

AGENDA

Meeting: Childrens Services Select Committee
Place: Council Chambers, County Hall, Trowbridge
Date: Thursday 23 September 2010
Time: 10.30 am

Please direct any enquiries on this Agenda to Sharon Smith, of Democratic and Members' Services, County Hall, Bythesea Road, Trowbridge, direct line (01225) 718378 or email sharonl.smith@wiltshire.gov.uk

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This Agenda and all the documents referred to within it are available on the Council's website at www.wiltshire.gov.uk

Membership:

Cllr Paul Darby	Cllr Jon Hubbard
Cllr Andrew Davis	Cllr Jacqui Lay (Vice Chairman)
Cllr Peter Davis	Cllr Bill Moss
Cllr Mary Douglas	Cllr Helen Osborn
Cllr Peter Fuller	Cllr Pip Ridout
Cllr Mark Griffiths	Cllr Carole Soden (Chairman)
Cllr Russell Hawker	

Substitutes:

Cllr Ernie Clark	Cllr Nick Fogg
Cllr Peter Colmer	Cllr Tom James MBE
Cllr Christine Crisp	Cllr Howard Marshall
Cllr Christopher Devine	Cllr William Roberts
Cllr Peggy Dow	

Non-Elected Voting Members:

Mrs Alice Kemp	Parent Governor Representative (SEN)
Mr Neil Owen	Parent Governor Representative (Secondary)
Mrs Rosheen Ryan	Parent Governor Representative (Primary)
Dr Mike Thompson	Roman Catholic Church Diocesan Representative

Non-Elected Non-Voting Members:

Mrs Di Dale	Further Education Representative
Chris Dark	Secondary Schools Headteacher Representative
Mrs Judith Finney	Primary School Headteachers Representative
John Hawkins	School Teacher Representative
Chris King	Children & Young People's Representative

PART I

Items to be considered while the meeting is opened to the public

1) **Apologies and substitutions**

2) **Minutes of the Previous Meeting** *(Pages 1 - 10)*

To confirm and sign the minutes of the Childrens' Services Select Committee held on 22 July 2010.

3) **Declarations of Interests**

To receive any declarations of personal or prejudicial interests or dispensations granted by the Standards Committee.

4) **Chairman's Announcements**

5) **Public Participation**

The Council welcomes contributions from members of the public.

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. The Chairman will, however, exercise her discretion in order to ensure that members of the public have the opportunity to contribute.

Members of the public wishing to ask a question should give written notice (including details of any question) to the officer named above by **12:00 noon on Tuesday 21 September 2010.**

6) **Coalition Proposals for Children's Services and Education** *(Pages 11 - 18)*

In June, Members requested that a standing item be included on the work programme to receive updates on the Coalition Government's proposals for children's services and education.

Members are asked to note the update.

7) **16-19 Learning - Update on Transfer of Responsibility from LSC to LA**
(Pages 19 - 24)

In March, the Committee considered a report which provided details on the transition of responsibility for 16-19 learning from LSC to the Local Authority from 1 April 2010.

The Committee is now asked to consider the update provided and to comment as appropriate.

8) **Laverstock Schools - Update** (Pages 25 - 30)

In March 2010, the Committee received an update on St Josephs Catholic School, St Edmunds Church of England Girls' School and Wyvern College in Laverstock. Members were pleased to hear of the collaborative working taking place between the schools but were still concerned that there remained no solution to the poor condition of the school buildings. It was agreed therefore that a site visit would be arranged to aid Members' understanding of the issue.

A report on the visit and the latest position regarding the schools' status is attached for consideration.

The Committee is asked to note the report and comment as appropriate.

9) **Executive Response to the Recommendations of the Review of SEN Provision Rapid Scrutiny Exercise** (Pages 31 - 48)

On 8 June, the Children's Services Select Committee resolved to undertake a rapid scrutiny exercise looking at the Review of Special Educational Needs (SEN) provision; specifically the consultation process and results.

The Rapid Scrutiny Exercise was held on 15 July 2010 and its recommendations were considered by the Select Committee on 22 July 2010, alongside the report to Cabinet presenting the outcomes of the Review and proposals for service development. The Select Committee endorsed all of the Rapid Scrutiny Exercise's recommendations without amendment or addition. Following endorsement, the Rapid Scrutiny Group's report was submitted to Cabinet for consideration at its meeting on 27 July 2010.

The Cabinet Member for Children's Services' response to the exercise undertaken and recommendations made is now attached for note and consideration.

The Committee is asked to note the response and to agree how to monitor the implementation of these recommendations.

10) **Social Care Update**

a) **Social Care Team Restructure - update** (Pages 49 - 54)

A report from Sharon Davies, Service Director for Children and Families Social Care, providing a progress report on the restructure of Children and Families Social Care and detailing early indications of the impact on service delivery is attached. This follows the report received in August 2009 introducing the restructure.

Members are asked to note the report and comment as appropriate.

b) **Summary Report on Allocation and Vacancies in Children and Families Social Care** (Pages 55 - 62)

A report from Sharon Davies, Service Director for Children and Families Social Care, providing an update on case allocations and workforce vacancies within Children's Services in line with the Laming Report Recommendation is attached.

The Laming Report into the circumstances surrounding the death of Victoria Climbié in the London Borough of Hackney made recommendations into strengthening and improving reporting arrangements within local authorities in respect of staff recruitment and workload management.

Members are asked to note the report and comment as appropriate.

c) **Ofsted Unannounced inspections of contact, referral and assessment** (Pages 63 - 76)

A report from Carolyn Godfrey, Corporate Director for Department for Children and Education, informing members of the Ofsted assessment of the performance of the children's social care contact, referral and assessment services within Wiltshire is attached. The inspection samples the quality and effectiveness of contact, referral and assessment arrangements and their impact on minimising any child abuse and neglect.

Members are asked to note the report and comment as appropriate.

11) **Role of Schools Forum** (Pages 77 - 86)

A report from Carolyn Godfrey, Corporate Director for Children & Education, describing the function of the Schools Forum is attached. This followed a request from Cllr Helen Osborn.

Mr Neil Baker, Chairman of the Schools Forum and Headteacher of Christ Church CE Primary School, will attend to answer Members' questions.

12) **Task Group Update**

Placements for Looked After Children (LAC) Task Group update

Membership: Cllr Jon Hubbard (Chairman), Cllr Peter Colmer, Cllr Andrew Davis, Mrs Alice Kemp, Cllr Bill Moss and Cllr Helen Osborn.

The Task Group met for the second time on 18 August, and were joined by Lin Hitchman – Head of Children in Care, Jane Shuttleworth - Interim Head of Joint Commissioning, Sharon Davies – Service Director for Children & Families and Cllr Lionel Grundy OBE, Cabinet Member for Children’s Services.

Although Members were generally satisfied with the direction of the Placements Commissioning Strategy, they remained concerned at the lack of a comprehensive project plan for its implementation. Members felt that the current action plan framed its targets in terms of officer work rather than outcomes for looked after children. Members have therefore requested to see a ‘master plan’ at their next meeting containing historic, current and aspirational KPIs and other historic and projected outcomes.

Members considered the arrangements in place for supporting and housing young people leaving care, resolving to receive the 16-24 Accommodation Strategy at the Task Group’s next meeting.

Members also received a report on the new brokerage function in DCE. This will include two new contract officers and is intended to enable better management of placement contracts, a greater focus on specifying outcomes within new contracts, a reduction in the number of placement providers and improved relationships with those placement providers. Members were generally satisfied with the rationale behind the brokerage function and the approach taken.

At the next meeting, as well the ‘master plan’ mentioned above, Members will receive a progress report on development of the adoption service and will be joined by Karen Reid, Virtual Headteacher, to discuss what educational support LAC receive.

13) **Holding the Executive to Public Account** *(Pages 87 - 88)*

A document showing the items to be considered at the next meeting of the Cabinet, Corporate Parenting Panel and Schools Forum is attached.

14) **Forward Work Programme** *(Pages 89 - 90)*

A copy of the draft Forward Work Programme is attached for consideration.

15) **Date of Next Meeting**

10:30am, 25 November 2010.

16) **Urgent Items**

Any other items of business which the Chairman agrees to consider as a matter of urgency.

PART II

Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed

NONE

CHILDRENS SERVICES SELECT COMMITTEE

DRAFT MINUTES OF THE CHILDRENS SERVICES SELECT COMMITTEE MEETING HELD ON 22 JULY 2010 AT COUNCIL CHAMBERS, COUNTY HALL, TROWBRIDGE.

Present:

Cllr Paul Darby, Cllr Andrew Davis, Cllr Mary Douglas, Cllr Mark Griffiths,
Cllr Russell Hawker, Mr J Hawkins, Mrs A Kemp, Cllr Jacqui Lay, Cllr Helen Osborn,
Cllr Carole Soden (Chairman) and Mr M Thompson

Also Present:

Cllr Richard Clewer, Cllr Lionel Grundy OBE, Cllr Alan Macrae and Cllr Sheila Parker

87. **Election of Vice-Chairman**

The Chairman thanked Cllr Jon Hubbard for his work and sense of humour in Vice-Chairing the Committee since July 2009.

