

9.1 None

10 CONSULTATION

10.1 *Section 151 Finance Officer; Chief Executive; Monitoring Officer*

10.2 The statutory officers have seen and had chance to input to this policy statement.

11 ISSUES TO CONSIDER IN REACHING THE DECISION

11.1 *Social Inclusion; Customer Focus; Sustainability; Human Resources; Property; Young People; Human Rights; Corporate; Health & Safety; Impact on Staff; Other Legal Considerations*

12 ADVICE SOUGHT

12.1 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>Ashley Ayre 01225 394200</i>
Sponsoring Cabinet Member	<i>Councillor Nathan Hartley</i>
Background papers	<i>None</i>
Please contact the report author if you need to access this report in an alternative format	

Draft Policy Statement – Academies and Free Schools – September 2011

1. Background

1.1 National Government policy since the Education Reform Act (1988) has been to promote school autonomy as a means to raise educational standards and outcomes through improvement and innovation in teaching and the ability to deploy all resources flexibly.

1.2 The Academies Act (2010) has widened the range of schools able to seek to become an academy. Under previous legislation, the academy 'route' was used to address those secondary schools in serious weakness or with long term under performance challenge. Under the new Act the Government has determined that any school can seek to become an academy. The Government is also promoting the creation of new 'Free Schools' where there is demand to improve parental choice and quality. Free schools will operate in the same way as academies.

1.3 Each academy becomes a publicly funded, independent school. It is independent of the LA and has an individual funding agreement with central Government. All elements of funding provided to the local authority which relate to the provision of services or support to the academy are removed from the local authority and allocated to the academy.

1.4 The local authority retains a number of statutory responsibilities (notably school place planning; home to school transport; statementing processes for children and young people with Special Educational Needs) for children and young people and must provide services to these children irrespective of the type of school attended.

1.5 Academies are able to commission or provide directly a range of services. The academy can continue to contract with the local authority or with any other service provider.

1.6 The authority accepts the diversification of the schools sector and the Government's stated aim of driving up achievement and closing the achievement gap for the most deprived children and young people. The authority takes the view that all local schools are an intrinsic part of the social, professional and political 'fabric' of the area irrespective of their formal designation. All schools educate our children and young people and as such will be supported, and challenged to be the best that they can for all of our children.

2. Responsibilities of the Local Authority

2.1 As mentioned above, the local authority retains a number of statutory responsibilities as broadly outlined above. However, this section deals with the wider role of the local authority.

2.2 The local authority retains a key strategic responsibility for the 'whole system' within which children and young people are cared for and educated. This responsibility includes ensuring that the schools and learning settings within the local area are effective, accessible and focussed upon the individual and collective needs of children and young people who live within the community

2.3 The local authority will champion all children and young people and will act and challenge to secure the highest standards possible for them including those who are most vulnerable and those who potentially might under-achieve.

2.4 The local authority directly and in partnership with the Local Safeguarding Children's Board (LSCB) will act robustly and decisively to ensure that all children and young people are appropriately cared for, safeguarded and to secure their well-being. This will include challenging schools and learning settings to ensure that their systems are child-centred recognise those vulnerable and in need of care and protection as well as those whose wellbeing is potentially compromised.

2.5 The local authority will ensure a fair and equitable admissions system is in place and will act to secure co-ordination across the schools system. The authority will also provide timely and accessible information to parents and carers to enable them to exercise their preference effectively and will act to address admissions practices that are inconsistent with the Admission Code of Conduct.

2.6 The local authority will promote high standards in all schools through helping to establish collaborative networks between schools, monitoring and analysing performance data and trends and through the provision of timely and accessible information to parents and carers about school performance and outcomes. Ideally this will include all schools within the area; however, as individual academies are able to provide this independently, the local authority will support parents and carers by "sign-posting" them to relevant sources of performance information.

2.7 The local authority will actively develop its new strategic role and will become a strategic commissioner of educational services rather than a service provider. This role fits with the increasing diversification and autonomy within the school system and will enable the local authority to deliver its responsibilities effectively.

