

Democratic Services

Riverside, Temple Street, Keynsham, Bristol BS31 1LA
Telephone: (01225) 477000 *main switchboard*
Direct Lines - Tel: 01225 394458
Web-site - <http://www.bathnes.gov.uk>

Your ref:

Our ref:

Date: 29th July 2012

E-mail: Democratic_Services@bathnes.gov.uk

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 and Andrew Furse

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

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

Cabinet Member for Early Years, Children & 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, 9th July, 2012

You are invited to attend a meeting of the **Early Years, Children and Youth Policy Development and Scrutiny Panel**, to be held on **Monday, 9th July, 2012 at 4.30 pm** in the **Council Chamber - 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, Bath (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:-

Public Access points - Riverside - Keynsham, Guildhall - Bath, 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' 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, 9th
July, 2012**

at 4.30 pm in the Council Chamber - 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 - 21ST MAY 2012 (Pages 7 - 16)

8. YOUTH DEMOCRACY & PARTICIPATION OVERVIEW (PRIMARY / YOUNG PEOPLE'S PARLIAMENT FEEDBACK)

The Panel will receive a presentation relating to this item.

9. CHILDREN'S CENTRES BRIEFING (Pages 17 - 30)

This is a briefing for Members on the current activities, issues and future pressures for Children's Centres in the Council.

10. PLAY SERVICE BRIEFING (Pages 31 - 34)

This is a briefing for Members on the current activities, issues and future pressures for Play Services in the Council.

11. FAMILY AND FRIENDS CARE POLICY (Pages 35 - 62)

This report provides an opportunity for elected Members to scrutinise and comment on the draft Bath and North East Somerset Council Family and Friends Care policy before it is finalised for consideration by Cabinet.

12. SAFEGUARDING AND LOOKED AFTER CHILDREN SERVICES IMPROVEMENT PLAN (Pages 63 - 102)

This report details the process, contents, judgements and main findings from the Ofsted/Care Quality Commission's Inspection of Safeguarding and Looked After Children Services undertaken between 9th – 20th January 2012, and outlines how the Council's Children's Service and its partners have responded to the inspection report's recommendations for areas for improvement. The attached report details progress with the Children's Service Improvement Plan as at 30th June 2012.

13. PEOPLE & COMMUNITIES STRATEGIC DIRECTOR'S BRIEFING

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

14. CO-OPTED MEMBERSHIP OF THE EARLY YEARS, CHILDREN AND YOUTH POLICY DEVELOPMENT & SCRUTINY PANEL RELATING TO SCHOOL MATTERS (Pages 103 - 106)

This report invites the Early Years, Children and Youth Policy Development & Scrutiny Panel to amend the arrangements for co-opted membership of the Panel dealing with schools matters.

15. PANEL WORKPLAN (Pages 107 - 116)

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.

This page is intentionally left blank

BATH AND NORTH EAST SOMERSET COUNCIL

EARLY YEARS, CHILDREN AND YOUTH POLICY DEVELOPMENT AND SCRUTINY PANEL

Monday, 21st May, 2012

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

Co-opted Voting Members:- David Williams and Sanjeev Chaddha

Co-opted Non-voting Members:- Chris Batten and Teresa Austin (substitute for Peter Mountstephen)

Also in attendance: Ashley Ayre (Strategic Director, People and Communities), Tony Parker (Divisional Director for Learning and Inclusion), Briony Waite (Strategic Planning Officer, Children's Health & Commissioning Service), Sally Churchyard (Youth Offending Team Manager), Jeremy Smalley (Divisional Director - Skills & Employment) and Lauren Rushen (Policy Development and Scrutiny Project Officer)

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

1 WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting.

2 EMERGENCY EVACUATION PROCEDURE

The Chairman drew attention to the emergency evacuation procedure.

3 APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Peter Mountstephen (Primary School Representative) and Dawn Harris (Secondary School Representative) had sent their apologies to the Panel. Teresa Austin was present as a substitute for Peter Mountstephen for the duration of the meeting.

4 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972

There were none.

5 TO ANNOUNCE ANY URGENT BUSINESS AGREED BY THE CHAIRMAN

There was none.

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

The Strategic Planning Officer for Children's Health & Commissioning addressed the Panel. She wished to update them on some of the issues that arose during the Primary / Young People's Parliament of 2011.

She reminded them that at last year's Primary Parliament they voted to have a Healthy Living Week and that by way of a coincidence that week had begun today. She added that a number of themes and events were planned to take place across the next five days.

In 2011 the Young People's Parliament voted for a Community Garden Scheme and she was pleased to report that two sites had now been identified for young people to work upon.

Alongside the Strategic Planning Officer for Children's Health & Commissioning was a current pupil named Luke who wanted to speak to the Panel regarding one of the themes for this year's Parliament – Equalities.

School Dinners – He spoke of the need to stop young people who receive free school dinners from being victimised by either having to queue separately or being made to wait a substantially long time at the till while their name is checked off in a book. He suggested that pupils entitled to free school dinners should be given a similar card to those pupils that have a pre-paid card in an attempt to eliminate this occurring.

Bullying – He informed the Panel of the need to investigate the possibility that cases of bullying against Children in Care and Care Leavers were taking place. He added that the Anti-Bullying Strategy Group had been recently made aware of the matter.

Councillor Dine Romero thanked both of them for attending. She asked if they felt that the problems mentioned were being properly addressed.

Luke replied that he did not think they had been on previous occasions, but was hopeful that they would on this occasion if the appropriate action was taken.

The Chairman thanked them for attending and on behalf of the Panel said she was looking forward to receiving the Parliament feedback reports at the July meeting.

7 MINUTES - 19TH MARCH 2012

The Panel confirmed the minutes of the previous meeting as a true record and they were duly signed by the Chairman.

8 HOME TO SCHOOL TRANSPORT 2012/13 REVIEW: DRAFT TERMS OF REFERENCE

The Chairman introduced this item to the Panel and asked them if they had any comments they wished to make.

Councillor Liz Hardman said that she welcomed the review as it would be an opportunity for all stakeholders to give their views to the Panel.

Councillor Dine Romero proposed that the Terms of Reference be approved as printed.

David Williams seconded the proposal.

The Panel **RESOLVED** to:

- i) Approve the Terms of Reference
- ii) Agree to undertake the review within the timescales set out within the Terms of Reference.

9 ROLE OF THE DIRECTOR OF CHILDREN'S SERVICES

The People and Communities Strategic Director introduced this item to the Panel. He informed them that the post of Director of Children's Services (DCS) is regulated under the Children Act 2004 which sets out the specific accountabilities of the DCS as the Government legislated to bring together Education Services and Children's Social Care Services following the Victoria Climbié inquiry.

As part of the revised guidance any local authority intending to combine the DCS responsibilities with any other accountability is strongly advised to carry out an assurance process to ensure that the statutory accountabilities vested in the post are appropriately identified and discharged within the structure and line management arrangements. Given the proposals to create a 'People and Communities' Department it is envisaged that such an assurance process will be put in place for completion by late June 2012.

He added that the Chief Executive had asked him to establish an Assurance Process and liaise with the Head of Human Resources to advise the process and ensure robustness. In addition he said that he will request the Independent Chair of the Local Safeguarding Children Board (LSCB) to test the process and report directly to the Chief Executive.

The finalised template and outcome of the process will be shared with the Panel as its September meeting.

Councillor Liz Hardman asked what assurances he could give that all Academies will maintain the same safeguarding standards that have previously been in place.

The People and Communities Strategic Director replied that all Academies are bound by the same Local Authority safeguarding regulations.

Councillor Liz Hardman asked if a substantial rise in exclusions had occurred within schools since they had chosen to become Academies.

The People and Communities Strategic Director replied that B&NES had not experienced as much of an increase in exclusions as other authorities may have. He added that some Academies had excluded pupils and then reversed the decision through Council intervention.

Councillor Liz Hardman asked if Academies would still be a part of the Managed Move system.

The People and Communities Strategic Director replied that all Academies were being encouraged to retain their involvement.

Councillor David Veale asked if the Council had a good relationship with its Academies.

The People and Communities Strategic Director replied that the Council maintained a strong relationship with the majority of its Academies, however this was not universal.

Councillor Ian Gilchrist asked for clarification on the role of the Lead Member for Children's Services and their statutory duties.

The People and Communities Strategic Director replied that the role of the Lead Member for Children's Services was still held by Councillor Nathan Hartley.

Councillor Dine Romero asked if the statutory functions within the Children's Services department were being adequately funded.

The People and Communities Strategic Director replied that the Council has been very helpful in recent years by increasing the budget for children in care. He added that some additional Social Work capacity would be required in the future.

The Chairman on behalf of the Panel thanked him for his report and welcomed the update that would take place at the Panel meeting in September.

10 PEOPLE & COMMUNITIES SERVICE RE-DESIGN

The People and Communities Strategic Director introduced this item to the Panel. He informed them that following the decision of the Council to move to three major departments based around 'People', 'Place' and 'Resources' work has been undertaken to develop a structure for the new People & Communities Department. The proposed structure covers all of the functions previously covered by the Education and Social Care functions. In addition it also incorporates the Skills and Employment function, Housing and the majority of health services.

The structure will comprise the following six divisions:

- Regeneration, Skills & Employment

- Children & Young People Provider Services
- Children & Young People Strategy & Commissioning
- Adult Care, Health & Housing Strategy & Commissioning
- Public Health
- Acute & Specialist Health Commissioning

Councillor Liz Hardman asked what impact the structure would have on staff and resources.

The People and Communities Strategic Director replied that the structure was not being driven by the need for savings and that it was integral for the structure to be correct. The restructure is being carried out in two parts, the first part is to establish the overall Divisional structure, the second part will include all of the detailed arrangements for each Division. Whilst the restructure was not driven by the need to make savings there would be a need to make savings as the Council faces further budget reductions from 2013 onwards.

Sanjeev Chaddha asked for some further information on section entitled Commercial and Business Readiness.

The People and Communities Strategic Director replied that this would be a time limited role that would gear up services and secure them for use in the future. He added that it would also attempt to assess what the schools and the public want from the department and keep under review the changing policy and legislative landscape so that the Council could respond quickly to externally driven changes.

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

11 SKILLS AND EMPLOYMENT

The Divisional Director for Skills and Employability introduced this item to the Panel. He explained that this new area of Council work is transformational in its philosophy, action and organisation and hopefully would be in terms of delivering outcomes. He added that this work also underpins the Council's Economic Strategy.

He informed them that B&NES had a lower than average unemployment figure of 9% and that the issue of worklessness needed to be tackled alongside the up-skilling of the existing workforce.

Growing the economy without addressing the skills and employability of residents will likely mean that more people will migrate in to work. This will exacerbate the challenge we all face with increased commuting and demand for housing.

He highlighted to the Panel some current areas of focus.

Worklessness:

Placement Plus Programme – personally tailored long term placements of practical work experience alongside which job coaching and specific support around the other social difficulties in someone's life is provided. The person is supported by an Engagement Worker who works to develop a plan with the individual focussed on a result of getting work.

Skills:

Development obligations – using Section 106, Community Infrastructure Levy (CIL), development agreements and licences to meet the needs of the economy and the labour market. For example ensuring developers employ apprentices etc.

The Council as an employer – in recognising the Council is a major employer working to develop policies, targets and procedures that ensure teams can engage placements, interns, work experience and volunteers in a positive way that supports local people in gaining new skills and experience.

Councillor Liz Hardman asked if a service such as Connexions was still available for looked after children.

The People and Communities Strategic Director replied that the Connexions service was still available within Secondary Schools through Learning Partnership West.

Councillor Liz Hardman asked how many of the 91% employed within B&NES were working part-time.

The Divisional Director for Skills and Employability replied that he did not have that information to hand and would therefore issue a response to the Panel at a later date

Chris Batten asked if the work experience programme within schools was in decline.

The People and Communities Strategic Director replied that it has declined. He called for the links to be re-established between the Secondary Schools and local employers as he believed the majority of them broadly supported the scheme.

David Williams commented as to whether certain pupils should have their education more targeted so that it can have a positive impact on their future career.

The Panel **RESOLVED** to:

- i) Accept the brief as written, understand the intended outcomes and be aware of the context for Skills and Employment within the District,
- ii) Articulate opportunities and linkages to support the work of Skills and Employment,
- iii) Champion and commit to delivering the ambitions for people through Skills and Employment and
- iv) Commit to continue to review the Skills and Employment Division in terms of its budget, value for money and effectiveness.

12 SAFEGUARDING AND LOOKED AFTER CHILDREN'S SERVICES IMPROVEMENT PLAN

The People and Communities Strategic Director introduced this item to the Panel. He explained that it was a six month plan and that it would be placed on the Council's website. He added that staff were being consulted as to how they would like to become involved.

He informed the Panel that work had already been undertaken with 'front of house' staff to improve interventions and the changes have been welcomed by both the public and staff.

He added that a system was now in place to notify Health colleagues and the Virtual School when a child comes into care. All information is now recorded on one system not two.

He stated that the department currently had six Social Worker vacancies and that if possible he was looking to over recruit in this area.

Councillor Dine Romero asked if it was hard to recruit Social Workers at the present time.

The People and Communities Strategic Director replied that it really does vary. He added that three years ago it was a difficult task, but that two years ago the vacancies were filled easily.

The Chairman on behalf of the Panel thanked him for his update and welcomed his offer a full report to the July meeting.

13 SUPPORTING YOUNG PEOPLE STRATEGY UPDATE

The Divisional Director for Learning and Inclusion introduced this item to the Panel. He informed them that collectively, the People and Communities Department and schools and colleges, together with a wide range of partners, devote significant resources to a range of activities that are designed to prevent 11-18 years olds from suffering disadvantage or harm. Many vulnerable young people and families are provided with the services they need when they need them and outcomes for most young people in our area are very good. However, a small number of young people and families are not served as well as they could be and some young people still experience significant difficulties and poor outcomes.

He acknowledged that when it came to complex issues the Council was not always as successful as it could be. He stated that the Common Assessment form should be promoted where possible and that they hoped to appoint a lead professional in this work area.

He added that early identification in these matters really does pay off.

The Chairman on behalf of the Panel thanked him for his update and asked for a further report in six months time.

14 CABINET MEMBER UPDATE

Councillor Nathan Hartley, Cabinet Member for Early Years, Children & Youth addressed the Panel.

In response to the question posed earlier in the meeting by Councillor Ian Gilchrist on the role of the Lead Member for Children's Services Councillor Hartley responded by saying that he was more than happy to be carrying out this role.

Councillor Hartley then informed the Panel of some of his latest actions, plans and visits.

- He had written to the Department for Education (DfE) on the matter of School Funding. He expressed his concern over the reduction in Small School support as a number of them would collapse without this valuable resource.
- Placement Plus – Excited that the Council were at the forefront of this initiative.
- Project Search – He spoke of how 4 out of the 5 people that took part in the project last year now had employment.
- He had concluded his tour of the B&NES Children's Centres and was due to meet with the lead officer shortly to discuss his observations.
- Future Fund – The Council is being recognised nationally for its work on this project. A further £100,000 has been awarded to B&NES.
- MoD Concept Statements – He said he was aware of the current consultation and the possibility that 800 extra primary school places may be required. He added that he was currently assessing the points raised so far in the consultation

The Chairman on behalf of the Panel thanked him for his update.

15 PEOPLE & COMMUNITIES STRATEGIC DIRECTOR'S BRIEFING

The People & Communities Strategic Director addressed the Panel. He informed them that recently the Government had announced their Adoption scorecards and he was pleased to say that the Council had met the required threshold. He voiced his concern that they may view the sole success of the process is an adoption and not the fact that the match must be the very best one that it can be.

He said that as the Council was such a strong performer in the area of Adoption it would be acting as a peer challenge to another authority.

He announced that Pamela Akerman's role as Interim Director of Public Health was due to conclude and that Paul Scott would hold the position of Director of Public Health from June 2012.

The Chairman on behalf of the Panel thanked him for his update.

16 PANEL WORKPLAN

The Chairman introduced this item to the Panel. She highlighted some of the items mentioned during the course of the meeting that had been identified to return to them at a later date.

July: Safeguarding and Looked After Children’s Services Improvement Plan

September: The Role of the Children’s Services Director

November: 11-18 Preventative Services Strategy

Future: Skills & Employability

The People and Communities Strategic Director offered to bring to the Panel a report on Sector Led improvement later in the year.

Councillor Ian Gilchrist suggested the Panel receives a report on what services the Academies still receive / purchase from the Council.

The Divisional Director for Learning and Inclusion replied that the September meeting could be best suited for such a report.

Councillor Liz Hardman asked if a report on exam results, Key Stage 2 etc was due for November.

The Chairman replied that yes they would receive a verbal update in September followed by a formal report in November.

The Panel **RESOLVED** to agree with all of the proposals as stated above.

The meeting ended at 6.30 pm

Chair(person)

Date Confirmed and Signed

Prepared by Democratic Services

This page is intentionally left blank

Bath & North East Somerset Council	
MEETING:	Early Years, Children & Youth Policy Development Overview & Scrutiny
MEETING DATE:	9 th July 2012
TITLE:	Children's Centres Briefing
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Appendix 1: extracts from the annual report on the numbers of children and parents accessing Children's Centres & their Services in 2011-12	

1 THE ISSUE

1.1 This is a briefing for Members on the current activities, issues and future pressures for Children's Centres in the Council.

2 RECOMMENDATION

The Early Years, Children & Youth Policy Development Overview & Scrutiny Committee is asked to:

2.1 Accept the briefing within this paper as an overview of the current position for Children's Centres & Play.

2.2 To note the progress of Children's Centres since the last report came to Overview & Scrutiny in September 2010, including recent Ofsted Inspections.

2.3 To be aware of the future landscapes for Children's Centres regarding Payment by Results and the provider/commissioner split within People & Communities restructure.

3 FINANCIAL IMPLICATIONS

- 3.1 This report does not contain any direct financial implications, however as part of the Council's drive to reduce costs over the next 3 years, there are financial implications for Children's Centre services and some reference to finances is made within the report.
- 3.2 Total funding allocated to early childhood services (including Children's Centres) is £4.9 million. Any issues identified in this report will not impact upon the budget position.

4 THE REPORT

- 4.1 The Council was required to set up 11 Children's Centres by March 2010, which was achieved. Each Children's Centre has a reach of approximately 700 children under 5, geographically positioned to cover all children under 5 years in the authority (see Appendix 1). Local Authorities are charged under the 2006 Childcare Act to provide sufficient children's centres to meet the needs of all children under 5 year.
- 4.2 Under the new DfE requirements local authorities should:
- ensure that a network of children's centres is accessible to all families with young children in their area
 - ensure that children's centres and their services are within reasonable reach of all families with young children in urban and rural areas, taking into account distance and availability of transport
 - ensure that opening times and availability of services meets the needs of families in their area
 - target children's centres services at young children and families in the area where there are risks of poor outcomes
- 4.3 The core purpose of Children's Centres is to improve outcomes for young children and their families, with a particular focus on families in greatest need of support, in order to reduce inequalities in:
- child development and school readiness;
 - parenting aspirations, self esteem and parenting skills; and
 - child and family health and life chances
- 4.4 The current budget supporting the combined, integrated early childhood services, is £4.9 million. This covers:
- 4.4.1 £2.7 million split across the 11 Children's Centres, based on levels of deprivation and numbers of children living in an area;
- 4.4.2 £900k on commissioned services supporting health, family support, specialist services to under 5's (and some over 5's).
- 4.4.3 £1.3 million is spent on children in need & inclusion services for children under 5 years, as well as advisory support and training to the

83 early years nurseries and pre-schools & 250 childminders across the local authority.