Cllr Jacqui Lay was appointed as the new Vice-Chairman.

88. **Apologies and substitutions**

Apologies were received from Mr Chris Dark, Cllr Peter Fuller, Cllr Jon Hubbard, Mr Neil Owen and Cllr Pip Ridout.

Cllr Howard Marshall substituted for Cllr Jon Hubbard.

89. **Minutes of the Previous Meeting**

The minutes of the meeting held on 8 June 2010 were approved as a correct record.

90. **Declarations of Interests**

No declarations of interest were received.

91. **Chairman's Announcements**

1. **Agenda Papers**

At the Committee's June meeting, members were asked to submit suggestions as to the Committee's future focus, in light of the Coalition Government's plans for children and education.

The responses were collated and a paper containing the feedback circulated at the meeting. It was suggested members referred to the paper under Agenda Item No. 08.

2. **Downland School Funding**

At the Committee's May meeting, it was reported that Mr Neil Owen and the Chairman would meet with the Corporate Director for Children & Education to discuss a funding issue in relation to Downland School. A recent moderation exercise had revealed that the school had been over-funded for several years due to a mismatch between the DCSF census form and the formula used by the Council to calculate appropriate funding. The Schools Forum subsequently agreed to implement a transition period where the school's funding would be reduced to the correct level over a period of four years.

During the meeting, officers provided assurance that the census form and funding formula had now been aligned to ensure the mistake could not be repeated. A proposal was also to be put to the Schools Forum to review the arrangements for transition funding after 2 years to establish how the school was progressing and whether the transition funding was still required. This was agreed.

92. **Public Participation**

Mrs Annette Griffin and Mrs Ruth Greening attended the meeting to submit questions on Item No. 11 – Review of SEN Provision Post Consultation Report.

It was agreed that the questions would be dealt with during the item itself.

93. **Basic Skills in Wiltshire**

Alistair Cunningham, Service Director for Economy and Enterprise, presented a report on the level of Basic Skills (amongst adults) in Wiltshire.

This initial report was requested following comments in the 2009 Common Area Assessment that "too many people in Wiltshire did not have basic reading and maths qualifications. Public services had increased their targets for the number

of people getting basic qualifications but it was not clear whether they had met them.”

The following points were discussed:

- (a) There was significant concern around data quality with respect to Basic Skills, specifically the data submitted by the Skills Funding Agency to support performance management of the LAA/Local Agreement for Wiltshire. There was little confidence in this data or target data and this concern had been escalated to the Skills Funding Agency directly.
- (b) Although Wiltshire was within the lowest quartile of the statistics in relation to NI163 (working age population qualified to at least a Level 2 or higher), Wiltshire was performing well in relation to Basic Skills attainment in comparison to regional and national figures.
- (c) 27% of Wiltshire’s working age population (approximately 73,000 people) have below Level 2 qualifications. Approximately 2,000 pupils left school in 2009/10 without 5 GCSEs or higher (the benchmark for Level 2), equating to a quarter of the county’s younger population.
- (d) It had been thought previously that the overall level of Basic Skills in Wiltshire was skewed downwards by the number of people in the armed services, who tended to have fewer academic qualifications. In reality, those in the armed services often achieve degree-level qualifications as part of their employment training programme.
- (e) Work was being done to identify all Basic Skills learning provision currently available in Wiltshire to ensure proper coordination by the Council. However, this was complicated by coinciding with the Coalition Government’s evolving agenda.
- (f) A proposal existed relating to joined-up working between Connexions and Wiltshire College regarding pathways for NEETs, i.e. progression routes/opportunities to bring young people back into the job market. This was under consideration by the Wiltshire Programme Board.
- (g) A Wiltshire Strategic Economic Partnerships would be established across a local geographic area. Wiltshire Council would work with Swindon and Gloucester, or Dorset & Poole and Hampshire Councils.
- (h) Members considered whether the activity to increase Basic Skills in Wiltshire, enabled by receipt of a Performance Reward Grant, would benefit from consideration by a Task Group. As the Grant had only been received in April and the project was due to commence in August it was proposed that the Committee receive an interim report on activities at the beginning of 2011. This report would include details of what work was being undertaken to address the issues of commuter figures (a significant number of Wiltshire

residents worked outside of the Wiltshire area) and the shortage of skilled workers in the manufacturing industry.

Resolved:

- 1) **To note the report, including the progress made in improving the level of Basic Skills attainment in Wiltshire and the current and planned activity for maximising and sustaining this improvement.**
- 2) **To receive a further report in January/March 2011 on the planned activities of the Performance Reward Grant and an annual report thereafter.**

94. **Coalition Proposals for Children's Services and Education**

The Service Director, Schools & Learning, introduced a report detailing the latest proposals from the Coalition Government in relation to children's services and education.

The following points were discussed:

- Further budget cuts could potentially be experienced within this financial year. £415k from the Children's Centres budget had already been removed, and from November, the Council would receive no further funding for teacher training and teaching assistants. £1.9M on Quality and Access in Early Years to help design small buildings in schools could also go.
- The Education Act in the autumn would set out accountabilities for local authorities. The Council currently has responsibility for school place planning, but it would be difficult to manage this function for academies.
- DfE were also awaiting further details on the Academies Bill with updates being received daily. Parliament was expected to consider the Bill before the summer recess to allow schools to become academies in September if they wished.
- Large schools reverting to academy status would take approximately £450,000 of the local authority's budget per academy. Small schools would receive approximately £25,000. The Department for Education (DfE) had created a 'ready reckoner' enabling those schools considering conversion to academy status to calculate the level of funding they would receive as an academy.

- It was agreed that members' suggestions for future focus would be retained for further discussion following further budgetary announcements in October 2010.

Resolved:

To note the report.

95. **NEET (Not in Employment, Education or Training) progress update**

Paul Senior, Service Director of Targeted Services, and Merfyn Williams, Head of Individual Learner Support Services for Young People, presented a report on the levels of NEET (Not in Employment, Education or Training) amongst young people in Wiltshire and the actions being taken to reduce these.

Attention was drawn to the fact that 'NEET' in the report referred to 16-18 year olds as measured by National Indicator 117. NEETs within the 18-24 year old age bracket are recorded by Jobcentre Plus and responsibility for this age group rests with the DWP, not the LA.

NEET levels fluctuate constantly, with 3 or 4 Wiltshire people becoming NEET every day and 3 or 4 falling out of the NEET category. This fluctuation also reflected the periods of the year when young people tended to leave and join further education. The average duration of being NEET was 20 to 25 weeks. Children looked after and offenders were examples of those groups who were two or three times more likely to be NEET than the average. The National Audit Office reported an average cost per young person who becomes NEET of £156Kpa. This equated to approximately £35billion pa nationally.

Despite the economic downturn the levels of NEET within Wiltshire had been contained relatively well. Following a rise in 2008/9, there had been a trend of gradually reducing NEET amongst 16-18 olds evident in the subsequent 12 months.

Ensuing discussion included the following points:

- (a) The September Guarantee was a commitment that all 16-17 year olds received an offer of a learning placement. Wiltshire worked with Connexions, schools, colleges and other training providers to ensure all parties were working together. Wiltshire had set a target of 95% of 16-17% year olds receiving the offer of a placement, and this had been achieved.
- (b) The January 2010 Guarantee was a commitment that all services working with NEET would ensure an offer of participation in employment or training was received by those NEET. Over 300 16-18 year olds were affected by this Guarantee. The Government Office for the South West (GOSW)

monitored performance in this area and Wiltshire were judged to be in the top quartile nationally.

- (c) It was understood that the Schools Career Service had been reorganised within the Connexions Service. Concern was raised that a 24% reduction in funding could impact upon the service provided.
- (d) With respect to young people with SEN within the NEET category, it was also noted that 3 of Wiltshire's special schools did not have sixth form provision. Although these accounted for a small proportion of the children affected it was important not to lose sight of these children.

Resolved:

- 1) **To note the report.**
- 2) **To receive an annual update on the levels of NEET, to include details of NEET courses.**

96. **Youth Work Staffing Allocations 2010/11**

Kevin Sweeney, Senior Manager – Operations and Staffing (Youth Services), presented a report providing an update on proposed changes to the allocation of Youth Worker staffing discussed by the Committee on 28 January 2010.

Ensuing discussion included the following points:

- Nationally a number of authorities' youth service departments had suffered due to inflexibility in their budgets. By relocating senior workers, more finances would become available to support part-time workers in other parts of the county.
- Marlborough – the funding allocation would be considered by Cabinet in September.
- Bradford on Avon – conversations were taking place regarding the funding needs.
- Members understood the need to ensure a fair spread of funding provision across the County. Members also noted that youth clubs also catered for the needs of other organisations, as in Purton where the youth club accommodated non-Wiltshire Council groups such as the 'Beavers'.

Resolved:

To note the report.

97. **Review of SEN Provision Post Consultation Report**

At the Committee's June meeting, members requested that a Rapid Scrutiny Exercise be arranged to consider the Review of SEN Provision 2010 consultation process and consultation results. This was undertaken on 15 July. A copy of the Rapid Scrutiny Group's final report was circulated, together with the post-consultation report to Cabinet detailing the outcomes of the Review.