2.8 Schools and the local authority have a strong relationship and the local authority wishes to sustain this as the new roles of both LA and schools develop. The LA commits itself to work in partnership and to be transparent in its decision making. Partnership working will continue and will be utilised to consider future models for service delivery both for those services where the LA has a continuing responsibility and those which can be wholly or partly provided in a different way.

2.9 The local authority commits to develop any new service models in partnership with all schools so that the needs of all children and young people are effectively met. In developing new models the local authority will develop effective guidance and toolkits to support school decision making and choice and will remain mindful of the need to secure sustainable, high quality and value for money arrangements for the ongoing provision of services for which it remains statutorily responsible.

2.10 There is a critical interplay between schools and the wider array of Children's Services which underpins the educational achievement, secure development and overall wellbeing of our children and young people. Decisions in one part of the wider system can have repercussions in other parts. The local authority disagrees with the Government decision to remove the duty on schools to cooperate to secure the wellbeing of children. The local authority believes that this is a retrograde step and is at odds with other stated policy objectives, for example, supporting community cohesion, removing child poverty and closing the attainment and achievement gap. The local authority therefore anticipates that all schools within the area will continue to collaborate to secure the wellbeing of all children and young people. Such commitments can be evidenced through a variety of means e.g. decisions on resource deployment by Schools Forum, commitment to collaborative fora such as Behaviour and Attendance Panels, Area Panels etc.

2.11 To reinforce this and in line with its responsibilities towards all children and young people in the area, the authority will actively seek to work with academies beyond its strict functional remit in order to seek to ensure, for example, that:

- The best safeguarding practice is adopted;
- Governing bodies are well-informed and advised
- Mechanisms are developed to share and encourage the adoption of best practice
- A culture of mutual challenge and shared responsibility is maintained.

3. The Role of Schools

3.1 Schools are at the centre of their communities, they are critical to the development of resilient, confident and able citizens. Schools form a critical part of the universal public service to families and must play a full role within the delivery of good outcomes for all children and young people. The local authority believes that all children have the right to a quality local school and also believes that every child has the right to the best opportunities that can be provided to meet their specific educational needs. Even those who are most challenging to educate are a shared responsibility and the prevention of possible educational failure is a collective responsibility.

3.2 Schools have a responsibility to neighbouring schools to share practice and improve outcomes. They have a responsibility to hold one another to account and to support school improvement through collaboration across areas and phases and in partnership with the Local Authority.

3.3 Increasingly schools are becoming and will continue to be more accountable to the public and parents. The LA role will shift to commissioning, brokerage of support and provision of information to parents as 'consumers' of education for their children. School leadership and governance will have to adapt to this and become more open and respond to what will be a more market orientated education system.

4. Further development of Academies

4.1 The local authority recognises that the 'loosening' of criteria may lead to a greater number of schools choosing to become academies. The local authority accepts this and would wish to see academies remaining part of the local pattern of provision and acting in the collaborative way outlined above, so that all schools, and by definition their children and communities receive a high standard of education regardless of their designation

4.2 For those small number of schools where attainment is lower and the rate of improvement is slower, the local authority will actively support a decision to become an academy where it can demonstrate that the course of action is part of a planned strategy that will lead to improvement and where there is a robust partnership or collaboration planned with another, preferably outstanding school. As part of the new role of the LA as commissioner, the LA may well broker or facilitate such a development. However, applications for academy transfer which are not grounded in a strong school improvement strategy, or conflict with the wider educational strategies of the local authority, will be challenged by the local authority.

4.3 Where a 'good' or 'outstanding' school is considering academy transfer and is seeking a partner school to collaborate with to raise standards further, the LA would actively seek to support such developments, including liaising with other local authorities should a suitable school lie in another administrative area.

4.4 As part of its ongoing work to assess the impact of the Academy Act (2010), the local authority will examine whether a 'tipping point' may be reached with regard to secondary schools where a joint policy position is reached and all schools move to become academies. This has substantial implications for those schools which may not wish to move to become academies and for the functions of the local authority. However, the issue merits debate and analysis.