4.5 Children's Centres in B&NES are run by both the voluntary sector (2 in Bath West are run by First Steps Charity) and the Council (9 are run across Bath and North East Somerset Children's Services).

4.6 The local authority has had 2 Ofsted Inspections of Children's Centres since the framework was introduced by the DfE in 2010. St. Martin's Garden Children's Centre received a **Good** Inspection in December 2011 and First Steps Twerton received a **Good** in January 2012. Since then the nursery at St. Martin's Garden Children's Centre received a separate daycare inspection, which was **Outstanding** and First Steps received a daycare only inspection for their Moorlands Children's Centre which was also **Outstanding**.

4.7 Services to Children's Centres in B&NES are integrated and offer good multi-agency working across all the early years sectors, enabling us to achieve the best for children under 5, no matter where they access services (evidenced recently by our narrowing the gap at the end of Reception Year, achieving Good Ofsted outcomes and earlier identification of need through good integrated processes such as Common Assessment Framework (CAF). Sirona Health & Care continue to delivery services alongside the Children's Centres in a way that is not common in other areas and which supported their successful application to become an Early Implementer of the new Health Visiting programme led by the Department of Health. 4 Children's Centres run by the local authority have office bases for Health Visitors in them.

4.8 Services have become more targeted over the last 2 years and act as a strong preventative aspect of keeping children safe, healthy and parents supported to enable children to start school well prepared. Services continue to focus on evidenced based approaches to supporting children and families (as evidenced by the 2 Ofsted Inspections that have taken place in our local authority area). Commissioned services in early years are outcomes focused, with a common purpose across agencies.

4.9 With the advent of Payment by Results in April 2013, it will be important to maintain a close, integrated relationship to all early childhood services as recent indications suggest that payment will be received for targets such as breastfeeding rates; sustained engagement of hard to reach groups of parents; children's readiness for school and results of the Foundation Stage Profile at the end of Reception class in schools. Clearly other organisations will be greatly contributing to these targets whilst the local authority will be the recipient (or otherwise) of any payments.

4.10 It is inevitable at a time of budget constraints that the model of Children's Centre delivery (including our support to the private, voluntary and independent sector early years nurseries and childminders) will need to be reviewed to ensure resources remain targeted; maximum income is generated from the many Children's Centre buildings that have been built or

refurbished through Sure Start capital grants and that voluntary and community engagement ensures that whoever is running these centres, they remain able to respond to local need and can evidence positive outcomes for children whose family or medical needs mean they are less likely to achieve without intervention.

4.11 The projected significant increase in Housing over the whole local authority by 2026 will inevitably put a strain on early years resources. Whilst the Local Plan supports the development of new nursery provision there is no similar model of SPD contribution to Children’s Centre Services.

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 Equality Impact Assessments have been completed for all Children’s Centre Services.

7 CONSULTATION

7.1 No direct consultation has taken place in respect of this briefing paper. Staff and service users are consulted about the development and provision of the Children Centre Services

8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 Social Inclusion; Customer Focus; Property; Impact on Staff; Other Legal Considerations are all areas for consideration if a future decision on Children’s Centres is needing to be made.

9 ADVICE SOUGHT

9.1 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	Sara Willis, Early Years & Extended Services
Background papers	
Please contact the report author if you need to access this report in an alternative format	

**Children's Centre Services
Monitoring Report
For the period 1st April 2011 to 31st March 2012**

For the Early Years and Extended Services Manager

1 Glossary

Reach: A person is considered to have been 'reached' if they have used a Children's Centre Service (CCS) at least once during a specified monitoring period.

Registered: A person becomes 'registered' when they have completed a Children's Centre (CC) registration form and the details from this form have been entered onto e-Start.

Special Needs and Disabilities: The definition of special needs and disabilities used is that contained in the Sure Start guidance (2002): 'A child under four years of age has a disability or special needs if she or he:

- (i) is experiencing significant developmental delays, in one or more of the areas of cognitive development, physical development, communication development, social or emotional development, and adaptive development; or
- (ii) has a condition which has a high probability of resulting in developmental delay.'

Please note that the information contained within this report relating to disabled children now includes child records where a special need and/or a disability has been indicated.

2 Executive Summary

- The number of individual families seen between the 1st April 2011 and the 31st March 2012 was 3,374.
- The number of individual children aged 0-4 seen between the 1st April 2011 and the 31st March 2012 was 3,735.
- Of the 3,735 children aged 0-4 years seen between the 1st April 2011 and the 31st March 2012, 74% accessed services within the Children's Centre Area they live in and 44% accessed services in a different Children's Centre Area.
- 63% of the total estimated number of children aged 0-4 living in the 30% most deprived areas across B&NES have been seen by (CC) Services between the 1st April 2011 and the 31st March 2012.
- 49% of families and 58% of children aged 0-4 registered have been seen by Children's Centre Services during this monitoring period.
- 35% of the estimated number of teenage mothers living in B&NES have accessed Children's Centre services between the 1st April and the 31st March 2012.
- 45% of lone parents have accessed Children's Centre across Bath and North East Somerset.
- Overall 37% of children aged 0-4 from black and other minority ethnic groups living in the area have been reached during this monitoring period.
- 18% of the estimated number of fathers across the local authority have been reached between the 1st April and 31st March 2012.

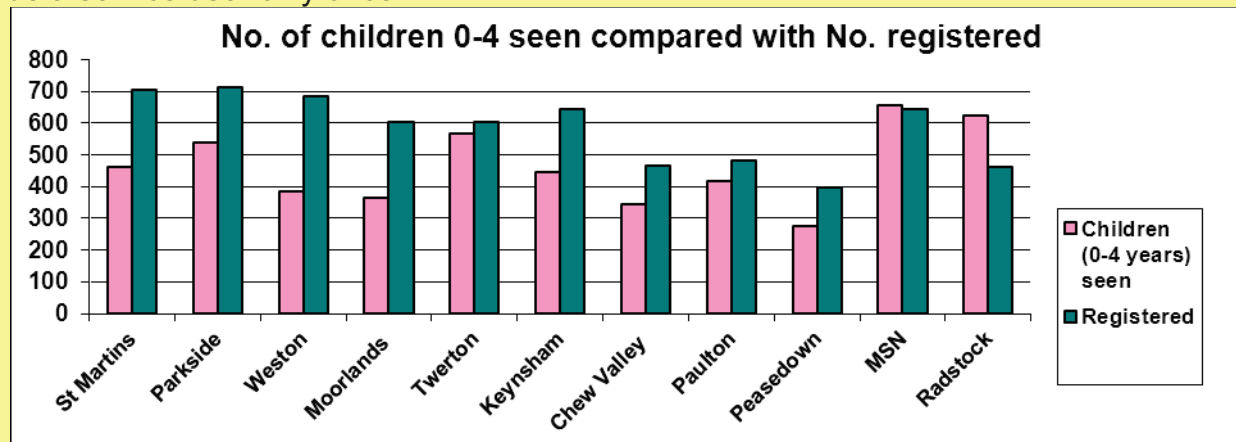
3 Children and Families reached

No. of families and children reached by CC area seen at:

Setting	Families			Children (0-4 years)		
	Year to date	Apr-Sep	Oct - Mar	Year to date	Apr-Sep	Oct - Mar
St Martins	513	374	313	462	348	278
Parkside	637	379	444	541	325	359
Weston	445	283	297	386	272	266
Moorlands	394	313	223	365	302	210
Twerton	648	482	467	568	420	421
Keynsham	488	331	347	446	315	302
Chew Valley	343	234	247	346	236	244
Paulton	381	237	271	418	253	302
Peasedown	277	185	197	275	185	188
MSN	721	485	496	656	428	450
Radstock	614	413	452	625	411	463
Total	3,374			3,735		

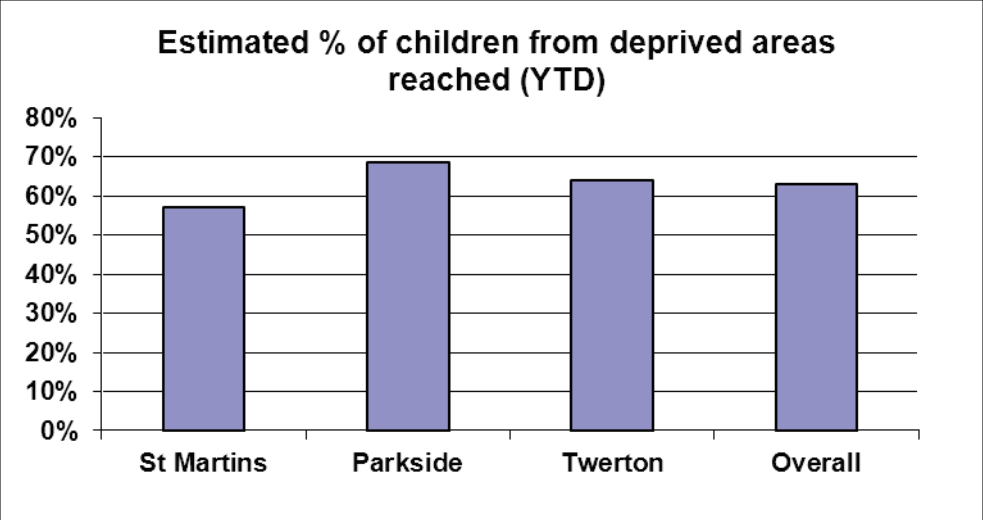
Page 24

NB a service user may attend multiple settings and therefore be included in the figures for more than one setting each quarter. The YTD columns include a service user only once.



Data source = eStart 17/04/2012

4 Children Reached From Deprived Areas

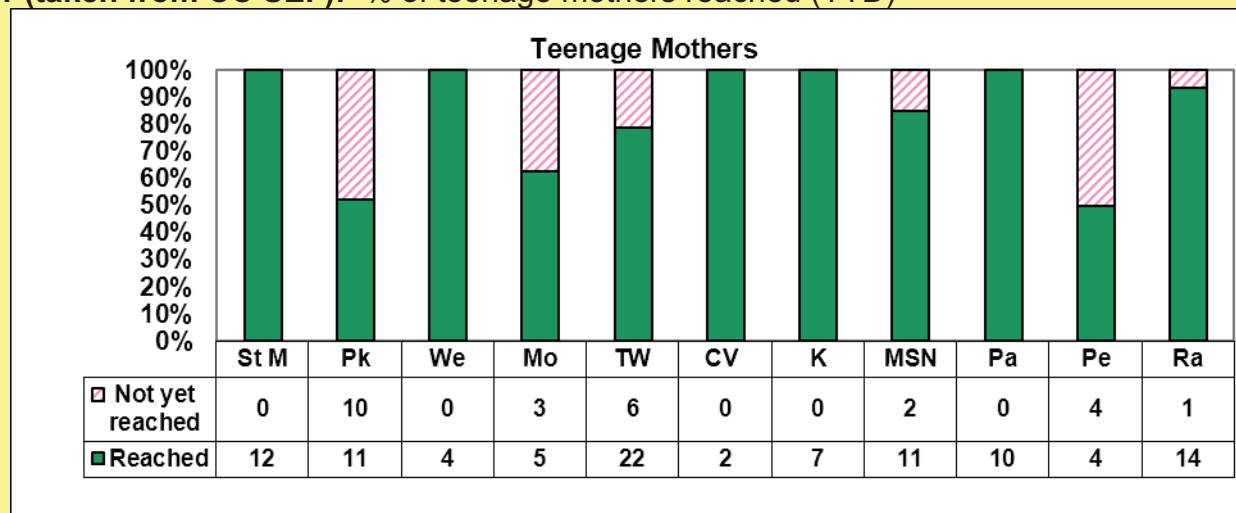


Children (0-4) living in SOAs in top 30% IMD: Percentage reached compared with estimated total children available (YTD)

5 Targeted Groups

5.1 Teenage mothers

Performance Indicator (taken from CC SEF): % of teenage mothers reached (YTD)



Page 26

Percentage of teenage mothers reached by CC Reach Area living at (YTD)											
St M	PK	We	Mo	TW	CV	K	MSN	Pa	Pe	Ra	Total
100%	52%	100%	63%	79%	100%	100%	85%	100%	50%	93%	84%

Reached: Number of teenage mothers reached (YTD) by CCs Area living at (Source: eStart April 2012).

Not yet reached: Estimated number of teenage mothers living in the CCs Area (Source: PCT ONS 2011) less number reached.

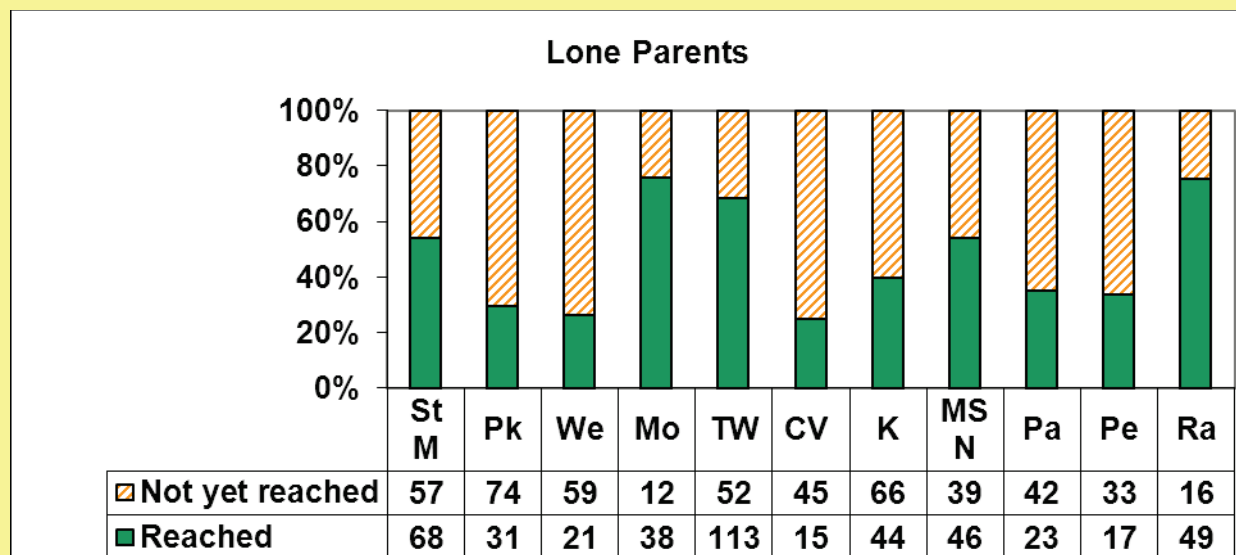
Outreach workers: Percentage of teenage mothers reached (YTD) as a percentage of carers reached by CC Reach Area living at (Source: eStart April 12).

	St M	PK	We	Mo	TW	CV	K	MSN	Pa	Pe	Ra	Total
Teenage Mothers Seen	8	7	3	0	7	0	0	3	3	1	5	37
Total No. Carers Seen	84	77	24	22	69	12	62	38	23	21	39	471
% of carers seen who are Teenage Mothers	10%	9%	13%	0%	10%	0%	0%	8%	13%	5%	13%	8%

Data Source = eStart 17/04/2012

5.2 Lone parents

Performance Indicator (taken from CC SEF): % of lone parents (YTD)



Percentage of Lone Parents reached by CC Reach Area living at (YTD)											
St M	PK	We	Mo	TW	CV	K	MSN	Pa	Pe	Ra	Total
54%	30%	26%	76%	68%	25%	40%	54%	35%	*34%	75%	48%

*Carers living in Peasedown St John are invited to such interviews in Bath (hence low perceived reach numbers)

Reached: Number of lone parents reached (YTD) by CCs Area living at (Source: eStart April 2012). NB: may include parents with no children under 11

Not yet reached: Estimated number of lone parents living in the CCs Area (Source: DWP August 2011) less number reached

Outreach workers: Percentage of lone parents seen (Reach YTD) by CC Reach Area living at (Data source = eStart April 12)												
	St M	PK	We	Mo	TW	CV	K	MSN	Pa	Pe	Ra	Total
Lone Parents seen	26	16	6	1	20	3	16	4	5	4	9	109
Total No. Carers Seen	84	77	24	22	69	12	62	38	23	21	39	471
% of carers seen who are Lone Parents	29%	21%	25%	5%	29%	25%	26%	11%	22%	19%	23%	23%

5.3 Workless households

Performance Indicator (taken from CC SEF): % of families living in workless households (YTD)

Carers seen between 1st April 2011 and 31st March 2012 by CC area living at:

	Total no. unemployed carers seen (reach YTD) by CC area living at	Total no. carers seen (reach YTD) by CC living at	Percentage of carers seen that are unemployed
St Martins	128	466	27%
Parkside	62	292	21%
Weston	66	371	18%
Moorlands	90	331	27%
Twerton	194	480	40%
Chew Valley	60	306	20%
Keynsham	88	404	22%
MSN	87	442	20%
Paulton	48	311	15%
Peasedown	39	209	19%
Radstock	90	358	25%
Total	952	3,970	24%

Data source = eStart 18 April 2012

Children aged 0 - 4 in out of work benefit households
100
240
190
115
60
75
135
80
90
155
95
1335

Data source = DWP May 2010

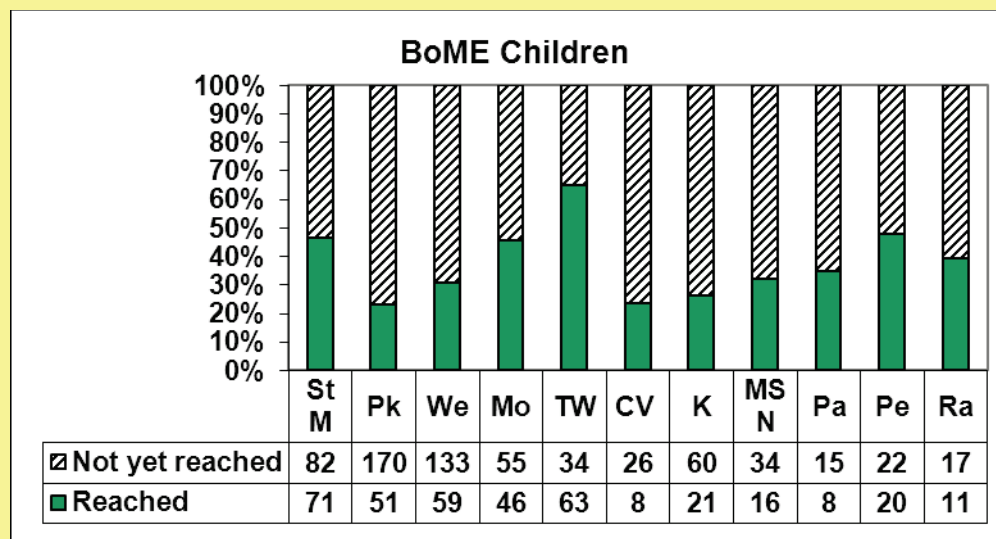
Page 28

Carers seen reach (figures in blue show CC area living at)	Out of area	St M	PK	We	Mo	TW	K	CV	MSN	Pa	Pe	Ra	TOTAL
FIS Benefits & Financial Advice	(1)	64 (62)	111 (43)	90 (99)	2 (32)	55 (52)	1 (1)	(5)	2 (8)	2 (6)	1 (12)	26 (15)	336
FIS Employment & Training		34 (30)	21 (4)	12 (15)	(9)	(3)		(2)		(1)	(1)		65
JobCentre Plus	(3)	(5)	(2)	(3)	(4)	77 (62)	28 (28)	(7)	102 (43)	(15)	(2)	(33)	207

Services aimed at low income households (including workless households) from 1st April 2011 – 31st March 2012

5.4 Children aged 0-4 years from Black or Minority Ethnic Groups

Performance Indicator (taken from CC SEF): % of children in Black or Minority Ethnic (BoME) groups (YTD)



Percentage of children aged 0-4 years from Black or Minority Ethnic Groups reached by CC Reach Area living at (YTD)											
St M	PK	We	Mo	TW	CV	K	MSN	Pa	Pe	Ra	Total
46%	23%	31%	46%	65%	24%	26%	32%	35%	48%	39%	37%

Reached: Number of children aged 0 -4 years in Black or Minority Ethnic (BoME) groups reached (YTD) by CCS Area living at (Source: eStart April 2012).