Members of the public who had provided questions on this item were requested to present these. Details of the questions raised by Mrs Ruth Greening and Mrs Annette Griffin, plus the responses provided by Trevor Daniels, Head of SEN, are detailed in the Appendix to these minutes.

Mrs Kemp, SEN Parent Governor Representative, introduced the Rapid Scrutiny group's Final Report. She stated that members had found the Exercise very helpful in providing an opportunity for detailed discussion with officers and the Cabinet Member. She noted that the majority of the Rapid Scrutiny Group's recommendations addressed how Wiltshire Council consultations might be improved in future, as well as how implementation of the Review's outcomes could be managed and monitored to ensure no child's education suffered due to the changes proposed. Finally, she thanked the Cabinet Member and officers for taking part in the Rapid Scrutiny Exercise.

The Cabinet Member for Children's Services was invited to comment on the reports provided.

- (a) The Cabinet Member commented that he considered the Review of SEN consultation comprehensive and successful. The consultation document had been widely circulated and all appropriate organisations had been involved. Although the statutory minimum period for the consultation had been 6 weeks, the authority had extended this to 3 months.
- (b) The Cabinet Member added that the responses received through the consultation process had led to the authority amending the Review's original proposals.
- (c) Members requested clarification of how closing Special Learning Centres (SLCs) would affect SEN provision. Officers reported that the Review addressed longstanding imbalances in SEN provision in Wiltshire and was a difficult step but one that needed to be taken. The proposed transport costs set out within the report were estimates but no increase in costs was anticipated.
- (d) Officers clarified that with the passing of responsibility for 16-19 learning from the Learning and Skills Council (LSC) to the local authority on 1 April 2010, the provision for the 16+ age group was being considered as a whole across Wiltshire and this would include SEN provision. The Select

Committee had already resolved to consider establishing a task group looking at 16+ SEN provision in November.

- (e) Officers confirmed that under the final proposals to be considered by Cabinet on 27 July, the SLCs for Complex Needs at Malmesbury Primary School and Longleaze Primary School would be retained pending a review, starting in 2012, of all SEN provision in the North East of Wiltshire, including special school provision in the area adjacent to Swindon.
- (f) Members noted that when making decisions about matters as difficult and specialised as SEN provision, they were to some extent in the hands of the professionals and had little choice but to put faith in the officers' judgement.
- (g) The Chairman acknowledged the work of the officers and the expertise provided.

Resolved:

That the Committee endorsed the recommendations of the Rapid Scrutiny Exercise and referred them to Cabinet for response and consideration when Cabinet made its final decisions regarding the Review of SEN Provision on 27 July 2010.

98. **Holding the Executive to Public Account**

Relevant items to be considered by Cabinet, Corporate Parenting Panel and Schools Forum were noted by the Committee.

Resolved:

To note the relevant items from the work programmes of Cabinet, Corporate Parenting Panel and Schools Forum.

99. **Forward Work Programme**

The draft Forward Work Programme was noted by the Committee with the following additions:

Role of the Schools Forum – September 2010.

SEN Review – November 2010. It was clarified that this item was to consider the establishment of a task group to look at SEN provision for the 16+ age bracket.

Resolved:

To note the Forward Work Programme as amended.

100. **Date of Next Meeting**

10.30am, 23 September 2010.

101. **Urgent Items**

Visit to the Laverstock schools

A report of the Committee's visit to St Josephs School, St Edmunds School and Wyvern College in Laverstock was circulated. Due to the late circulation of the report and some inaccuracies contained within, it was agreed to defer this item until the Committee's September meeting.

(Duration of meeting: 10:30am – 1:15pm)

The Officer who has produced these minutes is Sharon Smith, of Democratic & Members' Services, direct line (01225) 718378, e-mail sharonl.smith@wiltshire.gov.uk

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Wiltshire Council

Children's Services Select Committee 23 September 2010

Coalition Changes – update report (August 2010)

Introduction

1. A range of policy and funding announcements have been made. These include:
 - 'In principle' abolition of Government Offices (GOs)
 - End Year Flexibility
 - Youth Capital Programme (YCF)
 - Local Safeguarding Children's Board (LSCB) Communications
 - Decommissioning of ContactPoint
 - Pupil Premium and school funding
 - Diplomas
 - 16-19 funding
 - Early Years Single Funding formula
 - Special Educational Needs (SEN) and disabilities
 - Early Years Foundation Stage
 - Targetted Mental Health in Schools (TAMHS)
 - Building Schools for the Future (BSF)
 - Academies legislation

Next steps likely to include

2. Further funding and policy announcements over the summer and autumn period leading up to the Comprehensive Spending Review announcement on 20 October 2010.
3. The Department for Education (DfE) published its draft structural reform plan on 13 July. The Structural Reform Plan (SRP) outlines dates for cutting bureaucracy in schools, setting up free schools and academies, introducing the new pupil premium and creating new technical colleges for vocational and technical education. DfE will be outlining priorities for children and families policy in the near future.
4. Further details of when GO field force contracts will end will begin to emerge.
5. Agreement of transition activity between DfE and Children and Learners Teams

Implications

'In principle' abolition of Government Offices (GOs)

6. On 22 July, Eric Pickles announced "the Government's intention 'in principle' to close the remaining 8 GOs "subject to the satisfactory resolution of consequential issues through the Spending Review." So, in short, the GOs will be closed but no detailed timescales.
7. Also, the following DfE funded GO based field forces are to end earlier than planned; timescales are being worked through locally. Operationally most work will come to an end on 30 September:
 - Children and Learner Strategic Advisors (CLSAs)
 - Safeguarding Advisers
 - Child Poverty Delivery Support Advisers
 - Teenage Pregnancy Co-ordinators
 - Sustainable Schools Network
 - Childcare Delivery Regional Adviser
 - Healthy Schools – a longer timeframe will be in place for this area of work – details to follow)

End Year Flexibility

8. DfE is reducing its End Year Flexibility (EYF) requirements by £1 billion by the end of the year. The following budgets are affected:
 - Co-location budgets – project sponsors will be contacted directly by DfE. Need to consider how to support and sustain co-location of services in the light of greater localism and more partnerships involving academies.
 - School swimming – no announcement of funding allocations had been made following an application process.
 - Eco-towns contribution – the Government is no longer funding pilot project work on energy efficient schools in eco-towns. Free 'smart meters' to support carbon reduction in schools may be offered in the future.
 - Harnessing technology grant – this was funding for schools to use to improve their computer and broadband facilities. Quarter 2 payments will be made with no further payments expected
 - Support for LAs not included in early BSF waves – 76 LAs not included in early BSF waves were allocated funding – 2010-11 allocations will be reduced by c. £660,000.
 - Social Work IT support – the formulaic allocation to LAs to enhance social work IT provision will not go ahead. These issues will be looked at as part of the Munro review. Interim report expected mid autumn. The Social Work Improvement Fund, available via Children's Workforce Development Council (CWDC), has been protected.

Youth Capital Programme (YCF)

9. The £169.5M savings from capital budgets includes a reduction of YCF by £13m (around half) in 2010-11.
10. This will be managed by paying Quarter 1 and 2 allocations to all local authorities in England as usual. It will be vital to use Quarter 2 allocations to ensure commitments made in the current financial year are fulfilled as no further payments will be made. This funding is still ring-fenced and will need to be accounted for by 31 March 2011 and is subject to the conditions of grant given in the current Local Authority Circular (LAC: 2901100006). Consideration will need to be given to implications for any current building programmes or projects.

Overall budget reductions, including those set out above

11. Many children’s service’s departments are tackling these issues through a combination of:
 - Re-sizing – (immediate - often referred to as “salami slicing” but necessary as part of the adjustment to significantly less resource)
 - Re-alignment (short to medium term – refocusing services based on evidence based approaches that identify what really works as opposed to what we would like to do)
 - Re-design (longer-term and can involve upfront costs – but necessary as part of wider review of cost reduction)
12. Wiltshire’s response to the mid-year reductions in Area Based Grant is:

Summary of ABG savings identified 2010/11

Service Area	Saving £	Impact
School Support Services and Special Educational Needs (SEN)	337,105	Staffing reductions in teams supporting schools, reduction in funding allocated to SEN development projects and reduced flexibility to allocate funding to schools for 14-19 Partnerships. Staffing reductions to be achieved through vacancies however impact will be on capacity to support improvement in schools.
Extended Schools Start-Up Funding	400,000	Reduction in funding allocated to clusters of schools for the development of extended services. No start up funding will now be paid to schools this year. Extended Schools Sustainability Funding will continue to be available through standards funds in 2010/11.
Targeted Services	395,000	Savings identified across Targeted Services. Savings achieved against vacancies in the current year, therefore some reduced capacity.