4.5 It is not anticipated that this same 'tipping point' would be reached with either primary or special schools in the foreseeable future, but the local authority will work with interested schools to explore viable models for effective and responsive service delivery in both sectors.

5. Free Schools

5.1 The starting point of the local authority is that we have a diverse range of mainly good to outstanding schools across the primary, secondary and special phases, so that the vast majority of parents receive one of their preferred school places. Where there is a legitimate unmet need, the local authority seeks to build capacity to enable parents and carers to access a local place for their child/ren.

5.2 Before supporting any proposal to establish a free school the local authority would expect the proposing group to be able to demonstrate:

- Serious consideration of the coherence of school places in the LA including an analysis of impact on over-provision/excessive capacity
- Robust planning on viability of pupil numbers and a funding model
- The ability to provide a high quality education and outcomes over the period during which children would complete a key stage or phase of their education
- Robust governance arrangements which link the school to the wider community
- A robust Equalities Impact Assessment to identify how the proposal contributes to the development of more highly skilled, resilient communities within Bath and North East Somerset

6. Conclusion

6.1 The local authority fully accepts the change in its role within the sphere of education and will assume its new strategic role in a positive manner. The strength of local relationships will support this change and the local authority will work in collaboration with all schools to enable them to move into their new roles so that our children and young people are well served.

6.2 This policy statement will be reviewed periodically by the Local Authority to ensure that it remains current and reflects changes and developments in our local context.

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Bath & North East Somerset Council	
MEETING: EARLY YEARS, CHILDREN & YOUTH POLICY DEVELOPMENT & SCRUTINY PANEL	
MEETING DATE:	10th October 2011
TITLE:	WORKPLAN FOR 2011/12
WARD:	All
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Appendix 1 – Panel Workplan	

1 THE ISSUE

- 1.1 This report presents the latest workplan for the Panel (Appendix 1).
- 1.2 The Panel is required to set out its thoughts/plans for their future workload, in order to feed into cross-Panel discussions between Chairs and Vice-chairs - to ensure there is no duplication, and to share resources appropriately where required.

2 RECOMMENDATION

- 2.1 The Panel is recommended to
 - (a) consider the range of items that could be part of their Workplan for 2011/12 and into 2012/13

3 FINANCIAL IMPLICATIONS

- 3.1 All workplan items, including issues identified for in-depth reviews and investigations, will be managed within the budget and resources available to the Panel (including the designated Policy Development and Scrutiny Team and Panel budgets, as well as resources provided by Cabinet Members/Directorates).

4 THE REPORT

4.1 The purpose of the workplan is to ensure that the Panel's work is properly focused on its agreed key areas, within the Panel's remit. It enables planning over the short-to-medium term (ie: 12 – 24 months) so there is appropriate and timely involvement of the Panel in:

- a) Holding the executive (Cabinet) to account
- b) Policy review
- c) Policy development
- d) External scrutiny.

4.2 The workplan helps the Panel

- a) prioritise the wide range of possible work activities they could engage in
- b) retain flexibility to respond to changing circumstances, and issues arising,
- c) ensure that Councillors and officers can plan for and access appropriate resources needed to carry out the work
- d) engage the public and interested organisations, helping them to find out about the Panel's activities, and encouraging their suggestions and involvement.

4.3 The Panel should take into account all suggestions for work plan items in its discussions, and assess these for inclusion into the workplan. Councillors may find it helpful to consider the following criteria to identify items for inclusion in the workplan, or for ruling out items, during their deliberations:-

- (1) public interest/involvement
- (2) time (deadlines and available Panel meeting time)
- (3) resources (Councillor, officer and financial)
- (4) regular items/"must do" requirements (eg: statutory, budget scrutiny, etc)?
- (5) connection to corporate priorities, or vision or values
- (6) has the work already been done/is underway elsewhere?
- (7) does it need to be considered at a formal Panel meeting, or by a different approach?

The key question for the Panel to ask itself is - can we "add value", or make a difference through our involvement?