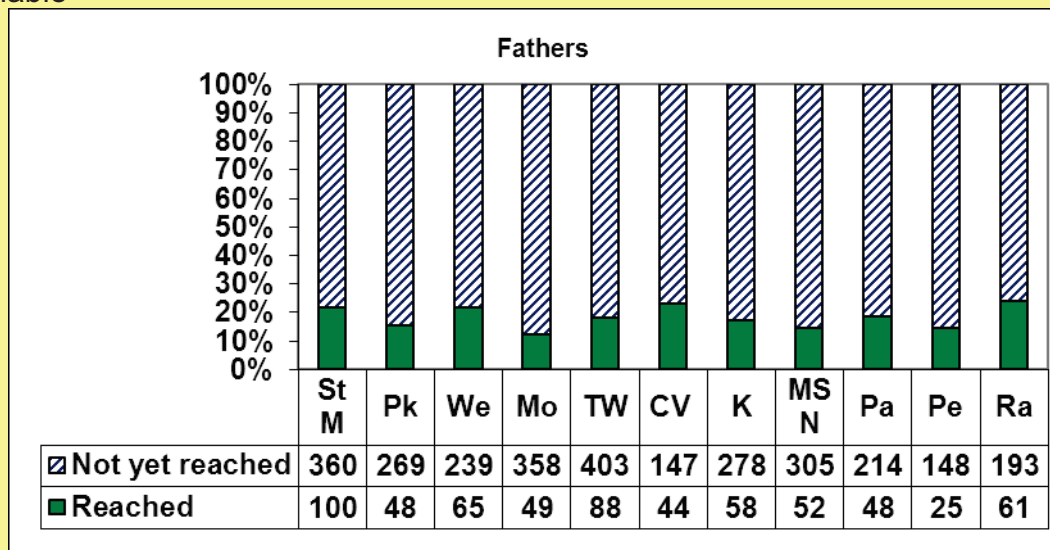
Not yet reached: Estimated no. of children 0-4 years in BME (non White British) groups living in CCS Area (Source: Schools Census Jan 12) less number reached

Outreach workers: Percentage of children in Black or Minority Ethnic (BoME) groups seen (Reach YTD) by CC Reach Area living at (Data source = eStart April 12)												
	St M	PK	We	Mo	TW	CV	K	MSN	Pa	Pe	Ra	Total
Children seen from BoME Groups	10	10	3	2	4	0	4	1	1	1	0	36
Total No. Children Seen	58	55	19	10	38	7	45	13	7	10	21	283
% of children seen who are from BoME Groups	18%	18%	16%	20%	11%	0%	9%	8%	14%	10%	0%	13%

5.5 Fathers

Performance Indicator (taken from CC SEF): % of fathers

Population data not yet available



Percentage of fathers reached by CC Reach Area living at (YTD)												
St M	PK	We	Mo	TW	CV	K	MSN	Pa	Pe	Ra	Total	
22%	15%	21%	12%	18%	23%	17%	15%	18%	14%	24%	18%	

Reached: Number of fathers reached (YTD) by CCS Area living at.

Not yet reached: Number of fathers registered on eStart by CCS Area, not yet reached (Source: eStart April 2012).

Outreach workers: Percentage of fathers seen (Reach YTD) by CC Reach Area living at (Data source = eStart April 2012)												
	St M	PK	We	Mo	TW	CV	K	MSN	Pa	Pe	Ra	Total
Fathers seen	16	18	3	2	12	3	11	3	3	2	5	78
Total no. carers Seen	84	77	24	22	69	12	62	38	23	21	39	471
% of carers seen who are fathers	19%	23%	13%	9%	17%	25%	18%	8%	13%	10%	13%	17%

Data source = eStart 18/04/2012

Bath & North East Somerset Council	
MEETING:	Early Years, Children & Youth Policy Development Overview & Scrutiny
MEETING DATE:	9 th July 2012
TITLE:	Play Service Briefing
WARD:	ALL
AN OPEN PUBLIC ITEM	

1 THE ISSUE

1.1 This is a briefing for Members on the current activities, issues and future pressures for Play Services in the Council.

2 RECOMMENDATION

The Early Years, Children & Youth Policy Development Overview & Scrutiny Committee is asked to:

2.1 Accept the briefing within this paper as an overview of the current position for Play.

2.2 To note the progress, re-prioritisation and re-shaping of commissioned services since the Play Services were cut in 2010-11 to be preventative and enabling services.

2.3 To note the contribution Play Services play in supporting schools with children's physical and emotional health and well-being.

3 FINANCIAL IMPLICATIONS

3.1 This report does not contain any direct financial implications, however as part of the Council's drive to reduce costs over the next 3 years, there are financial implications for these services and some reference to finances is made within the report.

3.2 Total funding allocated to Play services is £483,494, of which £422,954 comes from sources other than Children's Services. Any issues identified in this report will not impact upon the budget position.

4 THE REPORT

4.1 In the 2010-11 budgets for play we were profiled to spend £538,739 for the year, covering the play contracts, work with disabled children, training and the continuation of the Play Pathfinder project. When the new administration came in Play Pathfinder was cut immediately by £75k in-year. Since then the budget has dropped, although through other new sources of short-term revenue for disabled children and health funding, the budget is now £484,000. Some of these funding streams will be ending in March 2013. The voluntary sector receives £347,520 in

commissioned contracts with the local authority. These contracts expire in 2014. The remaining funding supports Wheels for All (adapted bikes for children with disabilities) and a staffing of the team (3.6 FTE posts).

4.2 When funding reduced in the Play sector the Play Service and the PCT, alongside established play providers such as Bath Area Play Project and Wandsdyke Play Association, began discussions about how we could re-shape services to recognise the role play increasingly manifested itself in:

- (1) Supporting isolated and vulnerable disabled children to access free play
- (2) Supporting children to be more active
- (3) Supporting schools to manage behaviour in playgrounds
- (4) Understanding the role play workers play in reaching isolated families to become more involved in their local play areas

4.3 Commissioned services since 2011 have been re-shaped to take into account the learning Bath & North East Somerset has had through its voluntary sector partners. The Council continues to be recognised nationally as an innovator and at a recent London conference a joint PCT/Council presentation on the importance of play for positive health outcomes, showed us to be innovative and cutting edge.

4.4 The key elements and outcomes of the new services are:

- (1) 2 Family Play Inclusion Workers (one in BAPP one in WPA), working in targeted areas across the authority to engage isolated or disabled children in open access play. **Outcomes:** 146 children reached in the first year (against a target of 60). Children who feel isolated by conditions such as ASD, now are supported to access play. Children, whose parents are suffering from poor mental or physical health, are often totally isolated in their own homes, are now supported to play. Small bespoke group work is done with children and parents together in open spaces, in an inclusive way, giving parent's confidence for children to play out. More able children (physically and emotionally) are supported to attend local Community Play Ranger services. The FPIWorkers act as advocates for children between school and home. The demand for this highly effective service in the community is shown by the range of referrals that come into the service from schools, school nurses, Parent Support Advisers, Social Workers. The noted gap is a similar service for children over 13 years. There is an increasing waiting list for the service which could be met with additional capacity.
- (2) The long established Community Play Rangers continue to operate in targeted areas, giving confidence to children and communities that 'playing out' is safe when they are there. These services work in partnership with schools to develop and use play as a catalyst resulting in improved behaviour and increases in self-esteem, supporting social and emotional learning and participation. The Community Play Rangers support children and parents to take risks and to learn through social skills through play at parks in communities.
- (3) Community Play Services through BAPP and WPA, work in targeted geographical areas to build community capacity in local areas by supporting parents/carers to set up their own play activities and then move on to a new area. **Outcomes** a number of small community initiatives are beginning to be established across the authority. BAPP have set up the Weston Play Partnership which is now fully constituted and has 5 parents involved. Other models are developing in Keynsham.

- (4) There continue to be some holiday activities, particularly for disabled children but cut backs mean that the range and number of sessions has been cut.
- (5) OPAL (Outside Play and Learning) is a project offered to schools to support good quality, collaborative play during play times. It is a whole school approach, leading to an accredited Bronze, Silver or Platinum award. 2 schools undertook this last year (Cameley Primary and Paulton Juniors) 5 more targeted schools in areas of higher need (St. Martin's Garden, St.Michael's Junior, Oldfield Park Junior, Castle Primary, St. Nicholas) are going through this year. Schools part fund this project. We will be looking to support this being self-funded in future. **Outcomes:** children are fully engaged in active, imaginative play, schools report better behaviour in the playground and that it enabled them to move forward with a range of different initiatives supporting social and emotional learning and participation.
- (6) 'Wheels for All' is a project to support disabled children to access adapted bikes with a range of opportunities after school and in the holidays. A temporary project officer has been recruited to develop this project. This is part funded by Sport and Active Leisure. It contributes to disabled children being more physically active. Fun days and taking part in Paralympic type activities will be run over the summer.
- (7) Finally the Play Team continue to support the Midsomer Norton Skate Park and were successful with their joint bid between the Somer Centre; Midsomer Norton Town Council and Wansdyke Play Association, to the Reward Fund to build a community run café in the Somer Centre and to further develop the park into a community run Skate Park.

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 Equality Impact Assessments have been completed for all Play Services.

7 CONSULTATION

7.1 No direct consultation has taken place in respect of this briefing paper. Staff, agencies and service users are consulted about the development and provision of Play Services on a regular basis.

8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 Social Inclusion; Customer Focus; Impact on Staff; Human Rights are all areas for consideration if a future decision on Play Services is needing to be made.

9 ADVICE SOUGHT

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

Contact person	Sara Willis, Early Years & Extended Services Manager
Background	

papers	
---------------	--

Please contact the report author if you need to access this report in an alternative format
--

Bath & North East Somerset Council	
MEETING:	Early Years, Children and Youth Panel
MEETING DATE:	9 th July 2012
TITLE:	Family and Friends Care Policy
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Bath and North East Somerset Draft Family and Friends Care Policy	

1 THE ISSUE

- 1.1 To provide an opportunity for elected Members to scrutinise and comment on the draft Bath and North East Somerset Council Family and Friends Care policy before it is finalised for consideration by Cabinet.

2 RECOMMENDATION

The Early Years, Children and Youth Panel is asked to:

- 2.1 Consider the draft Family and Friends Care policy document
- 2.2 Comment on the policy document.

3 FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications arising from the policy document. The document brings together existing policies and processes in the way required by regulations and guidance.

3.2 The relevant budgets are:

- Fostering allowances budget - 1,428,754 – covers all payments to foster carers for children in care including relatives and friends approved as foster carers
- Permanence allowances budget - 221,651 – covers all allowances paid to adopters, special guardians and residence order holders
- Substitute care allowance budget - 5,780 – discretionary short term payments to support private arrangements for family and friends care.

The draft policy document makes no change to current local policies in respect of each of these budgets but sets these policies out in one public document as required by statutory guidance.

4 THE REPORT

4.1 The Local Authority has duties under the Children Act 1989, amongst others, to assess children who appear to be 'in need' as defined in the Act; to provide support to children in need in the community and in their families including their extended families; to intervene within the Child Protection framework when children are assessed as being at risk of significant harm and to act as corporate parent to those children who need to be 'looked after' by the Local Authority.

4.2 The Government during the course of 2010 and 2011 issued updated regulations and guidance in respect of Local Authorities' duties to children and young people in and moving on from care. There are now a number of updated regulations and guidance documents including for the first time statutory guidance on supporting Family and Friends Care.

4.3 The Family and Friends Care guidance brings together information about the different ways in which family and friends may care for children when for whatever reason they cannot be looked after by their parents. The guidance includes a requirement for each local authority to publish a Family and Friends Care Policy.

4.4 The policy document has been drawn up in the context of case law which has determined that when a Local Authority plays a 'substantial role' in bringing about an arrangement for a child to be cared for by family and friends this must be treated as a placement of a child in care and is therefore subject to all of the legal requirements applicable including the need to assess and approve the family and friends carers as foster carers and supervise and support them in the same way as non-related foster carers to work within the fostering regulations and standards.

4.5 The purpose set out in the statutory guidance for the local policy requirement is not simply to set out the Local Authority's approach to supporting family and friends care but also to give information about the different forms of family and friends care; the legal framework governing them; the different ways in which

Local Authorities may or are required to support such care and about support and information services available to families both nationally and locally.

4.6 The draft B&NES Family and Friends Care policy document attached for consideration has been drawn up to meet the statutory requirements and to be a useful document not just for services and staff working with family and friends but crucially as a document that provides useful information for members of the public including parents and family and friends carers. To achieve this it reiterates the Bath and North East Somerset approach to supporting families in the community; maintaining children within their families and avoiding the need for children to come into care unnecessarily. It also sets out our approach to looking after children in care within their family and friends network when this is assessed as the most suitable way to meet children's needs. The document also includes the other elements required by the statutory guidance to ensure all of this information is widely available in an accessible way.

4.7 An early draft of the policy document was considered by the Corporate Parenting Group at its June 2012 meeting. The group made some comments on the document which are reflected in the draft attached to this report, and asked that the draft be brought to the Panel for scrutiny and further comment before being submitted to Cabinet for approval.

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

A separate Equality Impact Assessment has not been completed on this policy document as EIAs have been completed on Care Matters/Corporate Parenting and on Fostering and Adoption Services and the policy document raises no new issues but simply restates existing local policies and legal requirements in a new form as required by statutory guidance.

7 CONSULTATION

7.1 *Overview & Scrutiny Panel; Staff; Other B&NES Services; Section 151 Finance Officer; Monitoring Officer*

7.2 An early draft of the policy document has been considered by the Corporate Parenting Group. The draft policy has also been shared with staff in Children's Social Care and colleagues in the Family Information Service who have input to the draft attached. This report and the attached policy document have been shared with the section 151 Finance Officer and Monitoring Officer prior to inclusion on the Panel agenda.

8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 *Social Inclusion; Young People; Other Legal Considerations*

9 ADVICE SOUGHT

9.1 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 charlie_moat@bathnes.gov.uk 01225 477914</i>
Background papers	Department for Education (2011) <i>Family and Friends Care: Statutory Guidance for Local Authorities</i> https://www.education.gov.uk/publications/eOrderingDownload/Family%20and%20Friends%20Care.pdf
Please contact the report author if you need to access this report in an alternative format	

Bath and North East Somerset Council

Family and Friends Care Policy

Working draft policy May 2012

This policy document sets out the arrangements for promoting and providing support to meet the needs of children placed with family and friends carers in Bath and North East Somerset (for a summary of the law relating to different options when looking after someone else's child, please see **Annex A**).

The policy document is currently a working draft subject to approval by the Bath and North East Somerset Council Cabinet. Once approved it is intended that the policy will be regularly reviewed and made freely and widely available.

The policy document has been written in accordance with *Family and Friends Care: Statutory Guidance for Local Authorities*. As required by this guidance the document sets out Bath and North East Somerset Council's approach to supporting family and friends care in different circumstance and the ways in which needs may be assessed and support provided if required. The document also gives information and guidance for Children's Service and other services' staff and for members of the public on the different forms of family and friends care, the legal framework governing family and friends care and sources of further support and information.

Bath and North East Somerset Council policy on Family and Friends Care

Bath and North East Somerset Council is committed whenever possible and consistent with children's welfare to supporting families to look after their children. The Council believes that in most cases children's needs are best met within their birth family by their parents or when this is not possible with close relatives.

Within the legal framework set by the Children Act 1989 and associated regulations and guidance the Council will, when a child appears to be in need, carry out an assessment and if necessary provide support to the child and their family. This includes assessing the needs of children in private fostering or informal family and friends care arrangements and providing such support as is required by law and on the basis of assessed need.

The Council is committed to avoiding the need for children to come into care whenever possible consistent with children's welfare. This means that families will be encouraged and supported to make private arrangements with family or friends if children cannot be looked after by their parents for any reason. This will be within the framework set out in this document.

Support offered may include a Family Group Conference in some cases when this is agreed with families as a helpful way to support them in making their own arrangements. A Family Group Conference is an independently facilitated process to support extended families in making plans to meet children's needs when there are concerns about their welfare.

Any decision that a child needs to come into care will be based on a thorough assessment that their needs require them to be looked after by the local authority and by agreement with parents or others with parental responsibility or by order of a court. When a child needs to come into care the Council is committed to making

foster placements within the child's family and friends network – with a 'connected person' – as long as this arrangement is assessed as suitable and is then approved as a foster placement following a full fostering assessment.

The Council is committed to supporting permanent substitute care with family or friends carers under residence orders, special guardianship or adoption, when this is assessed as in the child's best interests. Such support will be provided on the basis of assessment of support needs and within the framework set out in this document.

Assessment processes

Initial assessments of children in need are normally completed within 10 working days of referral. The assessment includes a visit or visits by a social worker who will need to see the child(ren), their parents and any family or friends caring for them.

An initial assessment may conclude that a more comprehensive assessment is required. This is known as a core assessment and will normally be completed within 35 working days of referral.

Fostering assessments entail a more in depth assessment including full checks on all members of foster carers' household, take up of references and a number of visits to assess the suitability of carers and their ability to meet fostering standards. Such assessments must be completed within 16 weeks when a child is placed under temporary approval as foster carers with family or friends, and will be completed by a Family Placement Team social worker.

Assessments of family or friends as prospective special guardians or adopters are also in depth assessments carried out by Family Placement Team social workers, similar in depth and scope to the full fostering assessment.

Assessments of support needs for special guardians, adopters or residence order holders may be carried out by a social worker following an assessment that the child(ren) is a child in need, and that the proposed care arrangement is suitable to meet the child(ren)'s needs.

Values, principles and objectives

- Consideration of children's welfare and best interests will always be at the centre of the work that we do.
- The Bath and North East Somerset Family and Friends Care Policy is based on the principles underpinning the *Children Act 1989*. A key principle of the Act is that children and young people should be enabled to live within their families unless this is neither in their best interests nor consistent with their welfare.
- The local authority has a duty to promote informal arrangements within families to enable children to be cared for wherever possible by family members. We will support families to make their own arrangements to care for their children and to avoid the need for the children to be looked after by the local authority.

- When a child cannot remain with their immediate family, and the local authority is considering the need to look after the child, we will make every effort to identify potential carers within the child's network of family or friends who are able and willing to care for the child.
- A residence order, special guardianship order or adoption order may help to ensure the child's sense of belonging and security when a successful return to the child's birth parents is not possible.
- Support from the local authority will be based on the assessed needs of the child and Bath and North East Somerset will ensure that family and friends carers (whether or not they are approved foster carers) are provided with support to ensure that children do not come into care or remain in care longer than is needed.
- The wishes and feelings of children and young people, family and friends carers and parents will inform the policies and procedures of the local authority.