Social Care & Safeguarding	111,346	Savings initially to be found through vacancies. No front-line impact.
Commissioning Strategy for parenting & family support	150,000	More effective commissioning of services for parenting & family support. Savings on contracts and review of provision to achieve efficiencies.
	1,393,451	

Safeguarding Policy

13. Professor Eileen Munro wrote to Directors of Children's Services and Chief Executives on 1 July with a call for evidence of local innovations and new approaches to child protection as well as improved front-line social work practice. She particularly wanted to hear about examples of: Identifying and helping children and young people in need; improved social work practice in assessing and helping children, young people and their families; strategies for assisting social workers; strategies for shared learning; approaches to case discussions; and improvements in transparency. The closing date for supplying evidence was 30 July 2010.
14. Safeguarding inspections continue. Just two unannounced inspections are now awaited across the South West.

Local Safeguarding Children's Board (LSCB) Communications

15. Prior to the General Election, as part of the Staying Safe programme, DfE had signalled an intention to support LSCB Communications through the creation of a communications toolkit and an allocation of approximately £12.5k per LSCB. The toolkit, designed to support all aspects of communications from objective setting to the implementation and measurement of a communications strategy, was launched on 31 March. However, the funding has been withdrawn. LSCB Chairs, Heads of Service and Safeguarding Managers were notified of the decision on 20 July.

Decommissioning of ContactPoint

16. In a 22 July email, DfE informed LAs that ContactPoint would be shut down on 6 August and that the Government is continuing to consider the feasibility of a more proportionate approach to supporting frontline professionals to help protect vulnerable children from harm.

School funding and the Pupil Premium

17. On 27 July, Education Secretary Michael Gove and Children's Minister Sarah Teather launched a consultation on '*how best to operate the pupil premium from September 2011*', including what deprivation indicator to use. The Government wants the premium to include looked-after children. The level of funding available will not be revealed until after this autumn's comprehensive spending review.

18. The Government also set out its proposals for distributing overall school funding from April 2011. School funding will in the short term continue to be allocated using the current method to allow the pupil premium to be introduced smoothly. However, the Government has signalled its intention to review school funding for all schools including academies beyond 2011-12 and details will be announced in due course.

More details can be found at:

<http://www.education.gov.uk/news/press-notice-new/pupil-premium>

Diplomas

19. There will be no further Gateway rounds and no requirement for schools or colleges to obtain approval from DfE before delivering new Diploma subjects. The remaining stages of Gateway 3 and 4 will run through to completion, however, the requirement to offer the Diploma collaboratively through consortia has been relaxed to allow schools and colleges to offer an increased range of qualifications most suitable to their student needs.
20. The collaborative arrangements that have already been established through consortia have offered a number of benefits to learners, however, in the light of these changes and recent funding reductions the role and responsibilities of consortia coordinators may need to be reviewed.

16-19 Funding

21. On 19 July, the Secretary of State announced changes to the funding of 16-19 education and training. The DfE confirmed that these changes do not affect the statutory duties placed on councils and the Young People's Learning Agency (YPLA) which were set out in the Apprenticeship, Children and Learning Act 2009 (ACSL) and the local authority strategic commissioning role remains.
22. The main changes relate to funding arrangements:
 - From the new academic year, the YPLA will have responsibility for making payments directly to FE Colleges, Sixth Form Colleges and other training providers. School sixth forms will continue to be paid by Local Authorities.
 - From 2011/12 funding will be based on lagged learner numbers i.e. based on learner numbers from the previous year.
23. Local authorities will not be required to be part of a sub-regional or regional planning group and the National Commissioning Framework has been withdrawn. However, the statutory duty for councils to cooperate with each other in relation to 16-19 education and training remains.
24. More information is likely to follow; however, the areas for consideration seem to be:
 - Understanding the strategic role for Local Authorities in ensuring the needs of local learners, including learners with learning difficulties and/or

disabilities, and employers are met and future engagement with the Local Economic Partnerships in the production of commissioning plans.

- Ensuring cross border arrangements continue to meet the needs of 'travel to learn' learners and effective partnership arrangements are in place to manage these arrangements.
- Ensuring staff transferred from LSC to councils continue to have a role in commissioning and in developing local commissioning plans.

Early Years Single Funding Formula (EYSFF)

25. In addition, the Government announced that all local authorities will be required to introduce the Early Years Single Funding Formula (EYSFF) from April 2011.

Early Years Foundation Stage

26. On 6 July, Children's Minister Sarah Teather asked Dame Clare Tickell to carry out a review of the Early Years Foundation Stage (EYFS) so that it is less bureaucratic and more focused on young children's learning and development.

27. The review will cover four main areas:

- Scope of regulation – whether there should be one single framework for all Early Years providers.
- Learning and development – looking at the latest evidence about children's development and what is needed to give them the best start at school.
- Assessment – whether young children's development should be formally assessed at a certain age, and what this should cover.
- Welfare – the minimum standards to keep children safe and support their healthy development.

28. Dame Clare will provide a final report in spring 2011. The Government will then consult on any proposed changes before they take effect from September 2012.

Special educational needs and disabilities

29. A Green Paper in the autumn will look at a wide range of issues for children with SEN and disabilities. It will include looking at giving parents more choice and involving them more in the decision-making process, and how to manage the transition beyond school and respite care.

Targeted Mental Health in Schools (TAMHS)

30. Following recent confirmation of 2010/11 funding for TAMHS, there is a need to consider lessons learnt from local evaluations of effectiveness, and potential (including resources) for sustainability in 2011/12.

Building Schools for the Future (BSF)

31. On 5 July, Education Secretary Michael Gove set out a complete overhaul of capital investment in England's schools and a wider ranging review of capital now known as The James Review. BSF projects which had reached financial close will continue, alongside sample projects close to this stage. All other BSF projects will be cancelled with immediate effect. All academy projects in development which have not reached financial close will be reviewed on a case-by-case basis.
32. 51 school projects across the SW form part of this announcement. 14 projects are unaffected, 12 Academies will be reviewed, 21 projects have been stopped and 4 are sample projects.
33. In Wiltshire, funds to complete Wellington Academy new build are secure. Capital funding for the new Sarum Academy is not yet decided.

Academies legislation

34. Received royal assent on 27 July.

Summary of the Bill

35. The Bill enables more schools in England to become academies. The Government expects a significant number of academies to open in September 2010, and for the number to grow each year. They had anticipated c. 5,000 over 3 years - this figure may be readjusted in the light of the low take up so far.....Academies will be funded at a comparable level to maintained schools but would also get their share of central funding that local authorities used to spend on their behalf. Schools that apply to become academies will be allowed to keep any surplus balances that they hold. There will be no expansion of selection but grammar schools and other schools which select or partially select pupils will be able to continue to do so.

Key areas

- enables all maintained schools to apply to become academies, with schools rated 'outstanding' by Ofsted being pre-approved
- allows maintained primary and special schools to apply to become academies in their own right
- gives the Secretary of State the power to issue an academy order requiring the local authority to cease to maintain the school
- removes the requirement to consult the local authority before opening an academy
- requires the consent of any existing foundation (mainly churches) before a school applies to become an academy (and prohibits the religious character changing during the conversion to academy)
- deems academy trusts to be exempt charities
- One School in Wiltshire has requested academy status – Hardenhuish, Chippenham.

Report author: Lynda Cox, Head of Performance and Information Management,
Department for Children and Education.

Based largely on content from DCS Update from DfE Children and Learners GOSW,
13 July 2010 and 2 August 2010.

Wiltshire Council

Children's Services Select Committee 23 September 2010

16-19 Learning and Skills - Update on the transfer of responsibility from the Learning and Skills Council (LSC) to the Local Authority from April 2010

Purpose of Report

1. This report presents an update on the Council's progress since taking on its new strategic responsibilities for learning and skills, including the planning and commissioning of education and training for 16-19 year olds. The paper also outlines the changes to the funding arrangements for 16-19 education and training announced by the Secretary of State for Education on 19 July 2010 and proposes how the Council should respond to these changes.

Background

2. The report presented to Children's Services Select Committee on the 18 March 2010 confirmed that the Council had made good progress and was ready to take on its new responsibilities and duties related to 16-19 education and training from April 2010 from the Learning and Skills Council (LSC).
3. The new statutory duties on Local Authorities follow the abolition of the Learning and Skills Council and are set out in the Apprenticeship, Skills, Children and Learning Act 2009 (ASCL). They include the duty to secure enough high quality suitable education and training to meet the reasonable needs of:
 - a. Persons in their area who are over compulsory school age but under 19, and
 - b. Persons in their area who are aged 19 or over but under 25 and subject to learning difficulty assessments.

Section 41 of the Act provides further detail of the duty which requires the Council to take account of quality, location and the time at which provision is made available. The Council is also required to act with a view to encouraging the diversity of provision and increasing the choice available to learners.

4. To support Local Authorities in undertaking these new duties, staff from the Learning and Skills Council (LSC) were transferred under 'TUPE like' arrangements from April 2010. Wiltshire was allocated eight staff, although at the point of transfer only three staff transferred and joined the 13-19 Team. The funding to support the posts and to ensure the outcomes are delivered is within a special purpose grant, as part of the Area Based Grant (ABG). The roles and

duties not covered by transferees from the LSC are being largely covered by existing council staff, particularly members of 13-19 Team.