- 4.4 There are a wide range of people and sources of potential work plan items that Panel members can use. The Panel can also use several different ways of working to deal with the items on the workplan. Some issues may be sufficiently substantial to require a more in-depth form of investigation.
- 4.5 Suggestions for more in-depth types of investigations, such as a project/review or a scrutiny inquiry day, may benefit from being presented to the Panel in more detail.
- 4.6 When considering the workplan on a meeting-by-meeting level, Councillors should also bear in mind the management of the meetings - the issues to be addressed will partially determine the timetabling and format of the meetings, and whether, for example, any contributors or additional information is required.

5 RISK MANAGEMENT

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

6 EQUALITIES

- 6.1 Equalities will be considered during the selection of items for the workplan, and in particular, when discussing individual agenda items at future meetings.

7 CONSULTATION

- 7.1 The Workplan is reviewed and updated regularly in public at each Panel meeting. Any Councillor, or other local organisation or resident, can suggest items for the Panel to consider via the Chair (both during Panel meeting debates, or outside of Panel meetings).

8 ADVICE SOUGHT

- 8.1 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	Michaela Gay, Democratic Services Officer. Tel 01225 394411
Background papers	None
Please contact the report author if you need to access this report in an alternative format	

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Early Years, Children and Youth Policy Development & Scrutiny Panel Workplan

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
18th July 2011	Primary / Secondary Parliament Feedback	AA	Briony Waite	Verbal Update		
	Complaints Annual Report	AA	Mary Kearney Knowles	Report		
	LSCB Annual Report	AA	Maurice Lindsay	Report		May 2011
	Childcare Sufficiency Final Report / Action Plan	AA	Philip Frankland	Report	Panel (Jan 11)	April 2011
	Youth Justice Plan	AA	Sally Churchyard	Report		
	Child Protection / Safeguarding (Performance)	AA	Maurice Lindsay / Trina Shane	Report		Report every 6 months
	Academies	AA	Ashley Ayre	Report		
	Children's Services Department Development	AA	Ashley Ayre	Report		
	Cabinet Member Update			Verbal Update		
	Children's Services Director's Briefing	AA	Ashley Ayre	Briefing		Paper to be issued on meeting day

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
10th Oct 2011						
	Lean Review of Children's Social Care	AA	Maurice Lindsay / Trina Shane	Presentation		
	KS2 / KS4 / 'A' level results	AA	Wendy Hiscock	Verbal		
	School Meals (nutritional value, payment options and provision)	AA	Ian Crook	Report	Panel (July 11)	
	School Sports Strategy		Marc Higgins / Tony Parker	Update	Panel (March 10)	
	Academies / Free School Policy	AA	Ashley Ayre	Report		
	Feedback from Head / Chair of Governor Conference		Peter Mountstephen	Verbal		
	School Recycling		Cllr Dine Romero	Verbal		
	Cabinet Member Update					
	People and Communities Strategic Director's Briefing	AA	Ashley Ayre	Briefing		Paper to be issued on meeting day
28th Nov 2011						
	Medium Term Service and Resource Plans					
	2011 Exam Results	AA	Wendy Hiscock	Report		Nov 2011
	Draft LSCB Annual Report 2011/12	AA	Maurice Lindsay	Report		Nov 2011
	Cabinet Member Update					
	People and Communities Strategic Director's Briefing	AA	Ashley Ayre	Briefing		Paper to be issued on meeting

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
						day
23rd Jan 2012						
	Service Action Plans					
	Cabinet Member Update					
	People and Communities Strategic Director's Briefing	AA	Ashley Ayre	Briefing		Paper to be issued on meeting day
19th March 2012						
	Cabinet Member Update					
	People and Communities Strategic Director's Briefing	AA	Ashley Ayre	Briefing		Paper to be issued on meeting day
Future items						
	Supporting Young People Strategy Update	AA	Tony Parker	Report		
	Camerton Primary School Review	AA	Helen Hoynes	Report	Panel (May 10)	Spring 2012
	Admissions Forum	AA			Panel (July 11)	

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