Evidence base

This policy is based on evidence of what works in supporting family and friends carers to meet children's needs, and knowledge of the services which carers and children want to be available to them. Staff who are responsible for implementing the policy will be offered appropriate training on the issues which family and friends carers face, the obligations, powers and responsibilities of the local authority and the contents of this policy.

What is family and friends (kinship) care?

This is an arrangement where a child who cannot be cared for by their parents goes to live with extended family, friends, or other 'connected persons'. It used to be known as kinship care. There are many different forms of family and friends care:

- Private fostering
- Family care with a 'close' relative (informal)
- Family and Friends/Connected Persons Foster Care (looked after child)
- Residence or Special Guardianship Order
- Adoption.

Further information about each of these categories is given below.

A 'connected person' is a new term introduced by *The Children Act 1989. Guidance and Regulations Volume 2: Care Planning, Placement and Case Review 2011* <https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DCSF-00185-2010>. A 'connected person' is a relative, friend or other person connected with a child. The latter is someone who would not fit the term 'relative or friends', but who has a pre-existing relationship with the child. It could be someone who knows the child in a more professional capacity such as a child-minder, a teacher or a youth worker.

The Children Act 1989 defines 'close relative' as a sister, brother, aunt, uncle or grandparent (by full blood, half blood or by marriage or civil partnership) or a step-parent.

Private fostering

Private fostering is when a child under the age of 16 (under 18 if disabled) is cared for by someone who is not their parent or a 'close relative' for 28 days or more. A close relative is defined as 'a grandparent, brother, sister, uncle or aunt (whether of full blood or half blood or by marriage or civil partnership) or step parent'. It does not include a child who is looked after by the local authority. This is a private arrangement made between a parent and the carer, the parent still holds parental responsibility and agrees the arrangement with the private foster carer.

The parent and carer have a legal responsibility to inform the local authority; failure to do so constitutes a criminal offence. When the local authority knows of a proposed or existing arrangement it must assess the situation to ensure the arrangements are satisfactory and that they are in the best interests of the child. If, following the assessment, it is decided that the arrangement can continue, a social worker will visit the child and family on a regular basis (minimum 6 weekly in first year, then 12 weekly) to safeguard the welfare of the child and ensure the arrangements remain satisfactory.

The reasons why a child may be looked after through a private fostering arrangement may include:

- A child being sent to this country for education or health care by their birth parents from overseas
- A child living with a friend's family as a result of parental separation, divorce or arguments at home
- A teenager living with the family of a boyfriend or girlfriend
- A parent's hours of work or study making it difficult for them to use ordinary care to look after their child

A private foster carer is responsible for the day to day care of the child and the care should be continuous. The parent (or person with parental responsibility) retains the responsibility to safeguard and promote the welfare of the child. The local authority will need to be made aware of the situation to check everything is satisfactory.

The local authority has a duty to assess and monitor the welfare of all privately fostered children. If the local authority thinks that an arrangement is unsuitable and the child cannot be returned to his or her parents, the authority must decide what action to take to safeguard the child's welfare. This may mean providing support to the carer or, in some circumstances, finding alternative local authority accommodation.

The person who is fostering the child under a private arrangement has a responsibility to tell the local authority about certain changes in circumstances, such as change of address, any criminal convictions they acquire or anyone living at the address acquires, loss of employment etc. Changes should be notified in advance and, if this is not possible, then within 48 hours of the change.

If the arrangement comes to an end, the person who is fostering the child should also advise the local authority within 48 hours in writing that the arrangement has come to an end. They should also notify the local authority of the name and address of the person who will be taking on care of the child and where the child is now living.

Family Care (informal)

If they are not looked after by the local authority, children can live with a 'close' relative - their aunts, uncles, brothers, sisters or grandparents - without outside involvement.

The relative does not have parental responsibility which remains with the parent(s) but may do what is reasonable to safeguard or promote the child's welfare.

However the local authority may become involved if it appears that services may be necessary to safeguard or promote the welfare of a Child in Need. In these circumstances the local authority has a responsibility under Section 17 of the Children Act 1989 to assess the child's needs and provide any services to meet any identified needs of the child, this may include discretionary financial support.

Family and friends/ Connected persons foster carers

Where a child is looked after by the local authority, we have a responsibility wherever possible to make arrangements for the child to live with a member of their family who can be approved as a foster carer.

The child may be accommodated voluntarily with the agreement of the parent(s) or may be subject to an interim care order or care order. If it is a voluntary agreement, parental responsibility remains with the parent(s); the local authority will share parental responsibility if the child is subject to an interim care order or care order and will share limited parental responsibility to safeguard and promote the welfare of the child if s/he is subject to an emergency protection order.

Arrangements will be made to assess the suitability of the relative or friend to be a foster carer for the child. This suitability assessment will be carried out by the child's social worker together with a social worker from the Family Placement Team.

The child can be placed with the family members prior to full approval as foster carers for up to 16 weeks. This temporary approval can only be extended in exceptional circumstances. During the period of temporary approval the carers will receive a fostering allowance to support the child. A Family Placement Team social worker will carry out a full foster carer assessment and provide practical help and

advice as well as emotional support. They can also provide any equipment that the carer may need to help them to care for the child.

Once approved as foster carers, the carers will have a supervising social worker from the Family Placement Team to provide them with support and supervision; and they will receive fostering allowances for as long as they care for the child as a foster carer.

While the child remains a looked after child, as a foster carer, they will be expected to cooperate with all the processes that are in place to ensure that the child receives appropriate care and support, for example cooperating with the child's social worker and promoting the child's education and health needs.

Residence Orders, Special Guardianship Orders and Adoption

A Residence Order is a legal order made by a court specifying who the child should live with and gives them parental responsibility if they do not have it already (shared with child's parents). A Residence Order will usually last until the child is 16.

A court can order a joint Residence Order, which is an order to say that the child shall spend time living with more than one carer. Family and friends carers may apply for an order after the child has lived with them for one year.

A Residence Order provides security for the young person but if parental responsibility is shared with other non-resident parents, agreement will have to be reached about the upbringing of a child.

The resident carer takes the general day to day decisions concerning the upbringing of the child, and these should be exercised without interference from the non-resident parent. These will be decisions about how the household will function and the child's daily routine. The parent with parental responsibility is able to have a say in the major decisions concerning the upbringing of the child. Such decisions can include where the child should attend school, what religion the child should be brought up in, the child's name etc.

Discretionary allowances may be paid to relatives or friends with whom a child is living under a Residence Order. The carer has the right to apply to the local authority for a Residence Order allowance to assist with accommodation and maintenance of the child (Children Act Schedule 1 section 15)

Bath and North East Somerset will only consider such applications where:

- The child is assessed as a child in need and is unable to be cared for by either birth parent **and**
- A residence order is assessed as the best way of meeting the child's needs **and**
- The child would otherwise need to be looked after by the local authority.

Residence Order holders are entitled to claim child benefit and child tax credits and these will be taken into account when assessing Residence Order allowances.

A Special Guardianship Order is a new option introduced under the *Adoption and Children Act 2002*. It can offer greater security without absolute severance from the birth family as in adoption.

Relatives may apply for a Special Guardianship Order after caring for a child for one year. As Special Guardians, they will have parental responsibility for the child which, while it is still shared with the parents, can be exercised with greater autonomy on day-to-day matters than where there is a Residence Order.

Where the child was Looked After immediately prior to the making of the Special Guardianship Order, the local authority has a responsibility to assess the support needs of the child, parents and Special Guardians, including financial support.

Where entitlement to an allowance has been established the applicants will be financially assessed and advised in writing of the allowances to be paid.

Adoption is the process by which all parental rights and responsibilities for a child are permanently transferred to an adoptive parent by a court. As a result the child legally becomes part of the adoptive family.

Bath and North East Somerset has a range of services to support adopted children and adoptive parents. The support to be provided to individual adoptive families is set out in an Adoption Support Plan and this may include financial support.

Where a decision in principle has been made for the payment of allowances to adopters a financial assessment will be carried out to decide the level of financial support payable.

Adoption or Special Guardianship? Special guardianship may be more suitable than adoption if:

- An older child would struggle to deal with the status of being adopted.
- The child has a good relationship with the parent(s) or members of the family, and/or the carer and parent(s) have a good relationship and special guardianship will enable the carers to fulfil the main care role without disrupting this relationship. There is a close relationship between the carer and the parent. (e.g. carers are the grandparents)
- More than 'occasional contact' is planned between the child and the birth parent(s) and family.
- The child stands to inherit money or receive money in some other way.
- Adoption is against the potential carer's culture or beliefs.
- There is a need to maintain cultural links and the need is greater than the ability of the adopters to provide this link.

- It is in the best interests of the child rather than remaining in the care system or being adopted.

When deciding to apply for a Special Guardianship order the welfare of the child or young person and what is in his or her best interests is the paramount consideration.

Supporting contact

Contact with their immediate families is generally a positive experience for children who are not living with their parents, helping them to maintain a sense of belonging and identity. Contact arrangements should meet the needs of the child. Most children living with members of their extended families will be in contact with one or both of their parents and often also with other relatives, this will help to promote positive relationships.

The local authority has a duty to promote contact for all children in need, although there are differences in the way that duty is expressed depending on whether or not the child is looked after.

The local authority is required to promote contact between a child who is not looked after but who is living away from home and his or her family where it is necessary to do so in order to safeguard and promote the child's welfare. The local authority has a duty to try to promote contact between a looked after child and his or her family unless it is consistent with the child's welfare.

New research into family and friends care by the Family Rights Group highlights that although family and friends placements can work well for children, contact can be problematic. Management of contact can often be a source of considerable anxiety and conflict for family and friends carers. It can place emotional and practical strains on all the parties involved. Family dynamics and relationships may be fundamentally changed, particularly for grandparents and others who are becoming 'second time round' carers and children may not understand why they are being brought up by relatives, whilst parents may resent the fact that their children do not live with them. Family mediation may be helpful. It can help parties to communicate better and resolve disputes, taking account of the child's wishes in a supported environment. Formal mediation may be accessed by a solicitor; other types of mediation may be available via the local authority.

Where there are child protection concerns, there may be a need for the involvement of Children's Services to support safe contact arrangements. Contact may be limited through a court order and it may need to be carefully managed, monitored and supported, to ensure that it does not become unsettling and possibly harmful for the child. In some circumstances the management of contact arrangements and independent supervision of contact can be supported by Children's Services. Family and friends foster carers who need advice and support regarding contact arrangements can access more information from their Social Worker.

Other family and friends carers who are concerned about contact should telephone the Children and Family Assessment and Intervention Team who may be able to help (01225 396312 or 396313).

The National Association of Child Contact Centres, staffed by volunteers, provides information on its website www.naccc.org.uk and through its helpline 0845 4500 280. There is a local contact centre in Bath. Families make their own arrangements about using this type of contact. Please see <http://www.bathchildcontactcentre.co.uk/> or call 07791 482030 for details about the contact centre in Bath. Further details about contact centres in surrounding areas are available from the Family Information Service (0800 073 1214 ;) <http://www.1bigdatabase.org.uk/>)

Information about services and support

National and local sources of information and support may be found in **Annex C**. In the first instance, please contact the Family Placement Team (01225 395332) for support, advice and information which is specifically about fostering and the Family Information Service (0800 073 1214) for information about local and national organisations and services that support families.

Training

Bath and North East Somerset tries to ensure that all foster carers, approved by the local authority, are equipped with the knowledge and skills to meet the care needs of children placed with them, and to achieve the knowledge and skills outlined in the Children's Workforce Development Council's (CWDC).

Training, Support and Development (TSD) Standards for foster carers. As the context of family and friends foster care differs from other types of foster care, an amended set of standards has been produced for family and friends carers. Working to achieve the standards can provide a focus for the work of support groups and opportunities for family and friends foster carers to meet other foster carers. It is expected that all approved foster carers, whether unrelated or family and friends, complete the training and meet the standards. Other local authority training is also available to approved foster carers including family and friends carers. For further details, please contact the Fostering Team.

Generic evidence based parenting programmes are available to all parents in Bath and North East Somerset. For information on parenting programmes contact Family Information Service (0800 073 1214) for more information or see <http://www.1bigdatabase.org.uk> or <http://www.bathnes.gov.uk/educationandlearning/parentalSupport/Pages/default.aspx>

Financial support

Discretionary financial assistance may sometimes be available when the local authority has assessed a Child in Need under Section 17(6) of *The Children Act*

1989. Please contact your social worker or ring the Children and Family Assessment and Intervention Team who may be able to help (01225 396312 or 396313).

Looked After Children If a child is 'looked after', then the person caring for them, for tax, benefit and tax credit purposes, is a foster carer.

As a foster carer they will receive financial support from Children's Services in two parts: an allowance; and a fee. The fee element needs to be declared for tax purposes but the allowance should not be declared as it is not a fee and is non-taxable.

Foster Carers cannot receive child benefit or child tax credit for the foster child, nor include them on housing benefit and council tax benefit claims. They may be able to receive working tax credit as a self-employed foster carer however or possibly income support if single.

Family and Friends carers (informal – child not looked after) the new carer can apply to take over any child benefit or Disability Living Allowance (DLA). The carer can make a child tax credit claim (or additional claim); can include the child in housing benefit and council tax benefit claims; and can apply for carers' allowance but there is more 'conditionality' (i.e. conditions attached to eligibility) if applying for income support or Jobseekers Allowance (JSA) compared to foster carers.

Management accountability

The senior manager who holds overall responsibility for the Family and Friends Care Policy is the Care and Young People Service Manager who may be contacted on 01225 477914.

The implementation of the policy will be monitored and reviewed annually

The policy will be shared with local authority staff and partner agencies (for example, Housing) to ensure that all practitioners and managers operate within its framework and it is applied in a consistent and fair manner across the authority. It will be disseminated widely so that anyone who is considering becoming a family and friends carer can be aware of its content and be clear about how to contact the local authority and other agencies for further information about relevant services.

Complaints

When a family or friends carer is not satisfied with the level of support provided to enable them to care for a child, they can have access to the Bath and North East Somerset Complaints Procedure. Our aim would be to resolve any such dissatisfaction without the need for a formal investigation but where an informal resolution is not possible a formal investigation will be arranged. Bath and North East Somerset is committed to the delivery of quality services that meet your needs. There may be times when things go wrong and you do not receive the standard of service you expect. If you feel that you have good cause for complaint, then we need

to know. We will deal with your complaint confidentially unless this is not possible, for example if legislation applies.

Step one - Go direct

If you know the specific service that your complaint is about please take it up with the relevant officer or team manager in the first instance. The team manager must respond to your complaint within 10 working days. If you are not sure who to speak to, you can call in to any council office, contact our Complaints Procedure Manager.

Step two – Independent investigation

If the Team Manager is unable to resolve the complaint, then with your consent a further investigation of the complaint will be undertaken by a person independent of the team providing the service.

Our response

We aim to reply to your complaint within 10 working days. If we can't reply fully within that timescale we will let you know.

Local Government Ombudsman

If you are not satisfied with the final response you can ask for your complaint to be examined by the Local Government Ombudsman (LGO).

Please contact our Complaints procedure manager for further information.

Contact Telephone Numbers

Care and Young People Service Manager 01225 477914

Family Placement Team 01225 395332

Children and Family Assessment and Intervention Team 01225 396312 or 396313

Complaints Procedure Manager 01225 477931.

ANNEX A: CARING FOR SOMEBODY ELSE’S CHILD – OPTIONS

	Private fostering	Family care (informal)	Family and friends foster care	Unrelated foster care	Residence order	Special guardianship order (SGO)	Adoption
Route into the caring arrangement	<p>This is a private arrangement whereby the child is being cared for for 28 days or more (or the intention is that the arrangement will last for 28 days or more) by anyone who does not have parental responsibility, and who is not a close relative.</p> <p>Relative means grandparent, brother, sister, uncle or aunt (by full blood, half blood or by marriage or civil partnership) or a step parent.</p> <p>The child is not a looked after child.</p>	<p>The relative has chosen to take on the care of the child but does not have parental responsibility, and the arrangement was not made by the local authority.</p> <p>The child is not a looked after child.</p> <p>Relative may perceive the parents to be unable to care for the child;</p> <p>or the parents may be dead or otherwise not available (e.g. in prison);</p> <p>or there may be an agreement between relatives due to difficult family circumstances.</p>	<p>The child has been placed with the relative or friend by the local authority, because the person who had been caring for the child was deemed not to be providing suitable care.</p> <p>The child is a looked after child and so the local authority must approve the relative or friend as a local authority foster carer.</p> <p>The child may be accommodated voluntarily with the agreement of the parents or may be subject to a care order.</p>	<p>The child is a looked after child being accommodated by the local authority under section 20 Children Act 1989 or because the child is subject to a care order; but has been placed with a foster carer by the local authority.</p> <p>(Alternatively, the local authority may choose to place a child into residential care where this is considered to best meet the child's needs).</p>	<p>The child may be at risk of becoming 'looked after' and a friend or relative applies for an order, or</p> <p>The child may have been 'looked after' and their foster carer or other relative/friend applies for an order.</p> <p>In either circumstance, application can be made without the support of the parents or the local authority. Relatives may apply for an order after the child has lived with them for one year.</p> <p>Or, there can be benign reasons, e.g. after parents' death and in line with a prior agreement between the birth parents and the carer.</p>	<p>The child may be at risk of becoming 'looked after' and a friend or relative applies for an order, or</p> <p>The child may have been 'looked after' and their foster carer or other relative/friend applies for an order.</p> <p>In either circumstance, application can be made without the support of the parents or the local authority. Relatives may apply for an order after the child has lived with them for one year.</p> <p>Or, there can be benign reasons, e.g. after parents' death and in line with a prior agreement between the birth parents and the carer.</p>	<p>Looked after children: the LA may decide that the child should be placed for adoption. They can only do so with the consent of the birth parent or under a placement order made by a court.</p> <p>An approved foster carer can apply for an adoption order after a year of caring for the child.</p> <p>Other informal carers could apply for an adoption order if the child has lived with them for a period of 3 years.</p>
Parental Responsibility (PR)	Remains with birth parents	Remains with birth parents but the person who cares for the child may do what is reasonable to safeguard or promote the child's welfare	Remains with birth parents if child accommodated under section 20 CA, or if the child is subject to a care order or emergency protection order the local authority will have parental responsibility and determines the extent to which it may be exercised by others.		Shared by parents and holder of residence order.	PR shared with parents and any one else with parental responsibility for the child. The special guardian may exercise parental responsibility to the exclusion of all others with PR, apart from another special guardian.	Transfers to adopters and relationship with birth parents is severed.
Approval basis	The arrangement is assessed by LA, but the carer is not 'approved' as a local authority foster carer is. The arrangement may be prohibited if assessed by the local authority as unsuitable.	None	Approved as local authority foster carers in accordance with Fostering Services Regulations. (If child is looked after, carers must be approved as foster carers even if close relative.)		Appointed by court following application.	Appointed by court, following application from the applicant. LA must investigate the matter and prepare a report for the court dealing with the suitability of the applicant to be a special guardian.	Adoption agency assesses and approves prospective adopters, court makes order regarding specific child. If the child is not looked after then notice of intention to adopt must be given to the LA who then carry out an assessment / report for the court.