5. The proposed governance and planning structures, outlined in the March paper to this committee have been established. The 13-19 Strategic Board takes the oversight of the arrangements and monitors progress in relation to the National Commissioning Framework (published in April 2010) and initial business cycle. As part of our governance arrangements we established a sub-regional partnership with Swindon Borough Council and strategic meetings have taken place.
6. In July, in line with the National Commissioning Framework, the LA identified interim commissioning priorities for Wiltshire from 2011. Over the coming weeks these priorities will be confirmed in line with regional and national expectations and will form the basis for future commissioning provision.
7. In April 2010, the Council took over from the LSC the existing contractual arrangements for the academic year. All payments were accurately made to providers on a timely basis through the summer term. By July, arrangements were in place to release funding agreements and contracts for the academic year 2010 - 2011. However, before these were released the Secretary of State for Education announced on the 19 July 2010 the need to simplify and streamline the processes and arrangements related to 16-19 funding. As a consequence the key changes include the following:
 - a. The Young People's Learning Agency (YPLA) are to make the financial payments to General Further Education and Sixth Form Colleges and other training providers. This removes the need for local authorities to manage contracts and grant agreements and reduces the requirement in relation to financial audit and assurance functions.
 - b. The 2011/12 core allocation of funding for school sixth forms and colleges is to be based on the equivalent of 'lagged pupil numbers' (number of learners in the previous academic year) rather than calculated on a projected number with in-year adjustment (known as demand led); and
 - c. There will be an expectation on the YPLA to improve the flow of data and information in order that local authorities are able to fulfil their strategic commissioning and influencing roles, maintaining the strategic overview of provision and needs in their area. This will include identifying gaps, enabling new provision and developing the market in the way the LA feel is the most appropriate.
8. On 9 September 2010, the Secretary of State for Education announced a review of vocational education to be led by Professor Alison Wolf. The purpose of the review is to consider how vocational education for 14-19 year-olds supports full and valuable participation and progression. The intention is that a review report with practical recommendations will be published in early 2011. To secure this outcome the review will consider:

- a. How vocational education for 14-19 year-olds can be improved?
 - b. What the appropriate target audience for vocational education is?
 - c. What principles should underpin the context, structure and teaching methods of the vocational offer, and
 - d. How progression from vocational education to positive employment or further training destinations can be improved?
9. In order to consider the above, it is likely that funding and planning mechanisms will be considered, including planning and partnership arrangements. Alongside the role of the voluntary sector, private providers, employers and awarding bodies. It is therefore likely that Professor Wolf's review will influence the future structure and duties in relation to the local authority's role in planning provision.

Main Considerations for the Council

10. Following the announcement by the Secretary of State on the 19 July regarding the changes to the arrangements for funding 16-19 provision, the Council is advised that the National Commissioning Framework (published April 2010) no longer applies. We should await further guidance regarding the business cycle and associated processes and this updated guidance is expected late September. The duties and responsibilities identified within Section 41 of the ASCL Act remain and as a consequence the strategic planning function of the local authority remains. In order to ensure the local authority is well placed to meet the needs of providers and young people, officers are continuing to develop plans with providers.
11. In order to simplify planning structures, following discussion with Swindon Borough Council we are proposing to dissolve the Sub-Regional Partnership at the strategic level. Cross border working of this nature is no longer a requirement or national expectation. The proposal for Wiltshire is to maintain the governance of the 16-19 commissioning process through the 13-19 Strategic Board. Officers will continue to work with Swindon Borough Council at an operational level where it is appropriate and helpful in securing improved outcomes for young people. The 13-19 Strategic Board will continue to review the current strategic plan for Education and Training and will incorporate wider aspects of the 13-19 agenda as appropriate.
12. Following the Secretary of State's announcement on 19 July 2010, the Council will remain the body responsible for the funding of maintained School Sixth Forms via an allocation which is based on the national funding formula. The Young People's Learning Agency will directly fund General Further Education (Wiltshire College), private training providers (North Wessex Training, Protocol National and Learning Curve) and Academy sixth forms (Wellington, Sarum and Hardenhuish). Although further guidance is awaited it would appear the changes to provider funding through the 'lagged pupil number', should ensure providers have greater in-year stability. However, in the future, it could add to the challenge of reshaping and developing provision in the future.
13. The arrangements for learners with Learning Difficulties and Disabilities have been secured for September 2010. Places for individual learners have been identified

and subsequently commissioned in suitable provision at the most appropriate provider. Overall the numbers of learners attending out of county providers have reduced slightly, although Wiltshire remains a high user of out of county places. Currently the YPLA holds the budget for the Independent Specialist Providers (ISPs). If this budget is transferred at some point in the future this could create a cost pressure and it therefore remains an area of focus for further work.

14. The central funding provided through the Special Purpose Grant to support the costs associated with the transferred staff and for the Council to deliver its new statutory duties is part of the Area Based Grant and is therefore potentially subject to the overall reductions in this grant. Any reduction in the grant will be managed in line with the wider Council strategies to manage overall grant reduction.

Environmental Impact of the Proposal

15. There is no further known knowledge in relation to the environmental impact as a result of the transfer of responsibility from the LSC to the LA, especially in the proposals for governance, leadership and management. However, as the commissioning framework develops it will be possible to incorporate environment priorities into the commissioning framework for 16-19, potentially reducing the amount and distance of travel.

Risk Assessment

16. The Council has inherited a high level use of out of county ISPs. Early indication suggests this could present a significant cost pressure to the Council if the future responsibility for this budget transfers to the LA from the YPLA. The Special Purpose Grant to support the LSC transfer is part of the Area Based Grant and could be subject to cuts in the future thus putting staffing at risk.

Financial Implications

17. The local authority awaits further guidance from the YPLA regarding the commissioning process, including those associated with young people with learning difficulties and disabilities. At the point of preparing this paper the key financial implications which are known are identified above.

Legal Implications

18. Reference has regularly been made to the Council's legal team through the transfer process. To date no issues have emerged and there does not appear to be any immediate issues regarding the most recent changes.

Conclusion

19. The transfer process has been effectively managed to date and the Council has established a business cycle to deliver the key outcomes for young people and providers. Officers have managed the most recent changes and are adapting

processes and structures appropriately to secure future commissioning of provision.

CAROLYN GODFREY

Corporate Director, Department for Children and Education

Report Author: Julie Cathcart, Head of School Improvement, Schools & Learning,
Department for Children and Education

The following unpublished documents have been relied on in the preparation of this report:

None

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Wiltshire Council

Children's Services Select Committee 23 September 2010

Laverstock Schools update

Introduction

1. This report contains a record of the visit to St Josephs Catholic School, St Edmunds Church of England Girls' School and Wyvern College, Laverstock and additional information on collaboration across the site.
2. During the Summer/Autumn 2009, the three Laverstock secondary schools (St Edmunds, St Josephs and Wyvern College) had worked with the Catholic Diocese of Clifton, the Diocese of Salisbury and the LA on an Expression of Interest for an academy. The original proposal for this was based on the low attainment in 2007 at St Joseph's Catholic School, which allowed the LA to bid for funding that was available. The generally poor condition of the school buildings at the site and the sustainable future of small schools was also a contributory factor in pursuing an academy. All three schools are now performing well above the original threshold of 30% 5*A-C including English and Maths.

Percentage of 5 GCSE at *A-C including English and Maths

	2007	2008	2009	2010 (unverified)
St Josephs	25	39	51	52
St Edmunds	46	63	62	51
Wyvern College	43	38	42	47

3. Due to a lack of consensus regarding various aspects of the academy proposal the project did not proceed beyond the Expression of Interest stage and was eventually removed from the DCSF's list of academy projects.
4. In March 2010, members received an update on the three schools and were pleased to hear of the collaborative working taking place between them. The two governing bodies of Wyvern College and St Edmunds attended a meeting to discuss further links between the schools and agreed to invite St Joseph's Catholic School to form a joint committee to coordinate further collaboration between the three schools. The three schools have a Joint Governors' Committee in place with dates for meetings in the present academic year. Terms of Reference have been agreed and a list of strategic focus points for the committee have been established. All Governors are keen to ensure that the Joint Committee has a positive impact on the provision of the three schools.
5. Members of the Select Committee were still concerned, however, that there was still no solution to the poor condition of the school buildings. It was agreed

therefore that a site visit would be arranged to aid members' understanding of the issues that the schools face.

6. The visit took place on 14 July 2010, with the following members and officers in attendance:

Mrs Di Dale (Further education representative)
Cllr Mary Douglas
Cllr Jon Hubbard
Mr John Hawkins (Teacher representative)
Cllr Bill Moss
Henry Powell (Senior Scrutiny Officer)

7. Members of the Select Committee were given a guided tour of the school sites by the respective headteachers as well as having the opportunity to talk to students regarding their views on the schools and their hopes for the future.

