

**Democratic Services**

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Date: 14<sup>th</sup> March 2014

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

**Councillors:** Sally Davis, Sarah Bevan, Liz Hardman, David Veale, Loraine Morgan-Brinkhurst MBE and Michael Evans

**Co-opted Voting Members:** David Williams

**Co-opted Non-Voting Members:** Chris Batten and Peter Mountstephen

**Cabinet Member for Early Years, Children & Youth:** Councillor Dine Romero

Chief Executive and other appropriate officers  
Press and Public

Dear Member

**Early Years, Children and Youth Policy Development and Scrutiny Panel: Monday, 24th March, 2014**

You are invited to attend a meeting of the **Early Years, Children and Youth Policy Development and Scrutiny Panel**, to be held on **Monday, 24th March, 2014 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, 24th  
March, 2014**

**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

At this point in the meeting declarations of interest are received from Members in any of the agenda items under consideration at the meeting. Members are asked to indicate:

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

(b) The nature of their interest.

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

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

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 - 27TH JANUARY 2014 (Pages 7 - 18)

8. SCHOOL TERM AND HOLIDAY DATES 2015-16 (Pages 19 - 28)

The Panel is asked to consider the School Term and Holiday Dates for the Academic Year 2015-16.

9. PROPOSALS FOR FUTURE REPORTING OF EDUCATION RESULTS TO THE PANEL (Pages 29 - 32)

This report asks if the Panel wishes to receive an annual summary report of education results in addition to its current "early look" at results in September and November.

10. FAMILY INFORMATION SERVICE (Pages 33 - 58)

11. PARENT PARTNERSHIP SERVICE (Pages 59 - 98)

12. LOCAL SAFEGUARDING CHILDREN'S BOARD REPORT (2013 / 14) & WORK PROGRAMME (2014 / 15) (Pages 99 - 118)

This (draft) Annual Report and Work Programme details progress with the work of the Local Safeguarding Children Board (LSCB) and the effectiveness of local arrangements for safeguarding children, and the individual member agencies contributions to this.

13. DIRECTOR OF CHILDREN'S SERVICE - TEST OF ASSURANCE (Pages 119 - 134)

The Statutory Guidance concerning the duties of the Director of Children's Services was revised in summer 2013. The Guidance recommends that where the DCS role is combined with other duties a test of assurance is undertaken. The purpose of the test is to provide assurance to the local authority that the statutory duties relating to Children's Social Care and Education are effectively carried out and that sufficient organisational capacity is available to meet these duties properly.

14. POLICY DEVELOPMENT & SCRUTINY RECOMMENDATIONS - ALCOHOL HARM REDUCTION STRATEGY (Pages 135 - 146)

The Scrutiny Inquiry Day was held on the 10th October 2013. Cabinet members have been asked to consider the recommendations of the scrutiny inquiry day. Their response now returns to each of the respective PDS Panels for the consideration of members.

15. CABINET MEMBER UPDATE

The Cabinet Member will update the Panel on any relevant issues. Panel members may ask questions.

16. PEOPLE AND COMMUNITIES STRATEGIC DIRECTOR'S BRIEFING

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

17. PANEL WORKPLAN (Pages 147 - 150)

This report presents the latest workplan for the Panel.

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