Family and Friends Care: Statutory Guidance for Local Authorities

	Private fostering	Family care (informal)	Family and friends foster care	Unrelated foster care	Residence order	Special guardianship order (SGO)	Adoption
Duration	Subject to discretion of person with PR and readiness of private foster carer.	Subject to discretion of person with PR	So long as placement remains in line with child's care plan, as determined by LA		Age 18.	Age 18 unless varied or discharged by the court before the child reaches 18 years.	Permanent lifelong relationship
Placement supervision	It is not a placement, but there are statutory visits to child by social worker (minimum 6 weekly in first year, then 12 weekly)	None	Statutory: visits to child by social worker and supervision of foster carers by supervising social worker			None	When child is placed for adoption by the LA, the placement is supervised and there are statutory reviews. Once the adoption order is made, none.
Review of placement	It is not a placement, but the LA may do formal reviews in addition to ongoing assessment during visits.	None	Statutory reviews of child's care plan (minimum 6 monthly) and annual reviews of local authority foster carers' approval		None	None	See above
Support services	Provision of advice and support as determined necessary by the LA, which may assess the child as a child in need, with a child in need plan, and provide services / support for child/family under section 17 of the Children Act 1989	No entitlement but the LA may assess the child as a child in need, with a child in need plan, and provide services / support for child/family under section 17 of the Children Act 1989	Support to meet child's needs including health plan and personal education plan. Training and practical support to foster carers in accordance with the Fostering services Regulations, NMS and CWDC standards. Young person may be entitled to leaving care support services		No entitlement (But LA has discretion to provide services / support for child/family under section 17 of the CA)	If child was looked after prior to making the SGO, LA must assess for need for special guardianship support services. LA has discretion whether to provide support. Young person may be entitled to leaving care support services if was a looked after child prior to making of the SGO.	Entitlement to assessment for adoption support services, which may be provided at discretion of LA in accordance with Regulations and NMS.

	Private fostering	Family care (informal)	Family and friends foster care	Unrelated foster care	Residence order	Special guardianship order (SGO)	Adoption
Financial support – entitlement	<p>Can claim child benefit and child tax credit if not being paid to parent.</p> <p>Financial responsibility to maintain the child remains with holders of PR</p>	<p>Can claim child benefit and child tax credit if not being paid to parent.</p> <p>Financial responsibility to maintain the child remains with holders of PR.</p> <p>Guardians Allowance payable if both parents have died, or the only surviving parent cannot be found or serving 2 years or more prison sentence.</p>	<p>Child benefit and child tax credit not payable.</p> <p>Weekly allowance to meet the costs of caring for the child. This should meet at least the national minimum rate set by DCSF.</p> <p>The Manchester City Council judgment ruled that allowances must be the same for all foster carers, whether or not family & friends.</p>		<p>Can claim child benefit and child tax credit if not being paid to parent.</p>	<p>Can claim child benefit and child tax credit if not being paid to parent.</p>	<p>Can claim child benefit and child tax credit if not being paid to parent.</p> <p>Entitlement to assessment for financial support (part of adoption support) if child looked after prior to order.</p>
Financial support – discretionary	<p>LA has discretion to make one-off or regular payments under section 17 Children Act</p>	<p>LA has discretion to make one-off or regular payments under section 17 Children Act</p>	<p>Some fostering providers pay their foster carers a fee to recognise the carers' skill, experience and commitment.</p> <p>The Manchester City Council judgement (which requires allowances to be paid on the same basis regardless of the relationship of the carer to the child) did not consider fees. However, Statutory Guidance for Fostering Services requires that any policy in relation to the payment of fees must be applied to all foster carers who meet the criteria in the same way and must not discriminate on the grounds of a pre-existing relationship with the child.</p>		<p>LA has discretion to pay residence order allowance – usually if child was previously fostered by the carers, or exceptionally if making residence order prevents child becoming looked after. Any allowance reviewed annually.</p>	<p>Entitled to an assessment for financial support under the Special Guardianship Regulations 2005 if child looked after prior to order and meets the criteria in the regulations.</p> <p>Subject to assessment as above and for former foster carers can include an element of remuneration.</p> <p>Regular or one off payments.</p> <p>Any allowances reviewed annually.</p>	<p>Subject to assessment, one off payments or regular adoption allowance may be paid.</p>

Annex B: National Organisations and Information for Family and Friends Carers

Action for Prisoners' Families

Works to reduce the negative impact of imprisonment on prisoners' families. Produces publications and resources, and provides advice, information and training as well as networking opportunities.

www.prisonersfamilies.org.uk

Advice line 0808 808 2003

Email: info@offendersfamilieshelpline.org

Addaction

Offers a range of support developed for families and carers affected by substance misuse.

www.addaction.org.uk

Tel: 020 7251 5860

Email: info@addaction.org.uk

Adfam

Works with families affected by drugs and alcohol, and supports carers of children whose parents have drug and alcohol problems

www.adfam.org.uk

Tel: 020 7553 7640

Email: admin@adfam.or.uk

Advisory Centre for Education (ACE)

Offers free independent advice and information for parents and carers on a range of state education and schooling issues, including admissions, exclusion, attendance, special educational needs and bullying.

<http://www.ace-ed.org.uk/>

General advice line: 0808 800 5793

Exclusion advice line: 0808 800 0327

Exclusion information line: 020 7704 9822 (24 hour answer phone)

Beating Eating Disorders

0845 634 1414

<http://www.b-eat.co.uk/>

Benefits

<http://www.direct.gov.uk/en/MoneyTaxAndBenefits/index.htm>

http://www.adviceguide.org.uk/index/your_money/benefits.htm

British Association for Adoption and Fostering (BAAF)

Provides information and advice about adoption and fostering and publishes resources.

www.baaf.org.uk

Tel: 020 7421 2652

Email: mail@baaf.org.uk

Childline

0800 1111

www.childline.org.uk

Children's Legal Centre

Provides free independent legal advice and factsheets to children, parents, carers and professionals.

www.childrenslegalcentre.com

Child Law Advice Line: 08088 020 008

Community Legal Advice - Education: 0845 345 4345

Email: clc@essex.ac.uk

Citizens Advice Bureaux

Helps people resolve their legal, money and other problems by providing free, independent and confidential advice through local bureaux and website.

www.citizensadvice.org.uk

http://www.adviceguide.org.uk/index/your_money/benefits.htm (benefits advice)

COSMIC (Children of Substance Misusing Carers)

Groups for children and young people whose parents have been, or still are, dependent on drugs or alcohol

01934 426444

Cruse

01761 417250

www.crusebereavementcare.org.uk

www.rd4u.org.uk (website for young people who have been bereaved)

Department for Education

Lists details of telephone helplines and online services to provide information, advice and support on a range of issues that parents and families may face in bringing up children and young people.

www.education.gov.uk/childrenandyoungpeople/families

ERIC

Childhood incontinence.

0845 370 8008

www.eric.org.uk

Family Fund Trust

Helps families with severely disabled or seriously ill children to have choices and the opportunity to enjoy ordinary life. Gives grants for things that make life easier and more enjoyable for the disabled child and their family.

www.familyfund.org.uk

Tel: 08449 744 099

Email: info@familyfund.org.uk

Family Mediation Helpline

Provides information about local family mediation services.

www.familymediationhelpline.co.uk

Family Rights Group (FRG)

Provides advice to parents and other family members whose children are involved with or require children's social care services because of welfare needs or concerns. Publishes resources, helps to develop support groups for family and friends carers, and runs a discussion board.

www.frg.org.uk

Advice line: 0800 801 0366 (including advice about contact)

Email: advice@frg.org.uk

The Fostering Network

Supports foster carers and anyone with an interest in fostering to improve the lives of children in care. Publishes resources and runs Fosterline, a confidential advice line for foster carers including concerns about a child's future, allegations and complaints, legislation and financial matters.

www.fostering.net

Fosterline: 0800 040 7675

Email: fosterline@fostering.net

The Grandparents' Association

Supports grandparents and their families, especially those who have lost or are losing contact with their grandchildren because of divorce, separation or other family problems, those caring for their grandchildren on a full-time basis, and those with childcare responsibilities for their grandchildren.

www.grandparents-association.org.uk

Helpline: 0845 434 9585

Email: info@grandparents-association.org.uk

Grandparents Plus

Champions the role of grandparents and the wider family in children's lives, especially when they take on the caring role in difficult family circumstances.

www.grandparentsplus.org.uk/advice

Advice line: 0300 123 7015

Email: advice@grandparentsplus.org.uk

The Hideout

Domestic abuse site for children and young people

www.thehideout.org.uk

Mentor UK

Promotes the health and wellbeing of children and young people to reduce the damage that drugs can do to lives.

www.mentoruk.org.uk

Tel: 020 7553 9920

Email: admin@mentoruk.org

Money saving sites

www.moneymadeclear.org.uk

www.moneysavingsexpert.com

www.freecycle.org (recycling furniture and other goods)

One Space (lone parents)

Includes advice about finances

www.onespace.org.uk

National Association of Child Contact Centres

0845 4500 280

<http://www.naccc.org.uk/>

National Association of Kinship Carers

Email: nakinshipcarers@gmail.com

Or post on <http://grou.ps/nakc/>

National Domestic Violence Helpline

0808 2000 247

www.womensaid.org.uk

www.refuge.org.uk

0845 122 8609 (for perpetrators)

www.respectphonline.org.uk

National Family Mediation (NFM)

Provides mediation services to support couples who are separated, and their children and others affected by this.

www.nfm.org.uk

Tel: 0300 4000 636

Email: enquiries@nfm.org.uk

NSPCC 0808 800 5000

www.nspcc.org.uk

Partners of Prisoners and Families Support Group

Operates helpline and provides a variety of services to support anyone who has a link with someone in prison, prisoners and other agencies.

www.partnersofprisoners.co.uk

Families helpline: 0808 808 2003

Email: mail@partnersofprisoners.co.uk

Prison Advice and Care Trust (PACT)

Provides practical and emotional support to prisoners and to their children and families. The Kinship Care Support Service provides support and advice to family members and friends who care for children whose parents are in HMP Holloway.

www.prisonadvice.org.uk

Tel: 020 7735 9535

Parents Against Drug Abuse (PADA)

Delivers support and services to the families of substance users, including a national helpline.

<http://www.btinternet.com/~padahelp/>

Families Helpline: 0845 702 3867

Parentline Plus (Family Lives)

Provides help and support in all aspects of family life, including information, an online chat facility and a 24 hour helpline

www.familylives.org.uk

24 hour advice line: 0808 800 2222

Email: parentsupport@familylives.org.uk

Samaritans

08457 90 90 90

www.samaritans.org

SANE

Mental Health charity

0845 767 8000

www.sane.org.uk

Shelterline

Housing issues

0808 800 444

www.shelter.org.uk

Talk to Frank

The government's national drugs helpline which offers free confidential drugs information and advice 24 hours a day. Information and advice is also available via the website.

www.talktofrank.com

24 hour advice line: 0800 77 66 00

Text: 82111

Email: frank@talktofrank.com

Voice

Advocacy organisation for children living away from home or in need.

www.voiceyp.org

Young person's advice line: 0808 800 5792

Email: info@voiceyp.org

Winstons Wish

Childhood bereavement, including suicide

08452 03 04 05

www.winstonswish.org.uk

Young Minds

Works to improve the emotional wellbeing and mental health of children and young people and empowering their parents and carers.

www.youngminds.org.uk

Parents helpline: 0808 802 5544

Annex C: Local Organisations and Information for Family and Friends Carers

Family Information Service

One stop source of information for children, young people and families and those who work with them in Bath and North East Somerset

0800 073 1214

www.1bigdatabase.org.uk or www.bathnes.gov.uk/fis

Avon and Somerset Police

101 (non-emergency calls) or 999 in an emergency

<http://www.avonandsomerset.police.uk/>

Bath Next Link

Next Link provides specialist domestic abuse services for women and children in in Bath and North East Somerset.

01225 466989

http://www.nextlinkhousing.co.uk/bath_index.htm

Citizens Advice Bureau

0844 848 7919

<http://www.cab-banes.org/>

Council Tax and Housing Benefit

01225 477777

<http://www.bathnes.gov.uk/advicebenefits/benefits/Pages/Housing%20and%20Council%20Tax%20Benefit.aspx>

Curo Group (formerly Somer Housing Group)

Housing association covering the South West.

01225 366000

http://www.somer.org.uk/section_1.aspx

Domestic Violence and Abuse

01225 477188

<http://www.bathnes.gov.uk/communityandliving/crimeprevention/domesticviolenceabuse/Pages/default.aspx>

Drug and Alcohol Service

<http://www.bathnes.gov.uk/healthandsocial/helpforadults/Pages/Drugsandalcohol.aspx>

01225 477971

Fostering Team (Family Placement Team)

01225 395332

http://www.bathnes.gov.uk/HEALTHANDSOCIAL/FOSTERINGADOPTING_LAC/Pages/default.aspx

Housing Services

01225 477000

<http://www.bathnes.gov.uk/Housing/Pages/default.aspx>

Jobcentre Plus

0845 604 3719

http://www.direct.gov.uk/en/Diol1/DoltOnline/DG_201704**Libra Project**

Domestic abuse, accommodation and support

01225 354659

womensservices@julianhouse.org.uk**Royal United Hospital (RUH)**

01225 428331

<http://www.ruh.nhs.uk/>**Social Care (Social Services)**

Referral and Assessment Team

01225 396312/3

<http://www.bathnes.gov.uk/healthandsocial/childrenandfamilycare/Pages/FirstContact.aspx>

Out of office hours emergency

01454 615165

Further information about organisations and helplines may also be found on the Your Family, Your Voice website: http://www.yourfamilyyourvoice.co.uk/site/information_support_17.asp

ANNEX D: references

Department for Education (2011) *Family and Friends Care: Statutory Guidance for Local Authorities*

<https://www.education.gov.uk/publications/eOrderingDownload/Family%20and%20Friends%20Care.pdf>

The Children Act 1989. Guidance and Regulations Volume 2: Care Planning, Placement and Case Review 2011

<https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DCSF-00185-2010>.

This page is intentionally left blank

Bath & North East Somerset Council	
MEETING:	Early Years, Children and Youth Policy Development and Scrutiny Panel
MEETING DATE:	9 th July 2012
TITLE:	Safeguarding and Looked After Children Services Improvement Plan
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report:	
Ofsted Inspection Improvement Plan	

1 THE ISSUE

1.1 The report details the process, contents, judgements and main findings from the Ofsted/Care Quality Commission’s Inspection of Safeguarding and Looked After Children Services undertaken between 9th – 20th January 2012, and outlines how the Council’s Children’s Service and its partners have responded to the inspection report’s recommendations for areas for improvement. The attached report details progress with the Children’s Service Improvement Plan as at 30th June 2012.

2 RECOMMENDATION

The Panel is asked to:

2.1 Note the report, the actions taken to respond to recommendations for areas for improvement, and the progress reported thus far.

2.2 Note the arrangements proposed for reviewing and reporting progress to the Local Safeguarding Children Board; the Corporate Parenting Group: the In-Care Council; and the Partnership Board for Health and Wellbeing.

2.3 Request that the Director of Children’s Service and Divisional Director, Safeguarding, Social Care and Family Service present a further progress report to this Panel at its November 2012 meeting.

3 FINANCIAL IMPLICATIONS

3.1 There are no direct financial implications arising from this report.

4 THE REPORT

4.1 The Ofsted/Care Quality Commission’s inspection in Bath and North East Somerset was undertaken within the existing framework of unannounced annual inspections of Contact, Referral and Assessment Services and 3 yearly announced inspections of Safeguarding and Looked After Children Services. This was the first such announced inspection of Bath and North East Somerset’s Services, and followed unannounced inspections in May 2010 and January 2011, and the Joint Area Review conducted in June 2008.

4.2 The inspection was conducted between 9th and 20th January 2012. The Council and partners were given headline feedback on 20th January 2012 and the opportunity to comment upon the draft report. The Council received the pre-publication of the report on 17th February 2012. The report was published on the Ofsted website on 24th February 2012 and is a public document.

4.3 The purpose of the inspection was to evaluate the contribution made by relevant services in the area towards ensuring that children and young people are properly safeguarded and to determine the quality of service provision for looked after children and care leavers. The inspection team consisted of four of Her Majesty's Inspectors (HMI) and one inspector from the Care Quality Commission. The inspection was carried out under the Children Act 2004.

4.4 The evidence evaluated by the inspectors included:-

- Discussions with 21 children and young people and 22 carers receiving services, front staff and line managers, senior officers including the Director of Children's Services and the Chair of the Local Safeguarding Children Board, elected members and a range of community representatives.
- Analysing and evaluating reports from a variety of sources including a review of the Children and Young People's Plan, performance data, information from the inspection of local settings, such as schools and day care provision and the evaluations of a serious case review undertaken by Ofsted in accordance with 'Working Together to Safeguard Children' 2010.
- A review of 94 case files for children and young people with a range of need. This provided a view of services provided over time and the quality of reporting, recording and decision making undertaken.
- Direct observation of practice and working groups. Visits to a range of safeguarding and looked after children's services across the partnership.
- The outcomes of the most recent annual unannounced inspection of local authority contact, referral and assessment services undertaken in January 2011.
- Interviews and focus groups with front line professionals, managers and senior staff from; NHS Bath and North East Somerset and NHS Wiltshire, Oxford Health NHS Foundation Trust; Sirona Health and Social Care; The Royal United Hospital; Great Western Hospital Foundation Trust; Avon and Wiltshire Partnership NHS Foundation Trust and Bath NHS Healthcare Centre.

4.5 All inspection judgements are made using the following four point scale.

Outstanding (Grade 1)	A service that significantly exceeds minimum requirements
Good (Grade 2)	A service that exceeds minimum requirements
Adequate (Grade 3)	A service that only meets minimum requirements
Inadequate (Grade 4)	A service that does not meet minimum requirements

4.6 The following judgements were provided for safeguarding services:-

- Overall effectiveness – Grade 3 (Adequate)
- Capacity for improvement – Grade 3 (Adequate)

- Children and young people are safe and feel safe – Grade 2 (Good)
- Quality of provision – Grade 3 (Adequate)
- The contribution of health agencies to keeping children and young people safe – Grade 4 (Inadequate)
- Ambition and prioritisation – Grade 3 (Adequate)
- Leadership and Management – Grade 3 (Adequate)
- Performance Management and Quality Assurance – Grade 3 (Adequate)
- Partnership working – Grade 3 (Adequate)

4.7 These judgements and the actions required by the Council and its partners to improve the quality of provision and services for safeguarding children and young people in Bath and North East Somerset were reported to the Independent Chair of the Local Safeguarding Children Board (LSCB) and to its constituent members. A briefing paper was presented to the LSCB meeting on 6th March 2012. The LSCB has given priority within its Work Programme for 2012/13 to actions to strengthen its own governance arrangements and how it challenges and holds to account member agencies; and to receiving reports from the Council's Children's Service and Health agencies detailing progress with their representative action plans in June and September 2012. The first such progress reports were presented to the LSCB on 12th June 2012.

4.8 The following judgements were given for services for looked after children:-

- Overall effectiveness – Grade 2 (Good)
- Capacity for improvement – Grade 2 (Good)
- Outcomes for looked after children and care leavers: being healthy – Grade 4 (Inadequate)
- Outcomes for looked after children and care leavers: staying safe – Grade 2 (Good)
- Outcomes for looked after children and care leavers: enjoying and achieving – Grade 2 (Good)
- Outcomes for looked after children and care leavers: making and positive contribution, including user engagement – Grade 2 (Good)
- Outcomes for looked after children and care leavers: Economic wellbeing – Grade 3 (Adequate)
- Overall quality of provision – Grade 3 (Adequate)
- Ambition and prioritisation – Grade 2 (Good)
- Leadership and Management – Grade 2 (Good)
- Performance Management and Quality Assurance – Grade 3 (Adequate)

4.9 The Inspection report has been shared with staff across the Children's Service and all teams have discussed its contents, judgements and recommendations for areas for improvement. Some actions have been taken immediately to improve practice and management oversight and learning points from the inspection have been used to inform further work in the re-design of the Children's Social Care Service – for which a revised timetable and work programme has been established.