Buildings and site

8. Walking around the schools highlighted the restricted nature of the site. The buildings now occupied by St Edmunds and Wyvern were originally intended as a single comprehensive school and for a smaller cohort than now uses them. Out of necessity the site has developed in a somewhat haphazard fashion over the years. In one case, one school owns the ground floor of a building with another owning the first floor. The buildings at St Josephs are separate from the other two schools.
9. In some cases the age and condition of the buildings is an issue. There are large number of 'mobile' or prefab classrooms in use, which can be cold in the winter and hot in the summer.
10. There has been some investment in the schools in recent years. St Edmunds have installed a modern new dance facility with Section 106 money. Recent Locally Co-ordinated VA programme (LCVAP) money from the Diocese has been used to replace flat roofs at Wyvern.
11. At Wyvern, there has also been recent investment, but mainly in order to meet health and safety regulations rather than on new facilities. Wyvern is currently looking into building a pre-school and community centre in a small unoccupied patch on the site.

St Edmunds' drama / dance facility



12. Despite the age and condition of some of the buildings, the headteachers emphasised that impressive results can be achieved from clever interior refurbishment, as was seen in some cases.

This prefab class room actually contained a bright and attractive library (St. Edmunds)



13. An issue more difficult to solve is the lack of space. It was notable that almost every available space on the site had been used, corridors were full and small classrooms can become hot.
14. While St Edmunds and Wyvern share the use of a large sports hall and between them use it to capacity, St Joseph's have no sports hall at all. St Edmunds' drama studio is used by all three schools.
15. The site and services teams e.g. Caretakers and Site Managers work well together with opportunities for collaborative approaches addressed at regular whole site meetings.

Sixth form

16. An aspiration of the Governors, headteachers and the students is to have a 6th form on site, which would require new building(s). Sixth form provision was a strong and agreed feature of the academy proposal. At present, Laverstock students go on to further education at a wide variety of other providers: Wiltshire College, Totton College, Brockenhurst College, and the nearby grammar schools

Wyvern College



amongst others. Students cross the border into Hampshire, sometimes travelling for over an hour to reach their sixth form or college. Some of these providers are very good at marketing themselves and therefore hold strong appeal for students at Laverstock. The Joint Governors Committee have agreed to discuss how a sixth form could be developed at the site.

Funding

17. With the present national financial constraints, funding streams for new buildings at the site are unlikely. The Building Schools for the Future (BSF) programme has been curtailed.

Curriculum collaboration

18. The need to broaden and personalise the curriculum has been a key priority for the schools. Through collaboration, the schools have been able to offer courses that could not be offered by each school as an individual institution. The collaboration option block has grown substantially over the last two years and the next steps in this process are key in ensuring that curriculum choice continues to grow in future years. The three schools are seeking to explore different strategies to both augment the existing offer and also to implement further whole school benefits.
19. Wyvern and St Edmunds are exploring a new curriculum phase that could see implementation of a change to the school year with an induction term for new Year 7 students and the introduction of 'stage not age' groupings.
20. Timings for the school day need to be addressed for further opportunities beyond just the Key Stage 4 (KS4) option block to be implemented. This will need to be a key focus over the next year.
21. The headteachers expressed interest in an approach such as 'soft federation' and further collaborative working but felt that a 'hard federation' was less likely.

Students

22. The student experience of collaboration is very positive with feedback from the young people at all three schools. Students enjoy working in this environment. It is worth noting that the students who took time out from lessons to discuss their views on the schools and their hopes for the future showed great pride in their schools, and members were very impressed with them.

Future of Collaboration

23. The three schools continue to be open to suggestions for collaboration as long as they meet the requirement that the suggestion is of benefit to the students.

The following areas have been identified as aspirations to further cement and develop collaboration:

- Timings of the school day
- Increased number of option blocks on KS4 timetable
- Collaboration in Core subjects being established
- Groups such as Gifted and Talented, revision and intervention groups established

- Specific projects in departments. that would enhance/enrich learning through collaboration that would develop closer links between departments from different schools.

Proposal

Members are asked to consider the report and comment as appropriate.

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Appendices

Appendix 1 – School Information

Appendix 1 – School Info

	Headteacher	Pupils on Roll (11-16) (as at May 2010)	Capacity	Type	Gender	Faith
St Edmunds CoE Girls' School	Mrs Jacqui Goodall	775	840	Voluntary Controlled	Girls	Faith school <u>without</u> faith admissions
St Josephs Catholic School	Mr Paul Hughes	369	415	Voluntary Aided	Mixed	Faith school <u>with</u> faith admissions
Wyvern College CoE Boys School	Mr Chris Tomes	415	750	Voluntary Aided	Boys	Faith school <u>with</u> faith admissions

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Wiltshire Council

Children's Services Select Committee
23 September 2010

Executive Response to the Final Report of the Review of SEN Provision Rapid Scrutiny Exercise

Purpose of the Report

1. To present the Executive's response to the final report of the Review of SEN Provision Rapid Scrutiny Exercise (July 2010). The full report is attached at Appendix 1.

Action Required of the Committee

2. To note the Executive's responses and to delegate to the Chairman and Vice-chairman responsibility for devising how to monitor the implementation of the Rapid Scrutiny Exercise's recommendations.

Background

3. On 28 January 2010, Children's Services Select Committee considered proposals for SEN service development with respect to mainstream primary schools, specialist learning centres, special schools and SEN Support services. A full public consultation on the proposals was then undertaken (closing on 24 May), with opportunities for written responses and attendance at public meetings.
4. On 8 June, the Children's Services Select Committee resolved to undertake a rapid scrutiny exercise looking at the Review of Special Educational Needs (SEN) provision, as follows:
 - (a) Rapid scrutiny of the Review of Special Educational Needs (SEN) Provision consultation process
 - (b) Rapid scrutiny of the Review of Special Educational Needs (SEN) Provision consultation results
5. The Rapid Scrutiny Exercise was held on 15 July 2010. Its final report was then considered by the Select Committee on 22 July 2010, alongside the report to Cabinet presenting the outcomes of the Review and proposals for service development. The Select Committee endorsed all of the Rapid Scrutiny Exercise's recommendations without amendment or addition.
6. Outcomes from the consultation were presented to Cabinet on 27 July 2010 and the following was agreed:

- a. A SEN Inclusion Service be made available to provide a wider range of SEN advice to schools.
- b. An SEN Support Network be set up to co-ordinate SEN support services and outreach advice from schools.
- c. The formulae for funding SEN in Resource Bases and mainstream schools be reviewed to help improve SEN provision.
- d. A statutory notice be published regarding the closure of the Specialist Learning Centre for Autism at Holy Trinity Primary School, Calne.
- e. A statutory notice be issued regarding the closure of the Specialist Learning Centre for Complex Needs at the Manor Primary School, Melksham, which should cease to admit pupils and the provision used to increase capacity at the school's Autism Centre to 21 places.
- f. The capacities of the Centres for Hearing Impairment (HI), Physical Impairment, (PI), Speech, Language and Communication, and ASD be adjusted as set out in the tables at paragraphs 25 and 27 in the report.
- g. The capacity of the Specialist Learning Centres for Complex Needs at the following primary schools be adjusted to 20: The Avenue School, St Dunstan Church of England Primary, Frogwell Primary, King's Park Primary, Salisbury Manor Fields Primary, Studley Green Primary, Wansdyke Community School, and be funded according to the number of full time places commissioned by the Council on an annual basis, under the new service level agreement and formula funding arrangements. For 2011/12 the number of places, commissioned would be the same as the capacity.
- h. The Specialist Learning Centres for complex needs at St Peter's Junior School and St Mary's Infant School Marlborough to develop arrangements to work together as a joint provision with a nominal capacity of 10 for each school. The Centres to be funded according to the number of full time places commissioned by the Council on an annual basis, under the new service level agreement and formula funding arrangements. For 2011/12 the number of places commissioned would be the same as the capacity.
- i. A statutory notice be issued for the closure of the Early Years Provision at St Mary's Marlborough so that it can become part of the Early Years SEN Network, subject to a contractor being engaged to take over the running of the provision.
- j. The Specialist Learning Centres for complex needs at Westbury Junior School and Westbury Infants School to develop arrangements to work together as a joint provision with a nominal capacity of 10 each for each school. The Centres will be funded according to the number of full time places commissioned by the

Council on an annual basis, under the new service level agreement and formula funding arrangements. For 2011/12 the number of places commissioned would be the same as the capacity.

- k. Studley Green Primary School to retain Specialist Learning Centres for Complex Needs and Speech Language and Communication Needs, and will be funded according to the number of full time places commissioned by the Council on an annual basis, under the new service level agreement and formula funding arrangements.
- l. Statutory notices be published regarding the closure of:
 - a. The Specialist Learning Centre for Complex Needs at Durrington Junior School.
 - b. The Specialist Learning Centre for Complex Needs at Harnham Junior School
 - c. The Specialist Learning Centre for Complex Needs at Mere School.
 - d. The Specialist Learning Centre for Complex Needs at Zouch School in Tidworth.
- m. The Specialist Learning Centre for Complex Needs at Longleaze Primary School should be retained under the new service level agreement and formula funding arrangements pending a review, starting in 2012, of all SEN provision in the North East of Wiltshire, including special school provision in the area adjacent to Swindon. The centre to have a nominal capacity of 10 places and be funded according to the number of full-time places commissioned by the Council on an annual basis. For 2011/12 the number of places commissioned would be the same as the capacity.
- n. The Specialist Learning Centre for Complex Needs at Malmesbury Primary School be retained under the new service level agreement and formula funding arrangements pending a review, starting in 2012, of all SEN provision in the North East of Wiltshire, including special school provision in the area adjacent to Swindon. The Centre to have a nominal capacity of 10 places and be funded according to the number of full-time places commissioned by the Council on an annual basis. For 2011/12 the number of places commissioned would be the same as the capacity.
- o. The descriptions, age ranges and capacities of special schools be amended as set out in the table at paragraph 41 in the report.
- p. All pupils moderated at Level 2 of Enhanced Learning Provision (ELP) in Secondary Schools to have a Statutory Assessment initiated as a matter of course. The current arrangement where pupils without statements can be funded through ELP be retained pending discussions on the further developments of ELP provision.