4.10 The Children's Service reviewed the Ofsted recommendations for actions immediately, within 3 months and within 6 months and identified themed areas for improvement in terms of (i) practice and management and (ii) service management – Children's Service and cross-services. Managers and staff across the Children's Service were invited to contribute to the Improvement Plan.

Actions, and underpinning actions, were identified for each area of improvement with lead officers, completion dates, assurance methods, desired outcomes, progress ratings, evaluation of impact, and review dates established for each.

- 4.11 Work was completed across Children's Service and the Health economy to ensure that the respective Improvement Plans were coordinated and complemented each other.
- 4.12 The Children's Service has established an Inspection Improvement Group, chaired by the DCS to monitor and evaluate progress with the Improvement Plan and this meets monthly. The Plan was formally signed off and distributed to the social care teams on 26th April, and arrangements have been made for the Plan to be accessible to all staff via the Council's Information Service. Staff workshops have been held to encourage and enable all staff to participate in progressing and evaluating the Plan.
- 4.13 The report presented to, and discussed at, the 6th March 2012 meeting of the LSCB highlighted the specific areas to which the Board should give attention, as well as emphasising the role that the Board and its members must play in holding the Children's Service to account for delivering its Improvement Plan.
- 4.14 Actions have been implemented to progress all areas of the Improvement Plan, and those due for completion by May and June 2012 have been formally reviewed. Particular attention has been paid to providing guidance, revising processes and systems to improve case recording and managerial oversight, improving in-service quality assurance and off-line auditing arrangements and practice, and enhancing staff supervision, training and reflective practice. Arrangements are in place to evidence that improvements have been effected, and will be sustained, which will include feedback from service users and partner agencies.
- 4.15 The Inspection Improvement Steering Group will make arrangements to provide progress reports and evidence of improvements to the Partnership Board for Health and Wellbeing, the Corporate Parenting Group, and the In-Care Council, as well as the LSCB.
- 4.16 This report can provide assurance to the Policy Development and Scrutiny Panel that the Improvement Plan has been established and is being implemented. Future reports will evidence the impact and determine whether improvements are being sustained.

5 RISK MANAGEMENT

- 5.1 The risks associated with ensuring effective safeguarding arrangements and the provision of services to children and young people are assessed by the Children's Service (and partner agencies) and included in the Service's risk register.
- 5.2 The risks associated with ensuring effective safeguarding arrangements are also assessed and managed by the LSCB (which receives quarterly performance reports) and the Board has established its own risk register.

5.3 The risks associated with ensuring the quality of service provision for looked after children and care leavers are assessed and managed by the Children’s Service (and partner agencies) and included in the Service’s risk register.

6 EQUALITIES

6.1 Promoting diversity and supporting individual identity and recognising and valuing the cultural diversity of Bath and North East Somerset’s communities and a commitment to anti-discriminatory practice are values underpinning the work of the Children’s Service and the LSCB.

7 CONSULTATION

7.1 Staff; Other B&NES Services; Stakeholders/Partners.

7.2 Staff across Children’s Service have been involved in discussions about how the Service will respond to the recommendations for areas for improvement: in detailing the action plan: and in evaluating progress and evidencing improvements.

8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 Social Inclusion: Customer focus: Young People.

9 ADVICE SOUGHT

9.1 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>Maurice Lindsay – Divisional Director, Safeguarding, Social Care and Family Service Tel: 01225 396289 Email: Maurice_Lindsay@Bathnes.gov.uk And Ashley Ayre – Director of Children’s Services Tel: 01225 394200 Email: Ashley_Ayre@Bathnes.gov.uk</p>
Background papers	
<p>Please contact the report author if you need to access this report in an alternative format</p>	

This page is intentionally left blank

Improvement plan to respond to recommendations of Ofsted Inspection of Safeguarding and Looked After Children Services in Bath and North East Somerset (January 2012) relating to Children’s Service: Health Services: LSCB

Note: Improvement plan also being compiled to respond to CQC recommendations for Health: actions from both plans have been coordinated.

NOTE:- Glossary on page 33

Final Version

Areas for improvement have been themed 1. Practice and management: 2. Service management – Children’s Service and cross-Services.

Second review of progress – 26th June 2012

1. Practice and management improvement								
Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
1.1 Ensure that core assessments are completed following all child protection investigations (Immediate)	1.1 Reiterate advice to all staff and reinforce in-service assurance and off-line auditing	Maurice Lindsay	February 2012	<ul style="list-style-type: none"> Sign off by line manager Supervision records Sample audits by Service Managers Offline auditing SCSC (for those progressing to conference) Quarterly outcomes reports and LSCB Annual Report 	<ul style="list-style-type: none"> Completed in every child protection investigation Record of decisions and clear plans for any on-going work Evidence of effective in-service quality assurance and sign-off Culture of compliance and use of best practice established 	Main action and underpinning actions completed. Management report for the period 1 st March-31 st May shows that this is now established practice--- only 2 outstanding and being followed up. Underpinning actions will be used to sustain and evidence improvements Awaiting feedback from file audits to determine consistency of quality and timeliness. GREEN	Now established as standard practice. Audit of quality and timeliness to be completed to evidence sustained improvements	July 2012
Practice standards Working Together 2010 SWCP Procedures BANES Quality Manual	Underpinned by:-	Trina Shane	April 2012					
Agency Children’s Social Care Service Children’s Service	<ul style="list-style-type: none"> Development and use of in-service audit tool Refresher training for Social Workers re Section 47s and core assessments Development and use of off-line audit tool and programme for auditing Staff involvement in task and finish group to confirm standards and share good practice Use of standard template for recording supervision sessions Rolling programme of reflective supervision workshops 	Charlie Moat Liz Jones Trina Shane	May 2012					
		Clive Diaz Liz Jones	April 2012					
		Clive Diaz Trina Shane						
		Trina Shane	March 2012					
		Liz Jones	From June 2012					
	Supplemented by:- Off-line auditing	Clive Diaz Liz Jones						

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>1.2 Ensure that assessments are high quality and recorded fully on case records (Immediate)</p> <p>Practice standards Working Together 2010 SWCP Procedures BANES Quality Manual</p> <p>Agency Children's Social Care Children's Service</p>	<p>1.2 Use staff supervision sessions, training/workshops, task and finish group, in-service assurance and off-line auditing to establish and maintain high quality assessments</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> Rolling programme of reflective supervision workshops 	<p>Trina Shane Charlie Moat Liz Jones Clive Diaz</p> <p>Liz Jones</p>	<p>March 2012 and on-going</p> <p>From June 2012</p>	<ul style="list-style-type: none"> Sign off by line manager Supervision records Sample audits by Service Managers Off-line auditing SCSC (for cases progressing to conference) Quarterly outcomes report and LSCB Annual Report 	<ul style="list-style-type: none"> Evidence of consistently high quality assessments and records of decisions and actions Evidence that high quality assessments are leading to clear plans for work Evidence shows that learning from audits is improving quality of assessments Evidence of effective in-service assurance and off-line auditing Culture of use of best practice established 	<p>Action and underpinning actions implemented and will be on-going. Quality standards and practice guidance on assessments now agreed and on Care First as an aide memoir for social workers. Audit tools will now reflect these quality standards and managers are expected to refer to them in supervision of social workers. Reflective supervision workshops reinforcing practice and focus on structured approach to supervision sessions and effective recording of actions and decisions. Quality of assessments subject to off-line auditing AMBER</p>	<p>Audits of supervision records are evidencing use of structured approach to sessions. In service assurance is showing improvements in quality but needs to be more consistent and sustained.</p>	<p>July 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>1.3 Ensure prompt sharing of information between Children's Social Care and Health Services (and other Children's Services) about children subject to child protection plans and children who are looked after (Immediate)</p> <p>Practice standards Working Together 2010 SWCP Procedures BANES Quality Manual Care Planning Regulations</p> <p>Agency Children's Social Care Health Services</p>	<p>1.3 Introduce same day notification system for all protection plans and care episodes</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> Prompt distribution of Child Protection conference notes Provision of updated lists of children with protection plans Redistribution of coming into care check list and mandatory notifications prior to placement Provision of updated lists of children who are looked after Review of information sharing systems, including electronic transfer 	<p>Trina Shane Charlie Moat Designated Nurse</p> <p>Michael Sidey Imelda Murphy Kate Townsend</p> <p>Charlie Moat</p> <p>Trina Shane</p> <p>Trina Shane Designated Nurse</p>	<p>March 2012</p> <p>Henceforth From March 2012</p> <p>March 2012</p> <p>From March 2012</p> <p>May 2012</p>	<ul style="list-style-type: none"> Team Manager assurance Audit and 3 monthly report from Service Manager to Divisional Director Request feedback from Health Services and other services 	<ul style="list-style-type: none"> Health Services and other Children's Services always have up to date information and lists Joined up working with protection plans and children looked after 	<p>All actions implemented. Coming into care checklist reissued. Same day notification system introduced for children admitted to care for health assessment, initial care review and PEP meeting. Systems already in place for prompt notification of child protection plans and distribution of notes.</p> <p>GREEN</p>	<p>Audits have confirmed that arrangements are in place and contributing to better sharing of information and timeliness of first reviews and PEPs for looked after children. Future audits to be used to test out if sustained</p>	<p>July 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>1.5 Ensure that ethnic and cultural issues for children and their families are appropriately considered in assessment and case planning (Within 3 months)</p> <p>Practice standards BANES Quality Manual Working Together 2010 Care Planning Regulations</p> <p>Agency Children's Social Care Service</p>	<p>1.5 Use staff supervision sessions, reflective practice and training, best practice examples and learning from case reviews and audit to embed across the service</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> Mandatory reflective practice workshops with SARI Supervision and PDPs Reviews of Equality Impact Assessments In-service quality assurance at regular interviews <p>Supplemented by:- Off-line audits of cases – including SCSC</p>	<p>Charlie Moat Trina Shane</p> <p>Liz Jones</p> <p>All Managers with staff</p> <p>All Team Managers Maurice Lindsay Trina Shane Charlie Moat</p> <p>Clive Diaz</p>	<p>May 2012 and on-going</p> <p>March 2012 and henceforth With all staff during 2012 PRs By March 2013 June 2012 and quarterly thereafter</p> <p>On-going</p>	<ul style="list-style-type: none"> Supervision sessions Feedback from and follow-up evaluation of impact of reflective practice workshops Equalities Team feedback re EIA reviews In-service quality assurance Off-line auditing 	<ul style="list-style-type: none"> Consistent practice and assessments informing plans that meet children's ethnic and cultural needs 	<p>Main action and underpinning actions implemented and are on-going. All EIAs updated. Additional workshops planned to reinforce focus on ethnic and cultural issues. Area for continuing work. Improvements to be evidenced by off-line audits AMBER</p>	<p>Improvements but not yet fully embedded in practice</p>	<p>July 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>1.6 Ensure that case records contain high quality chronologies and that historic information is fully considered in case planning (Within 3 months)</p> <p>Practice standards Working Together 2010 Care Planning Regulations</p> <p>Agency Children's Social Care Service</p>	<p>1.6 Introduce standard approach to compiling chronologies and reiterate to staff their critical purpose and that these must be compiled and used in all cases</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> • Introduction and trialling of revised forms with focus upon chronologies • Reflective practice workshops and opportunities for learning from best practice • Staff involvement in establishing and sharing exemplars • Supervision sessions and file audits • In-service quality assurance <p>Supplemented by:- Off-line quality assurance</p>	<p>Trina Shane Charlie Moat</p> <p>Trina Shane</p> <p>Liz Jones Trina Shane Charlie Moat</p> <p>Liz Jones</p> <p>All Team and Deputy Team Managers Maurice Lindsay Trina Shane Charlie Moat</p> <p>Clive Diaz Indep Chairs IROs</p>	<p>April 2012</p> <p>April 2012</p> <p>May 2012</p> <p>June 2012 and quarterly thereafter</p> <p>June 2012 and quarterly thereafter</p>	<ul style="list-style-type: none"> • In-service file audits and supervision records • Feedback from, and evaluation of impact of, reflective practice workshops • Senior Management Team audits • Off-line audits – inc feedback from IRS and SCSC 	<ul style="list-style-type: none"> • That all cases have a high quality chronology and there is evidence that this, and historic information, is informing assessments and case planning • Consistent appreciation amongst staff that a chronology is a crucial tool for working with a child/family 	<p>Main action and underpinning actions completed. Quality standards and practice guidance on assessments are now agreed. Guidance on chronologies is incorporated. Audit tools now reflect these standards.</p> <p>All case studies discussed in reflective practice workshops have a detailed chronology. The value of this and the importance of fully considering historical information is always emphasised.</p> <p>Workshop planned re chronologies for court proceedings.</p> <p>Significant improvements noted in number of chronologies completed. Audits taking place to evidence improvements in quality and use</p> <p>AMBER</p>	<p>Audits of completion and quality---need to establish greater consistency. Off-line audits to be completed in August 12</p>	<p>September 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>1.7 Ensure that core groups are held in accordance with the plan of protection and that minutes of the group are recorded on case files (Within 3 months)</p> <p>Practice standards Working Together 2010 SWCP Procedures BANES Quality Manual</p> <p>Agency Children's Social Care Service plus other involved agencies</p>	<p>1.7 Team Managers to ensure that all core group meetings are held on time and that the Chair records and distributes the minutes</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> Establishing a system detailing dates of all core group meetings Use of standard agenda and template Preparation, planning and evaluation within staff supervision sessions Other agencies ensuring that their staff attend core group meetings Review by Independent Chair at next case conference Ensuring that all core group meetings are accessible in Documentum 	<p>Trina Shane Implemented by all Team Managers</p> <p>Kate Townsend with all Team Managers Trina Shane to distribute All Team Managers Deputy Team Managers Maurice Lindsay with LSCB members Michael Sidey Imelda Murphy</p> <p>Trina Shane Kate Townsend</p>	<p>May 2012 and on-going</p> <p>March 2012</p> <p>March 2012</p> <p>Henceforth</p> <p>May 2012</p> <p>Henceforth</p> <p>April 2012</p>	<ul style="list-style-type: none"> Team Manager oversight and sign-off Service Manager audit of supervision records and case files Independently chaired case conferences SCSC auditing of child protection cases Quarterly outcomes reports and LSCB Annual Report 	<ul style="list-style-type: none"> Core Groups are held on time and include parents and other involved agencies Notes from meetings clearly detail the work to be undertaken and reviewed Core group notes are accessible to those parties who may need to use them to inform decision making 	<p>Actions completed but need more focus on evidencing that all core groups are held and notes recorded. Case Conference Chairs to document within all child protection plans. Report to be presented to Divisional Director.</p> <p>AMBER</p>	<p>Arrangements in place for all core group meetings.</p>	<p>July 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>1.10 Ensure that all relevant health professionals are invited to and able to contribute effectively to looked after children reviews (Immediate)</p> <p>Practice standards BANES Quality Manual Care Planning Regulations 2010 Duty to promote health of looked after children</p> <p>Agency Children's Social Care Service</p>	<p>1.10 Establish system for routine invitations to health professionals to contribute to looked after children reviews – through either attendance (if in line with the child/young person's wishes) or reports to the IRO</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> Team Managers and social workers making full preparations for all review meetings within supervision sessions IRO's preparatory meeting with child/young person <p>Supplemented by:-</p> <ul style="list-style-type: none"> Audit by Health 	<p>Charlie Moat with Sirona Care and Health</p> <p>All Team Managers</p> <p>IROs</p> <p>Designated Doctor for LAC</p>	<p>March 2012</p> <p>Henceforth</p> <p>September 2012</p>	<ul style="list-style-type: none"> Supervision sessions and Team Manager oversight of preparations for review IRO review of attenders and reports Feedback from health professionals Child Care Strategy and Quality Assurance Group IRS reports to CLT and corporate parenting group Annual Health Report to CP Group and HWPB Feedback from In-Care Council 	<ul style="list-style-type: none"> Health input to looked after children reviews ensures that the health needs of the child/young person are being met 	<p>IRS sending out review consultation form as matter of routine to Child Health IRS asked to send out excerpt of review notes on health issues to Child Health as matter of routine after reviews</p> <p>GREEN</p>	<p>All relevant health professionals are invited (in line with the child/young person's views) and are contributing.</p>	<p>September 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>1.11 Ensure that health staff attend looked after children reviews, where appropriate and relevant, and that they receive minutes of the review (Within 3 months)</p> <p>Practice standards BANES Quality Manual Care Planning Regulations 2010 Duty to promote health of looked after children</p> <p>Agency Health Services Children's Social Care Service</p>	<p>1.11 Health agencies are asked to ensure that health professionals are available to attend, and advised that Children's Social Care Service will send copies of all minutes</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> • Process for distributing minutes to Health professionals and services • Health agencies ensuring capacity for health staff to attend • IRO's preparatory meetings with child/young person 	<p>Maurice Lindsay</p> <p>IROs</p> <p>Chrissie Hardman</p> <p>IROs</p>	<p>April 2012</p> <p>April 2012</p> <p>April 2012</p> <p>Henceforth</p>	<ul style="list-style-type: none"> • Supervision sessions and Team Manager oversight of preparations for review • IRO review of attenders and reports • Feedback from health professionals • Child Care Strategy and Quality Assurance Group • IRS reports to CLT and corporate parenting group • Annual Health Report to CP Group and HWPB • Feedback from In-Care Council 	<ul style="list-style-type: none"> • Health input to looked after children reviews ensures that the health needs of the child/young person are being met 	<p>Main action completed. Independent Reviewing service sending copies of minutes to relevant health professionals. Awaiting confirmation from Sirona Care and Health that health professionals are available to attend when requested. Meeting arranged with reviewing service and child health to finalise detail of protocol around this. AMBER</p>	<p>Actions have been taken to ensure that appropriate processes are in place. Impact upon quality of health plans to be incorporated into future IRS reports to Children's Leadership Team Health cannot yet confirm that they can resource this.</p>	<p>July 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>1.12 Ensure that looked after statutory reviews are timely in order to promote the timely and effective monitoring of care plans (Within 3 months)</p> <p>Practice standards BANES Quality Manual Care Planning Regulations 2010</p> <p>Agency Children's Service</p>	<p>1.12 Maintain timetable for all existing reviews and ensure early notifications of all new care episodes and arranging reviews accordingly</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> Ensuring consistent high quality reports to reviews (see 1.8 above) Ensuring robust notification arrangements (see 1.9 above) Service Manager arrangements for approving placements and same day notifications (see 1.3 above) Maintaining sufficient IRS capacity Care planning workshops for staff 	<p>Clive Diaz Charlie Moat Trina Shane</p> <p>As above (1.8)</p> <p>As above (1.9)</p> <p>Charlie Moat Trina Shane</p> <p>Children's Leadership Team</p> <p>Charlie Moat</p>	<p>April 2012</p> <p>As above</p> <p>March 2012</p> <p>Review annually</p> <p>May/June 2012</p>	<ul style="list-style-type: none"> Monthly reports re reviews due and completed Service Manager assurance that notification of new care episodes has been provided to IRS. IRS reports to CLT and corporate parenting group 	<ul style="list-style-type: none"> All reviews are had on time and informed by high quality reports and contributions from all appropriate parties This is confirmed through the IRS six monthly reports and feedback from children/young people, carers, parents etc. 	<p>Main action and underpinning actions completed.</p> <p>Notification of new care episodes is contributing to timely initial review meetings.</p> <p>Performance in respect of overall timeliness of reviews will be impacted by previous year's arrangements.</p> <p>AMBER</p>	<p>Audit June 2012 shows 100% notifications made. Audit of admissions in March shows all initial reviews held on time</p>	<p>September 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>1.13 Ensure the timely completion of all health assessments and reviews (Immediate)</p> <p>Practice standards BANES Quality Manual Care Planning Regulations 2010 Duty to promote the health of looked after children</p> <p>Agency Children's Service Health Services Sirona Care and Health</p>	<p>1.13 Children's Service requires Sirona Care and Health to ensure the timely completion of all health assessments and reviews</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> • Re-distribute the existing looked after children/Health Service protocol and ensure that this is consistently implemented • Introduction of new service specification in contract with Sirona Care and Health • Introduction of operational protocol between Children's Social Care and Sirona Care and Health <p>Supplemented by:-</p> <ul style="list-style-type: none"> • IRS review of health assessments (within looked after children review meeting) • Audit by Health 	Liz Price Jenny Theed	March 2012	<ul style="list-style-type: none"> • Independent chairing of review meetings • Child Care Strategy and Quality Assurance Group • Offline auditing of LAC reviews • IRS reports to CLT and Corporate Parenting Group • Annual Health Report to CPG and HWPB • Health audit by Designated Nurse for LAC 	<ul style="list-style-type: none"> • That all health assessments and plans are up to date and meeting the child/young person's immediate health needs, and anticipating any future health needs 	<ul style="list-style-type: none"> • Commissioners and providers reviewed LAC health service, new model of service with additional capacity and funding agreed. • Specification and contract variation signed off May 2012 • Feedback from provider of timely notifications and more health assessment s/ reviews completed on time. <p>AMBER</p>	<p>Provider internal audit of files resulted in improvement plan for administration of service.</p> <p>Admin check shows all health assessments for admissions since February have been held or requested</p>	July 2012
		Charlie Moat Chrissie Hardman	April 2012					
		Chrissie Hardman Charlie Moat	April 2012					
		Chrissie Hardman Charlie Moat	April 2012					
		Clive Diaz	On-going					
Designated Nurse for LAC	On-going							