Rapid Scrutiny Exercise Recommendations and Executive Responses

Recommendation 1

That the customers' experience of the SEN Review consultation process is evaluated and used to improve future consultations, and that the outcome of this exercise is reported to the Children's Services Select Committee.

Executive Response

The customer's experience of the Review consultation process has been considered and in future consultations where changes are proposed:

- (a) Meetings will be held at or near schools affected by changes to ensure the maximum opportunity for parents to attend.
- (b) Consultation papers will be accompanied by a simplified summary.

Recommendation 2

To ensure there is a process for evaluating the customer experience of all service review consultations undertaken by the Council.

Executive Response

All service review heads should be encouraged to do this. Corporate Research undertake trials of questions where possible and look at responses to see where questions could have been improved, as well as encouraging general feedback on consultations.

Recommendation 3

That for future consultations, the appropriate Council department is always enlisted to check the wording, presentation and structure of consultation documents to ensure their accessibility and neutrality.

Executive Response

A new consultation strategy has been adopted by the Council which has a number of recommendations to improve both the quality and programming of consultations. In future, all consultations will be channelled through the "Corporate Research Team" part of the Department of Health and Well Being who will offer free advice and guidance on consultation methods and techniques, ensure that the consultation abides by the Market Research Society's code of conduct on research and register the consultation on a new consultation calendar.

Recommendation 4

That in future consultations, public meetings and presentations are used more effectively to clarify technical concepts and terms for those without detailed knowledge of the issue.

Executive Response

We are always open to people seeking clarification of a particular concept but the purpose of consultation is to seek views. There is a balance between making a topic too complex to be accessible to the public in a document or presentation and giving enough information to make sure it meets legal requirements. When advice on consultation documents is sought in future it will be possible to explore that balance. The range of meetings set up during the Review was to enable people who wished for clarification to be given the opportunity to seek it and give their views at the same time.

Recommendation 5

That for future service reviews where the objective is not to reduce costs, this fact is clearly communicated to consultees at all stages of the process. This should include a bullet point list of the reviews' rationale on the front page of consultation documents.

Executive Response

That the Review was not to reduce costs was clearly communicated in the "Frequently asked questions" part of the consultation document. This message was clearly repeated in all public meetings and in responses to e-mails and letters. Advice will be taken from the Research Section on the content of consultation documents in the future in line with the newly emerging Council's consultation strategy.

Recommendation 6

That all Councillors and Area Boards are consulted in advance of any future service reviews so that local knowledge of the relevant relationships and circumstances can be used to enhance the process.

Executive Response

A preliminary report was taken to the Select Committee for comment to enable Children's Services Councillors to be consulted in advance of the statutory consultation. The report for Select Committee then formed the basis of the consultation document. In future, the consultations will be sent to the Manager of each Area Board for comment before the statutory stage of consultation commences.

Recommendation 7

That the Council provides Wiltshire schools with explicit guidance on what information they are required to provide to parents regarding SEN provision, and that the Council supports them in doing this.

Executive Response

The LA already provides explicit guidance to schools on the information they are required to provide to parents regarding SEN provision. This is through Schedule 1 of The Education (Special Educational Needs) (Information)

(England) Regulations 1999. It is the responsibility of the Governing Body of the school to ensure this happens. The Local Authority has no powers to enforce this or the resources to monitor the information made available to parents. The regulations will continue to be brought to the attention of schools through routine work. These regulations are helpfully included in the national SEN Code of Practice so school staff are aware of them. The schedule is attached at Appendix 2 to this report.

Recommendation 8

The Rapid Scrutiny Group recognises that a number of young people in Wiltshire currently without statements will need to be statemented in the future. However, the Group also has concerns that some young people with a level of need not requiring a statement also require SEN support, which has not necessarily been provided in the past.

The Group therefore urges that instances of best practice from schools across the county are identified and that other schools are encouraged to learn from them, therefore encouraging equality of provision for all young people in Wiltshire.

Executive Response

Included in the Review of SEN Provision is the intention to delegate more SEN resources to mainstream primary schools to meet the needs of pupils with SEN but without Statements.

Processes for identifying best practice from schools across the County and encouraging other schools to learn from them are in place. The development of an SEN Inclusion Support Service will further enhance our capacity to support schools to build their SEN capacity.

Recommendation 9

That there should be an on-going, vigorous process for provision of SEN in mainstream schools in Wiltshire, and an identified method for schools to report back to the local authority on how this is being delivered.

Executive Response

Schools have to meet the requirements of the national SEN Code of Practice and they have to include their SEN work in the analysis for the School Evaluation Form. This forms the basis for discussion with the School Improvement Partner who is able to feed identified concerns about the school back to the School Improvement Team. The Learning Support Service works with schools on provision mapping and planning.

There are regular meetings with school Special Educational Needs Coordinators and an annual conference. The current moderation process for Special Schools will be extended to Specialist Learning Centres this year. Whilst this will support new formula funding arrangements it will also give an opportunity to discuss the delivery of SEN provision in the school.

Recommendation 10

The Rapid Scrutiny Group has concerns regarding the transition of some young people from Specialist Learning Centres to mainstream schools as a result of the report's proposals. It therefore requests that the Children's Services Select Committee receives an update in November 2010 on how the individual transition plans for those young people affected are being progressed.

Executive Response

An update report will be available for the November 2010 Select Committee meeting.

Recommendation 11

The Rapid Scrutiny Group applauds the difficult work that has gone into this complex and sensitive review.

Executive Response

The Select Committee is encouraged to work through its proposed Task Group to get an in depth understanding of the issues around the provision of Special School and 16+ places for Wiltshire children and young people with SEN.

Conclusion

6. Members are asked to:
 1. **Note the above Executive's response to the final report of the Review of SEN Provision Rapid Scrutiny Exercise; and**
 2. **Agree how to monitor the implementation of these recommendations. Progress regarding this implementation will be reported to the Committee as appropriate.**

Cllr Lionel Grundy OBE, Cabinet Member for Children's Services

Report Author: Henry Powell, Senior Scrutiny Officer, 01225 718052,
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Appendices

Appendix 1 – Final Report of the Review of SEN Provision Rapid Scrutiny Exercise

Appendix 2 – Schedule 1 of The Education (Special Educational Needs) (Information) (England) Regulations 1999

Background documents

Review of SEN Provision – Post-Consultation report to Cabinet, 27 July 2010:
<http://cms.wiltshire.gov.uk/ieListDocuments.aspx?CId=141&MId=415&Ver=4>

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SCHEDULE 1

Regulation 3(1)

INFORMATION FROM MAINTAINED SCHOOLS

Basic information about the school's special education provision

1. The objectives of the governing body in making provision for pupils with special educational needs, and a description of how the governing body's special educational needs policy will contribute towards meeting those objectives.
2. The name of the person who is responsible for co-ordinating the day to day provision of education for pupils with special educational needs at the school (whether or not the person is known as the SEN co-ordinator).
3. The arrangements which have been made for co-ordinating the provision of education for pupils with special educational needs at the school.
4. The admission arrangements for pupils with special educational needs who do not have a statement in so far as they differ from the arrangements for other pupils.

5. The kinds of provision for special educational needs in which the school specialises and any special units.

6. Facilities for pupils with special educational needs at the school including facilities which increase or assist access to the school by pupils who are disabled.

Information about the school's policies for the identification, assessment and provision for all pupils with special educational needs

7. How resources are allocated to and amongst pupils with special educational needs.
8. How pupils with special educational needs are identified and their needs determined and reviewed.
9. Arrangements for providing access by pupils with special educational needs to a balanced and broadly based curriculum (including the National Curriculum).
10. How pupils with special educational needs engage in the activities of the school together with pupils who do not have special educational needs.
11. How the governing body evaluate the success of the education which is provided at the school to pupils with special educational needs.
12. Any arrangements made by the governing body relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school.

Information about the school's staffing policies and partnership with bodies beyond the school

13. Any arrangements made by the governing body relating to in-service training for staff in relation to special educational needs.
14. The use made of teachers and facilities from outside the school including links with support services for special educational needs.
15. The role played by the parents of pupils with special educational needs.
16. Any links with other schools, including special school, and the provision made for the transition of pupils with special educational needs between schools or between the school and the next stage of life or education.
17. Links with child health services, social services and educational welfare services and any voluntary organisations which work on behalf of children with special educational needs.