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>1.14 Ensure robust quality assurance and case file audit arrangements (for looked after children) are in place (3 months)</p> <p>Practice standards BANES Quality Manual Care Planning Regulations 2010</p> <p>Agency Children's Social Care Service</p>	<p>1.14 Reiterate advice to all staff and reinforce in-service assurance and off-line auditing</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> • Link with actions re 1.8 (above) • Front line staff involvement in case auditing • Team Manager quality assurance • Sample audits by Service Managers • Use of standard template for recording supervision notes and decisions <p>Supplemented by:-</p> <ul style="list-style-type: none"> • Off-line auditing • CCSQA Group 	Maurice Lindsay	February 2012	<ul style="list-style-type: none"> • Reports from CCSQA Group to Divisional Director • Feedback from off-line auditing • IRS reports to PCLT 	<ul style="list-style-type: none"> • Ownership across the Children's Social Care Service of quality assurance and evidence within case records that this is robust and effective 	<p>Main action completed and underpinning actions (also linked to 1.8) completed. Robust arrangements in place within both Children' Social care and multi-agency Quality Assurance group. GREEN</p>	<p>Clear evidence of quality assurance and improvements across the Service Confirmed by in service assurance and off-line auditing</p>	<p>September 2012</p>
		Charlie Moat	April 2012					
		All Team Managers Trina Shane Charlie Moat Trina Shane	From March 2012 From March 2012 March 2012					
		Clive Diaz Charlie Moat	From April 2012 Henceforth					

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>1.15 Ensure that actions identified in looked after children health plans are carried out and robustly monitored (Immediate)</p> <p>Agency Children's Service Children's Social Care Health</p>	<p>1.15 Every looked after children review to include a focus upon progress with health plans</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> • Arrangements for health professionals input and distribution of meeting minutes to Health (see 1.10 and 1.11 above) <p>Supplemented by:-</p> <ul style="list-style-type: none"> • Audit by Health 	<p>Clive Diaz IROs</p> <p>As detailed in 1.10 and 1.11 above</p> <p>Designated Nurse for LAC</p>	<p>From April 2012</p> <p>As detailed in 1.10 and 1.11 above</p> <p>From April 2012</p>	<ul style="list-style-type: none"> • Independent Chairing of review meetings • Child Care Strategy and Quality Assurance Group • Off-line auditing of LAC reviews • Health participation in Corporate Parenting Group • IRS reports to CLT and CPG • Annual Health Report to CPG and HWPB 	<ul style="list-style-type: none"> • That all health plans are progressed and are meeting the child/young person's immediate health needs, and anticipating any future health needs 	<p>Actions completed. IROs ensuring all LAC reviews include focus on health. LAC health service continuing to use BAAF health plans. Further work needed on improving formats. Clinical audit of health plans underway</p> <p>Guaranteeing overview of progress of all health plans not possible by health provider until additional capacity in place.</p> <p>Meetings arranged with reviewing service and child health to finalise detail of protocol around this. AMBER</p>	<p>Annual Health Report to be compiled in August 2012 and presented to LSCB, CTB, HWPB in September 2012</p>	<p>September 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>1.16 Ensure that there is effective 'flagging' of all children and young people known to Social Care Services on hospital information systems to facilitate risk identification and protection from harm (Immediate)</p> <p>Practice standards Working Together 2010 SWCP Procedures Information sharing guidelines</p> <p>Agency Children's Social Care Service RUH</p>	<p>1.16 Explore the scope to enable RUH to access social care records via Total View</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> • RUH to research systems for achieving this flagging • Meeting to review position and determine next steps • Establish information sharing protocol and practice between Children's Social Care and Royal United Hospital • Work of Hospital liaison group to embed and monitor practice • Inclusion in multi-agency training programme • Provision of regular and updated information 	<p>Charlie Moat Liz Price Kerry Hempleman</p> <p>Karen Littlewood</p> <p>Karen Littlewood Trina Shane Charlie Moat Karen Littlewood Joe Duncan</p> <p>Trina Shane</p> <p>Training Management Group/Nicola Bennett Joe Duncan Charlie Moat</p>	<p>April 2012</p> <p>April 2012</p> <p>May 2012</p> <p>June 2012</p> <p>From April 2012</p> <p>During 2012/13</p>	<ul style="list-style-type: none"> • SCSC auditing of relevant cases • Annual audit of arrangements • Review of information sharing protocol and practice 	<ul style="list-style-type: none"> • RUH staff are able to access and use social care records to inform decision making about individual children presented to the hospital or causing concern • Improved sharing of information and joint working 	<p>Action completed but whilst technically possible should not be implemented due to data protection issues---legal view being sought to inform response to Ofsted. Focus upon ensuring that RUH staff are focussing upon the child as presented and liaise with Children's social care as required</p> <p>RUH have reported to SHA re progress with improving IT systems. RUH have installed new IT alert function but will take 2 months to migrate data and train staff</p> <p>Need assurance that systems are 'talking' to each other. departments. AMBER</p>	<p>None thus far as action not implementable. Clear working arrangements in place between RUH and Hospital based Social Work Team.</p>	<p>May 2012 August 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
2. Service management – within Children’s Service and across Services								
2.1 Ensure that Managers provide regular high quality supervision and fully record management decisions and directions on case records (Within 3 months) Practice standards Working Together 2010 SWCP Procedures BANES Quality Manual Care Planning Regulations 2010 Agency Children’s Social Care Service	2.1 Complete audit of current arrangements and skills, and enhance these through coaching and training, and reinforce quality assurance arrangements Underpinned by:- <ul style="list-style-type: none"> Audit of supervision records Live observations and feedback from supervision sessions Training and on-going coaching or supervisors Use of standard template for supervision records Assessment of all Managers against desired skills sets for re-designed service On-going Service Manager quality assurance of supervision records Annual survey and report to LSCB 	Trina Shane Charlie Moat Trina Shane Charlie Moat Maurice Lindsay Charlie Moat Trina Shane Trina Shane All Managers Maurice Lindsay Charlie Moat Trina Shane Charlie Moat Trina Shane Maurice Lindsay Clive Diaz Nicola Bennett Jim Gould	May 2012 and on-going On-going On-going On-going From March 2012 April 2012 – July 2012 From April 2012 March 2013	<ul style="list-style-type: none"> Service Manager quality assurance of supervision records PRs and PDPs Annual survey of supervision arrangements and experience Report to LSCB and challenge from Board 	<ul style="list-style-type: none"> All Managers are suitably equipped, confident about supervision skills, and able to use supervision to provide overviews, reflection, and direction. This can be consistently evidenced in supervision records and individual case records. Supervisors and supervisees report and can demonstrate continuous improvement and professional development 	Action and underpinning actions implemented and are on-going. Significant work completed to introduce more consistency in supervision arrangements, process and contents. All managers attending reflective supervision workshops. On-going audits of quality, experience and impact of supervision to take place LSCB annual audit planned. AMBER	Sample audit of supervision across all social work teams shows use of new template for all social worker supervision sessions across Service.	September 2012

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>2.2.1 Ensure that electronic case recording systems effectively support staff to record their work and evidence management oversight of cases (Within 3 months)</p> <p>Practice standards Working Together 2010 SWCP Procedures BANES Quality Manual</p> <p>Agency Children's Service Children's Social Care</p>	<p>2.2.1 Confirm and articulate decisions about use of electronic recording systems, and provide clear direction about use and reinforce this through training to establish consistent practice and management oversight</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> Revision of existing forms used by Family Team and sign-off as appropriate for use – and trial within front of house team Clear advice to all Managers re. recording management oversight and decision Service Manager audit of case records to evidence the above Explore scope for extended use of Documentum and present case to Inspection Steering Group Assess options for further improvement of electronic case records Training and on-going support/advice to staff <p>Supplemented by:-</p> <ul style="list-style-type: none"> Off-line auditing of case records 	Ashley Ayre Maurice Lindsay	May 2012	<ul style="list-style-type: none"> Reports from Management Information Team In-service quality assurance Off-line auditing 	<ul style="list-style-type: none"> Evidence that informed and consistent use of electronic case records is contributing to improved recording, assessments, planning, reviews and management oversight of these Electronic case records provide user-friendly reports for staff, children, young people, parents, carers 	<p>Decision taken to use Case First on all occasions; clear guidance to all staff; arrangements in place to support management oversight of cases; series of revisions completed and others planned; further training and tailored support in place; front line staff involved in working group to effect further revisions; Service Manager audits in place. Needs to be triangulated by off-line auditing. AMBER</p>	<p>Feedback from front line staff has been largely positive. Revisions achieved with timetable and make improvements possible. Still some barriers (e.g. chronologies). Audits showing more consistent records of management oversight. Need to be triangulated by off-line audits</p>	<p>July 2012</p>
		Trina Shane	April 2012					
		Maurice Lindsay	February 2012					
		Charlie Moat Trina Shane	March – June 2012					
		Trina Shane Kate Townsend	May 2012					
			July 2012					
		Trina Shane Kate Townsend	During 2012/13					
Clive Diaz	From April 2012							

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>2.2.2 Ensure that the Emergency Duty Service have access to all necessary information contained in Children's Social Care Service electronic case records (Within 3 months)</p> <p>Practice standards Working Together 2010 SWCP Procedures BANES Quality Manual</p> <p>Agency Children's Social Care Service with EDT/South Gloucestershire Council</p>	<p>2.2.2 Make arrangements for EDT to access all Children's Social Care electronic</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> • Actions to improve the quality of all case records and management oversight (see 1.1, 1.2, 1.6, 1.8, 1.14 above) 	<p>Charlie Moat Liz Jones</p> <p>As detailed above</p>	<p>April 2012</p> <p>As detailed above</p>	<ul style="list-style-type: none"> • Feedback from EDT • SCSC auditing of cases where EDT have been involved 	<ul style="list-style-type: none"> • EDT can assess all electronic case records and use these to make informed decisions re any individual case 	<p>Completed and confirmed by EDT</p> <p>GREEN</p>	<p>EDT can assess all electronic case records and use these to make informed decisions re any individual case</p>	<p>Not required</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
2.3 Ensure that the 11 – 18 strategy improves early identification of the needs of older children and young people who may be vulnerable, leads to well-targeted and effective services for this age group and reduces the need for statutory intervention (Within 6 months) Practice standards BANES Quality Manual Children Act 1989 Children Act 2004 Agency Children’s Service Health Police Voluntary Sector Schools and Academies	2.3 Complete the review of preventative services for 11 – 18 and use this to establish consistent and accessible step up and step down services Underpinned by:- <ul style="list-style-type: none"> Presenting findings to CLT Complete pilot of use of integrated processes with 3 schools Reinforce use of integrated processes with all schools Update and distribute integrated pathway for children and young people with behaviour needs Delegate funds to support Behaviour and Attendance Panels Increase number and improve quality of CAFs compiled by all agencies – make case to Schools Forum: CTB: LSCB 	Tony Parker Sally Churchyard	April 2012	<ul style="list-style-type: none"> Report to Service Performance Group Report to CTB LSCB Annual report 	<ul style="list-style-type: none"> Needs of these vulnerable children and young people are met by a range of services, thereby avoiding the need for statutory involvement and, where required, building upon the work completed through statutory involvement Agencies and staff equipped, and supported, to provide these preventative services Increased numbers in education, employment and training Reductions in school exclusions: offending: substance misuse: teenage pregnancies 	To be reported in September 2012. All actions and underpinning actions completed	To be reported in September 2012	September 2012
		Tony Parker	April 2012					
		Sally Churchyard	July 2012					
		Sally Churchyard Tony Parker	September 2012					
		Tony Parker	June 2012					
Tony Parker	June 2012							
Tony Parker Maurice Lindsay Sally Churchyard Caroline Dowson	April – June 2012							

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>2.4 Ensure that all looked after children made good academic progress throughout secondary school, increase the numbers achieving 5 or more GCSEs at A* – C grades, including English and Maths, and narrows the attainment gap between looked after children and their peers in BANES (Immediate)</p> <p>Practice standards Care Planning Regulations 2010 Duty to promote the educational achievement of looked after children BANES Quality Manual</p> <p>Agency Children’s Service Children’s Social Care Schools and Academies</p>	<p>2.4 Implement the Virtual School improvement plan to ensure that coordinated and tailored support is provided to each looked after child throughout his/her education</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> • Support and advice to carers • Robust links with all schools and designated teachers • Additional support at key stages • Personal education plans regularly updated for all children 	<p>Mike Gorman Tony Parker</p> <p>Mike Gorman Lynne Whitfield Mike Gorman</p> <p>Mike Gorman and all headteachers Schools and Lynne Whitfield</p>	<p>On-going</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<ul style="list-style-type: none"> • Virtual School Headteacher’s report to CLT, CTB and Schools Forum • Independent Chairing of LAC reviews • Service Performance Group • Reports to Corporate Parenting Group and In-Care Council 	<ul style="list-style-type: none"> • That all children and young people in care are supported to realise their full potential, and as many as possible achieve 5 GCSEs A* – C • That all children and young people in care are equipped with the skills and qualifications to move into further education, training and employment 	<p>Main action and underpinning actions implemented and are on-going. Tailored support provide to young people sitting exams this year and to their carers.</p> <p>Results pending</p> <p>AMBER</p>	<p>Results due in August 2012</p>	<p>September 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
2.5 Ensure that the In-Care Council is engaged with the development and quality assurance of Health Services for looked after children (Within 3 months) Practice Standards Duty to promote the health of looked after children Agency Children's Service Health In-Care Council	2.5 Identify representative from Health to join the Corporate Parenting Group and establish links with the In-Care Council and through this engage the Council in future quality assurance	Liz Price	May 2012	<ul style="list-style-type: none"> • Reports from In-Care Council to the Corporate Parenting Members Group and to Lead Member • Annual Health Report to HWPB 	<ul style="list-style-type: none"> • Young people in care (and care leavers inform the development and quality assurance of Health Services to children and young people in care) 	Main action and underpinning actions completed. Young people engaged – more work needed on how young people contribute to Quality Assurance. AMBER	Feedback received form young people	September 2012
	Underpinned by:-	Charlie Moat	May 2012					
	<ul style="list-style-type: none"> • Support and appropriate training for In-Care Council members • CQC Action Plan 	Karen Littlewood	May 2012					

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>2.6 Ensure that all care leavers receive effective support to raise their aspirations, to improve their employability, to engage successfully in education, training or employment and to achieve well (Within 6 months)</p> <p>Practice Standards Care Planning Regulations 2010 Leaving Care Regulations</p> <p>Agency Children's Services including Employment & Skills Virtual School BANES Council Services</p>	<p>2.6 Ensure the provision of co-ordinated and tailored support to all care leavers and that this is regularly reviewed and updated via formal review meetings</p> <p>Underpinned by</p> <ul style="list-style-type: none"> Continuing provision of teenagers to work placements PCLT sponsors for all care leavers Work of the employability post Including provision in local contracts to offer opportunities to care leavers Pathway planning for all care leavers Work of Virtual School Headteacher 	<p>Charlie Moat</p> <p>Lynne Whitfield</p> <p>PCLT members Jeremy Smalley Jeremy Smalley</p> <p>Charlie Moat</p> <p>Mike Gorman</p>	<p>September 2012 and on-going</p> <p>July-August 2012</p> <p>Henceforth</p> <p>Henceforth</p> <p>On-going</p> <p>On-going</p> <p>On-going</p>	<ul style="list-style-type: none"> Annual report to PCLT Annual report to In-Care Council Annual report to Lead Member IRS reports to PCLT 	<ul style="list-style-type: none"> Through this support, all care leavers are consistently engaged in positive and productive further education, training and employment which provide real opportunities for them to establish skills for adult life 	<p>To be reported in September 2012. Main action (which is on-going) and underpinning actions completed.</p>	<p>To be reported in September 2012</p>	<p>September 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>2.8 Ensure that a Designated Doctor and Nurse for looked after children are appointed (Immediate)</p> <p>Practice standards Duty to promote the health of looked after children</p> <p>Agency Children's Service Sirona Care and Health</p>	<p>2.8 Seek confirmation that Designated Doctor and Nurse for looked after children have been appointed (and in post)</p>	Liz Price	May 2012	<ul style="list-style-type: none"> Report to Children's Trust Board Annual LAC report to HTB, CPG, HWPB (see 2.7 above) Independent Chair of LSCB Annual Report on effectiveness of LSCB arrangements 	<ul style="list-style-type: none"> Consistent arrangements in place and contribute to meeting current health needs and anticipating future health needs of all children and young people in care 	<p>Not yet appointed. New service specification agreed including new designated posts. Funding agreed and contract variation signed May 2012. Sirona Care and Health recruitment arrangements in place</p> <p>AMBER</p>	None to date	July 2012

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>2.9 Ensure that a performance management framework for health providers' safeguarding activity and outcomes is established and that this is monitored thoroughly through clinical governance and through LSCB arrangements (Within 3 months)</p> <p>Practice standards Working Together 2010 SWCP Procedures Health standards</p> <p>Agencies Children's Service Health providers RUH Designated Nurse Designated Doctor LSCB</p>	<p>2.9 LSCB Chair to require Health providers (via Designated Nurse Safeguarding) to present report to LSCB meeting in June 2012 providing assurance that performance management framework and clinical governance arrangements are in place</p>	<p>Jim Gould Ashley Ayre Karen Littlewood</p>	<p>March 2012 for June 2012</p>	<ul style="list-style-type: none"> LSCB Annual Report Report of LSCB Chair to CTB and HWPB Safeguarding reports to HWPB Report to Lead Member on effectiveness of LSCB arrangements 	<ul style="list-style-type: none"> Framework and clinical governance arrangements in place and endorsed by LSCB 	<p>Letter sent from Independent Chair LSCB to Chief Executive. First progress report presented to LSCB 12th June 2012 and further reports planned for September and December meetings. Annual Section 11 audits to be completed in December 2012. Report from LSCB Chair to CTB 21st June 2012. AMBER</p>	<p>To be determined and evidenced to LSCB through annual section 11 audit</p>	<p>September 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
2.10 Ensure that Adult Mental Health Services have appropriate child protection and safeguarding training and related supervision, and that performance monitoring of safeguarding in Adult Services is robust (Within 3 months) Practice standards Working Together 2010 SWCP Procedures Agency LSCB Children's Service AWP Adult Mental Health Partnership NHS South Gloucester (Lead Commissioners) Strategic Health Authority	2.10 LSCB Chair to require AWP and Adult Services to present report to LSCB meeting in June 2012 providing assurance that appropriate arrangements for child protection and safeguarding training; staff supervision; and performance monitoring are in place	Jim Gould Ashley Ayre	March 2012 for June 2012	<ul style="list-style-type: none"> LSCB Annual Report Report of LSCB Chair to CTB and HWPB Safeguarding reports to HWPB Report to Lead Member on effectiveness of LSCB arrangements Report from Strategic Health Authority 	<ul style="list-style-type: none"> Appropriate and robust arrangements in place and assurance obtained by LSCB 	Letter sent by Independent Chair LSCB to Chief Executive and acknowledged. First report presented to LSCB 12 th June 2012 and further reports planned for September and December. Annual Section 11 audits to be completed in December 2012. Report from LSCB Chair to CTB 21st June 2012. SHA monitoring implementation of CQC recommendations (AMBER)	To be determined and evidenced to LSCB through annual section 11 audit	September 2012
	Underpinned by:- <ul style="list-style-type: none"> Development of standard single action child protection training package CQC action plan 	Nicola Bennett LSCB	June 2012					
	<ul style="list-style-type: none"> AWP action plan and monitoring by SHA 	Karen Littlewood Mark Dean Mandy Cox	June 2012					

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>2.11 Ensure effective performance management of safeguarding processes, practice and recording within the Children's Acute Hospital Services and that their effectiveness is reported to the LSCB (Within 3 months)</p> <p>Practice standards Working Together 2010</p> <p>Agency Children's Service RUH LSCB</p>	<p>2.11 LSCB Chair to require Head of Safeguarding at RUH (via Designated Nurse Safeguarding) to present report to LSCB meeting in June 2012 providing assurance that effective performance management arrangements are in place</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> • CQC action plan • SHA monitoring of CQC action plan 	<p>Jim Gould Ashley Ayre</p> <p>Karen Littlewood Mandy Cox</p>	<p>March 2012 for June 2012</p> <p>June 2012</p> <p>June 2012</p>	<ul style="list-style-type: none"> • LSCB Annual Report • Report of LSCB Chair to CTB and HWPB • Report to Lead Member on effectiveness of LSCB arrangements 	<ul style="list-style-type: none"> • Effective arrangements are in place 	<p>Letter sent by Independent Chair LSCB to Chief Executive and acknowledged. First report presented to LSCB 12th June 2012 and further reports planned for September and December .Annual Section 11 audits to be completed in December 2012. Report from LSCB Chair to CTB 21st June 2012. SHA reviewed progress of this CQC action in June 2012. RUH has reviewed their systems for recording safeguarding concerns AMBER</p>	<p>To be determined and evidenced to LSCB through annual section 11 audit</p>	<p>September 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>2.12 Ensure that robust clinical governance of Health Services to looked after children, including those placed out of area, is in place in accordance with statutory guidance (Within 3 months)</p> <p>Practice standards Care Planning Regulations 2010 Duty to promote health of looked after children</p> <p>Agency Sirona Care and Health Children's Social Care Service</p>	<p>2.12 CTB Chair to require Sirona Care and Health to present report to CTB meeting in June 2012 providing assurance that robust clinical governance arrangements for Health Services to looked after children are in place</p>	<p>Ashley Ayre Liz Price</p>	<p>April 2012 for June 2012</p>	<ul style="list-style-type: none"> Children's Trust Board Reports to Corporate Parenting Group; In-Care Council; Annual Report to HWPB 		<p>Report not presented to CTB. Arrangements in place to update contract to cover clinical governance arrangements form health services to looked after children. Specifications for new model health service agreed and funded but not yet staffed. Specification includes health assessment/medicals for those out of area. RUH annual safeguarding report 2011/12 to be available to SHA & LSCB by end of June 2012. AMBER</p>	<p>None. To be reviewed 25.6.12 internally and then 2.7.12 by SHA.</p>	<p>September 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>2.13 Ensure that all clinical and non-clinical staff in health provider organisations have access to regular, planned safeguarding supervision (Within 3 months)</p> <p>Practice standards Working Together 2010</p> <p>Agency Health providers LSCB NHS BANES and Wiltshire PCT (as commissioners)</p>	<p>2.13 LSCB Chair to require Health providers (via Designated Nurse Safeguarding) to present report to LSCB meeting in June 2012 providing assurance that these supervision arrangements are in place</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> LSCB Annual Audit of supervision arrangements in all agencies CQC action plan Monitoring of CQC action plan by SHA 	<p>Jim Gould Ashley Ayre</p>	<p>March 2012 for June 2012</p>	<ul style="list-style-type: none"> LSCB Annual Report Report of LSCB Chair of CTB and HWPB Safeguarding reports to HWPB Report to Lead Member on effectiveness of LSCB arrangements LSCB annual audit of agencies' supervision arrangements 	<ul style="list-style-type: none"> Assurance provided to LSCB and any staff surveys confirm in place 	<p>Letter sent from Independent Chair LSCB to Chief Executive. First progress report presented to LSCB 12th June 2012 and further reports planned for September and December meetings. Annual Section 11 audits to be completed in December 2012. Report from LSCB Chair to CTB 21st June 2012. Named professionals in Trusts receiving safeguarding supervision from Designated Nurse. Safeguarding policies in Trusts in place by May 2012 in line with CQC action plan but policies undermined by lack of capacity for reflective supervision. AMBER</p>	<p>to be determined and evidenced to LSCB through annual section 11 audit . Audit of staffing in range of roles re safeguarding supervision due to be reported in Dec 2012</p>	<p>September 2012</p>
		<p>Nicola Bennett</p>	<p>December 2012</p>					
		<p>Karen Littlewood</p>	<p>June 2012</p>					
		<p>Mandy Cox</p>	<p>June 2012</p>					

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>2.14 Ensure that general practitioners, the Walk in Centre, Pharmacists and all appropriate health practitioners are fully engaged in safeguarding arrangements (Within 3 months)</p> <p>Practice standards Working Together 2010</p> <p>Agencies All Health providers LSCB Health commissioners NHS BANES and Wiltshire PCT</p>	<p>2.14 LSCB Chair requires NHS BANES/Wiltshire PCT to review current circumstances and present report (via Designated Nurse Safeguarding) to LSCB meeting in June 2012</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> • CQC action plan • Monitoring of CQC action plan by SHA 	<p>Jim Gould Ashley Ayre</p> <p>Karen Littlewood Mandy Cox</p>	<p>March 2012 for June 2012</p> <p>June 2012</p> <p>June 2012</p>	<ul style="list-style-type: none"> • LSCB Annual Report • Report of LSCB Chair of CTB and HWPB • Safeguarding reports to HWPB • Report to Lead Member on effectiveness of LSCB arrangements 	<ul style="list-style-type: none"> • Clear plans for ensuring engagement of these health practitioners in safeguarding arrangements – and evidence of this 	<p>Letter sent from Independent Chair LSCB to Chief Executive. First progress report presented to LSCB 12th June 2012 and further reports planned for September and December meetings. Annual Section 11 audits to be completed in December 2012. Report from LSCB Chair to CTB 21st June 2012. Designated Nurse met with GP forum re safeguarding arrangements in June 2012. Work started on review programme of visits and training programme for independent contractors. (LP 20.6.12) AMBER</p>	<p>-to be determined and evidenced to LSCB through annual section 11 audit. Audit/review due to be completed Aug 2012</p>	<p>September 2012</p>

Area for improvement	Actions	Lead	Date for completion	Assurance measures	Desired outcome	Progress at (Inc RAG rating)	Evidence of impact	Date of next review
<p>2.15 Ensure that safeguarding training undertaken by staff in health providers is at the appropriate level, is consistent across all organisations and is subject to vigorous monitoring (Within 3 months)</p> <p>Practice standards Working Together 2012</p> <p>Agency All Health providers Safeguarding leads in Health Services LSCB</p>	<p>2.15 LSCB Chair requires NHS BANES/Wiltshire PCT to present a report (via Designated Nurse Safeguarding) to the LSCB meeting in June 2012 providing assurance that these arrangements are in place for single agency training.</p> <p>Underpinned by:-</p> <ul style="list-style-type: none"> LSCB multi-agency child protection training programme Development of a standard single agency training package and evaluation process CQC action plan Monitoring of CQC action plan by SHA 	<p>Jim Gould Ashley Ayre</p> <p>LSCB Training Management Committee Nicola Bennett/ Training Management Committee</p> <p>Karen Littlewood Mandy Cox</p>	<p>March 2012 for June 2012</p> <p>April 2012 – March 2013</p> <p>June 2012</p> <p>June 2012</p> <p>June 2012</p>	<ul style="list-style-type: none"> LSCB Annual Report Report of LSCB Chair of CTB and HWPB Safeguarding reports to HWPB Report to Lead Member on effectiveness of LSCB arrangements 	<ul style="list-style-type: none"> Single agency training programme complementing multi-agency training and meeting the views of staff within health provider services 	<p>Letter sent from Independent Chair LSCB to Chief Executive. First progress report presented to LSCB 12th June 2012 and further reports planned for September and December meetings. Annual Section 11 audits to be completed in December 2012. Provision also made for monitoring by LSCB Training management Group, but not taken up. Report from LSCB Chair to CTB 21st June 2012. Providers have progressed work to identify numbers of staff needing training and training required and to establish a consistent standard for single agency training. AMBER</p>	<p>to be determined and evidenced to LSCB through annual section 11 audit.</p>	<p>June 2012 Dec 2012</p>

Signed off by: Ashley Ayre
Strategic Director

Abbreviations/ Glossary

LSCB	Local Safeguarding Children Board
SCSC	Safeguarding Children Sub Committee (of the LSCB)
CQC	Care Quality Commission
HWPB	Health and wellbeing Partnership Board
RUH	Royal United Hospital
PCT	Primary care trust
AWP	Avon and Wiltshire Partnership (Mental Health Trust)
SHA	Strategic Health Authority
CTB	Children's Trust Board
HTB	Health Trust Board
CLT	Children's Leadership Team
PCLT	People and Communities Leadership Team
CP/CPG	Corporate Parenting Group
CCSQA	Children in Care Strategy and Quality Assurance Group
EDT	Emergency Duty Team
DD	Divisional Director
IRO/IRS	Independent Reviewing Officer/Service
LAC	Looked After Children
PEP	Personal Education Plan
EIA	Equality Impact Assessment
PDP/PR	Personal development Plan/Performance Review
CAF	Common Assessment Framework
BAAF	British Association for adoption and Fostering

Bath & North East Somerset Council	
MEETING:	Early Years, Children and Youth Policy Development & Scrutiny Panel
MEETING DATE:	9th July 2012
TITLE:	CO-OPTED MEMBERSHIP OF THE EARLY YEARS, CHILDREN AND YOUTH POLICY DEVELOPMENT & SCRUTINY PANEL RELATING TO SCHOOL MATTERS
WARD:	ALL
AN OPEN PUBLIC ITEM	
List of attachments to this report: None	

1 THE ISSUE

- 1.1 This report invites the Early Years, Children and Youth Policy Development & Scrutiny Panel to amend the arrangements for co-opted membership of the Panel dealing with schools matters.
- 1.2 The Panel's co-option of permanent members, in addition to the statutory co-optees, is based on the desire to continue at Member level a fruitful working arrangement involving staff and governor representatives which has served the Authority well under the former Education Committee and the predecessor to this current Panel (CYP).

2 RECOMMENDATION

- 2.1 The Panel is recommended to:
- a) Agree that the current arrangements for non-voting co-opted Education members of the Children and Young People Overview and Scrutiny Panel should be amended.
 - b) Note the current statutory membership.

3 FINANCIAL IMPLICATIONS

3.1 If teachers or staff representatives are required to attend Panel meetings during their normal hours of work there may be financial implications arising from the need to provide cover. The payment of travel or other expenses to co-opted members would also need to be taken into account.

3.2 All claims in respect of the above would be met from within the existing budget for the Panel.

4 THE REPORT

4.1 The current co-opted membership of the panel is as follows:

Statutory

- 2 statutory voting members, 1 from the Church of England Diocese and 1 from the Roman Catholic Diocese respectively
- 2 statutory voting parent governor members with a two-year term of office (*Governor representatives will be elected by peer governors for Primary and Secondary schools through a process administered by Governor Support services within the People and Communities department*)

Non-statutory

- 1 non-voting member who is a Primary School Representative
- 1 non-voting member who is a Secondary School Representative
- 3 non-voting members who are governors representing secondary, primary and special schools respectively
- 3 non-voting members nominated to represent the professional teaching associations
- 2 non-voting members who represent DAFBY (Democratic Action for B&NES Youth)

4.2 The proposal is to amend the non-statutory co-opted membership by replacing the two places allocated to DAFBY with 1 place allocated to the local Member of the Youth Parliament and 1 place allocated to a Member of the Young Equalities Impact Assessment Group.

4.3 Voting rights for the statutory co-optees apply only to those items concerned with education issues.

4.4 Co-opted members are not expected to attend for those agenda items that are not concerned with education issues.

4.5 Schools are consulted about the allocation of funding through the Schools Forum. Each phase of education is represented by headteachers and governors, with diocesan and trades union representatives. The representation of the Schools Forum on the Panel will be through the co-opted members.

It should be noted that continuing membership of the Panel is not the only avenue for consultation on school matters. Officers carry out such consultation with those affected as part of the preparatory process before matters are brought forward to Members. The Panel may also choose to consult interest groups, local partnerships and further educational establishments on matters of particular interest by inviting them to contribute to a specific meeting. This is often more welcomed by representatives of these organisations because of their other commitments than the time required to serve as a regular co-optee of the Panel.

5 RISK MANAGEMENT

5.1 A risk assessment is not relevant for this governance issue.

6 EQUALITIES

6.1 An EqlA has not been completed although it is understood that all groups affected have been party to discussions and are in agreement to the proposal.

7 CONSULTATION

7.1 *Cabinet Member; Policy Development & Scrutiny Panel*

8 ISSUES TO CONSIDER IN REACHING THE DECISION

8.1 *Social Inclusion; Young People; Human Rights;*

9 ADVICE SOUGHT

9.1 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	Mark Durnford, Democratic Services Officer. Tel: 01225 394458
Background papers	
Please contact the report author if you need to access this report in an alternative format	

This page is intentionally left blank

Bath & North East Somerset Council	
MEETING: EARLY YEARS, CHILDREN & YOUTH POLICY DEVELOPMENT & SCRUTINY PANEL	
MEETING DATE:	9th July 2012
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	

This page is intentionally left blank

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						
	2011 Exam Results	AA	Wendy Hiscock	Report / Presentation		Nov 2011
	Draft LSCB Annual Report 2011/12	AA	Maurice Lindsay	Report		Nov 2011
	Medium Term Service and Resource Plans	AA	Ashley Ayre	Report		
	Cabinet Member Update					
	People and Communities Strategic Director's	AA	Ashley Ayre	Briefing		Paper to be issued on

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
	Briefing					meeting day
23rd Jan 2012						
	Service Action Plans	AA	Liz Price	Report		
	Interim Admissions Report	AA	Helen Hoynes	Verbal		
	Feedback from Head / Chair of Governor Conference		Peter Mountstephen	Verbal		
	'Shape of Things to Come' Update	AA	Mike Bowden	Verbal		
	Cabinet Member Update					
	People and Communities Strategic Director's Briefing	AA	Ashley Ayre	Briefing		Paper to be issued on meeting day
19th March 2012						
	Youth Democracy & Participation Overview	AA	Briony Waite	Presentation		
	Preventing Drug and Alcohol Abuse by Young People	AA	Kate Murphy	Report		
	Primary and Secondary School Organisation Plan 2011 - 2015 (Including General Place Planning up to 2026)	AA	Helen Hoynes / Kevin Amos	Report		
	Child Protection Activity Report	AA	Maurice Lindsay / Trina Shane	Report		
	Ofsted inspection of Safeguarding and Looked After Children's Services	AA	Maurice Lindsay	Report		
	School Partnerships	AA	Mike Bowden	Report	Panel Nov 2012	
	Cabinet Member Update					

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
	People and Communities Strategic Director's Briefing	AA	Ashley Ayre	Briefing		Paper to be issued on meeting day
21st May 2012						
	Home to School Transport Review – Terms of Reference		Donna Vercoe / Lauren Rushen	Report		
	The Role of the Children's Services Director	AA	Ashley Ayre	Briefing		May 2012
	People and Communities Service Redesign	AA	Ashley Ayre	Report		May 2012
	Skills & Employability Update	AA	Jeremy Smalley	Report		May 2012
	Safeguarding and Looked After Children's Services Improvement Plan	AA	Maurice Lindsay	Verbal		
	Supporting Young People Strategy Update	AA	Tony Parker	Briefing		May 2012
	Cabinet Member Update					
	People and Communities Strategic Director's Briefing	AA	Ashley Ayre	Briefing		Paper to be issued on meeting day
9th July 2012						
	Youth Democracy & Participation Overview (Primary / Young People's Parliament Feedback)	AA	Briony Waite	Presentation		
	Children's Centres	AA	Sara Willis	Report		July 2012
	Play Partnership	AA	Sara Willis	Report		July 2012
	Family and Friends Care Policy	AA	Charlie Moat	Report		

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
	Safeguarding and Looked After Children's Services Improvement Plan	AA	Maurice Lindsay	Report	Panel May 2012	
	People and Communities Strategic Director's Briefing	AA	Ashley Ayre	Briefing		Paper to be issued on meeting day
	Panel Co-opted Membership		Mark Durnford	Report		
24th Sept 2012						
	KS2 / KS4 / 'A' level results	AA	Wendy Hiscock	Verbal		
	Permanent School Exclusions	AA		Report	Panel March 2012	
	Adoption Process	AA				
	Children's Health Services	AA				
	The Role of the Children's Services Director	AA	Ashley Ayre	Report		
	Cabinet Member Update					
	People and Communities Strategic Director's Briefing	AA	Ashley Ayre	Briefing		Paper to be issued on meeting day
26th Nov 2012						
	2011 Exam Results	AA	Wendy Hiscock	Report / Presentation		
	11-18 Preventative Services Strategy	AA	Tony Parker / Sally Churchyard			
	Cabinet Member Update					
	People and Communities Strategic Director's	AA	Ashley Ayre	Briefing		Paper to be issued on

Last updated 14th June 2012

Meeting Date	Agenda Item	Director	Report Author	Format of Item	Requested By	Notes
	Briefing					meeting day
Future items						
	Complex Families	AA				
	Skills & Employability Update	AA	Jeremy Smalley	Report		May 2012
	Sector Led improvement	AA	Ashley Ayre	Report		
	Academies	AA	Tony Parker	Report	Panel May 2012	Services from the Council