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On 22 July, the Children's Services Select Committee endorsed all of the recommendations to Cabinet of the following Rapid Scrutiny Exercise held on 15 July 2010

**Final Report of the Rapid Scrutiny Exercise:
Review of SEN Provision - Consultation Process and Results**

Purpose and Background

1. On 28 January 2010, Children's Services Select Committee considered proposals for SEN service development with respect to mainstream primary schools, specialist learning centres, special schools and SEN Support services. A full public consultation on the proposals was then undertaken (closing on 24 May), with opportunities for written responses and attendance at public meetings.
2. On 8 June, the Children's Services Select Committee resolved to undertake a rapid scrutiny exercise looking at the Review of Special Educational Needs (SEN) provision, as follows:

- (a) Rapid scrutiny of the Review of Special Educational Needs (SEN) Provision consultation process

This followed concern from some members that the rationale behind the SEN Review had not been adequately communicated during the consultation process.

- (b) Rapid scrutiny of the Review of Special Educational Needs (SEN) Provision consultation results

3. The Rapid Scrutiny Exercise was held on 15 July 2010 with the following members and officers in attendance:

Cllr Carole Soden	Councillor
Cllr Jon Hubbard	Councillor (Rapid Scrutiny Lead Member)
Mrs Alice Kemp	Co-opted Member (SEN Parent Governor Rep)
Cllr Paul Darby	Councillor
Cllr Simon Killane	Councillor
Cllr Helen Osborn	Councillor
Cllr Lionel Grundy OBE	Cabinet Member for Children's Services
Trevor Daniels	Head of SEN
Stephanie Denovan	Service Director, Schools & Learning

Julie Le Masurier SEN Programme Manager
Henry Powell Senior Scrutiny Officer

4. As well as receiving verbal evidence from officers and the Cabinet Member, the Rapid Scrutiny Group considered the following documents:
 - Review of Special Educational Needs (SEN) Provision Post-consultation Report (Report to Cabinet, 27 July 2010)
 - 'Making Changes to a Maintained Mainstream School: A Guide for Local Authorities and Governing Bodies' (summary) (DCSF)
 - 'Review of Special Educational Needs Provision' – report to Children's Services Select Committee, 28 January 2010

Summary of Discussion and Conclusions

Review of Special Educational Needs (SEN) consultation process

5. The Cabinet Member gave his apologies that the Rapid Scrutiny Group had only received the outcomes of the Review one day before the exercise. He explained that the report had initially been provided in redacted form (with recommendations to Cabinet removed) to ensure that the outcomes of the review were discussed with all affected schools prior to being released elsewhere. Subsequently, due to the embargo on the report being breached by the press it became unnecessary to withhold the un-redacted version, and members were able to consider the full Cabinet report. The Lead Member expressed concern regarding the Cabinet Member's apparent lack of trust for members of the Council.
6. Trevor Daniels, Head of SEN, gave a verbal summary of the SEN Review from its conception: Discussions with the Primary Headteachers' Forum had begun in 2008, when some headteachers expressed concern regarding the use of resources and capacity in relation to Specialist Learning Centres (SLCs) – concerns which were echoed in the Joint Area Review (JAR). The use of SLCs was then analysed and schools and SLCs were visited in July 2009 to discuss the development of Service Level Agreements (SLAs) clarifying what SEN provision they would be providing.
7. Members expressed concern that the questions and information contained within the consultation papers had contained technical language, making them inaccessible to those without professional knowledge of SEN. There was also concern that some of the questions were worded in such a way as to encourage a particular response. It was also felt that the format of the paper was not very user friendly.
8. Officers and the Cabinet Member responded that although it was important that consultation questions were understandable they also needed to describe in very precise terms what the proposals were. Failure to do so could result in successful legal challenge once statutory notices had been issued. Phrasing consultation questions was therefore a delicate balancing act. The possibility of 'trailing'

consultation questions was complicated by the need to keep any proposals confidential whilst doing so. Additionally, when the consultation was begun there was no formal mechanism for consultation documents to be checked by the appropriate department within the Council. The Research Manager was now writing a protocol covering this process.

9. Officers also noted that the consultation paper had been brought to Children's Services Select Committee in January 2010 where the Committee expressed general support for the approach taken. It was emphasised that the consultation had been a very open one where answering the questionnaire was not the only method of expressing opinions. Public meetings in particular provided an opportunity to clarify more technical language. Members questioned whether the meetings had been run in such a way whereby they actually achieved this objective.
10. Stephanie Denovan, Service Director for Schools & Learning, explained that the consultation process followed had not only met the requirements of legislation and guidance from Central Government, but had exceeded these requirements. The minimum legal timeframe for consulting on such a review was six weeks, while the Council had allowed for three months consultation. Public meetings were also not required under the legislation, but had been held in this case.
11. Officers and the Cabinet Member acknowledged that there may be room for improvement in the consultation process followed, but that time had been a limiting factor.
12. It was then queried whether the Department ever sought customers' views once a consultation was complete in order to understand how they might be improved in the future. The Service Director for Schools & Learning reported that the Department always undertook a 'lessons learned' exercise after any such review. Members agreed that it would be valuable for the Select Committee to see the outcomes of this exercise. The Lead Member expressed an intention that the Rapid Scrutiny Exercise might contribute to this learning process.
13. Members acknowledged that SEN provision was a highly emotive issue and that consultations on changing it may always (to some extent) be viewed by those affected more as campaigns with foregone conclusions than genuine consultation.
14. Following a member query, officers reported that the information given to parents by some schools regarding their statutory obligations for SEN provision was inaccurate or incomplete. This information should be provided in their prospectuses and on school websites. Conversely, while some schools' engagement with parents regarding the proposals could have been greater, there had also been some impressive examples where schools had taken measures such as holding individual briefings with those parents affected.
15. Members acknowledged that approximately 60% of consultation responses had related to Malmesbury Church of England Primary School, and approximately 30% related to Longleaze Primary School. Most of the proposals, therefore, could not be considered to be highly contentious.

16. Members expressed support for the Cabinet Member's firm commitment that any money saved as a result of the Review would be put back into the 'SEN pot'. However, they expressed concern that a perception that the Review was a cost-cutting exercise had persisted throughout, suggesting that this commitment could have been stated more clearly and prominently during the consultation process.
17. Members questioned whether it was sensible to undertake a review of SEN provision during the run-up to a general election. The SEN Manager reported that this factor had been considered prior to beginning the Review. Unfortunately, making significant funding changes like those discussed could only be done at the beginning of a three-year funding cycle, which would next begin in autumn 2010. Working back from this, the consultation needed to commence in February 2010 and would therefore inevitably overlap with the run-up to the general election. The alternative was to wait three years for the funding cycle to begin once again. Members agreed, therefore, that the timeframe chosen was the correct one.
18. Following a member query, the Service Director for Schools & Learning reported that the Council enjoyed an excellent relationship with schools in Wiltshire. She added that any upset caused to schools and parents as a result of the Review was of course to be regretted, but that she did not regret undertaking the Review.
19. Members expressed concern regarding the lack of dialogue with local Councillors during the Review, suggesting that in future, all Councillors should be informed of service reviews and consultations before they commence. This would enable the Councillor to offer advice to all parties, including the Council, on issues and local considerations in their particular area, improving the process for all.

Recommendations to Cabinet:

- 1. That the customers' experience of the SEN Review consultation process is evaluated and used to improve future consultations, and that the outcome of this exercise is reported to the Children's Services Select Committee.**
- 2. To ensure there is a process for evaluating the customer experience of all service review consultations undertaken by the Council.**
- 3. That for future consultations, the appropriate Council department is always enlisted to check the wording, presentation and structure of consultation documents to ensure their accessibility and neutrality.**
- 4. That in future consultations, public meetings and presentations are used more effectively to clarify technical concepts and terms for those without detailed knowledge of the issue.**
- 5. That for future service reviews where the objective is not to reduce costs, this fact is clearly communicated to consultees at all stages of the process. This should include a bullet point list of the reviews' rationales on the front page of consultation documents.**

- 6. That all Councillors and Area Boards are consulted in advance of any future service reviews so that local knowledge of the relevant relationships and circumstances can be used to enhance the process.**
- 7. That the Council provides Wiltshire schools with explicit guidance on what information they are required to provide to parents regarding SEN provision, and that the Council supports them in doing this.**

Review of consultation results

20. The Head of SEN reported on the development of a funding model for SLCs based on the banding moderation exercises already used to calculate special school funding. This process involves agreeing various bands of complexity of need, leading to ratios of young people falling with each band, and the agreement of a funding formulae for each. This was to ensure schools' SEN funding levels would be based on the numbers of young people admitted and the complexity of these young people's needs. Alongside this, schools had been asked to provide detailed data on all costs associated with their provision of SEN. It would then be ascertained whether the total funding pot available for SEN is adequate to meet the final amounts judged to be required (at present, there appeared to be a slight deficit). The process described had worked well for calculating the equivalent funding at secondary level and it had therefore been adopted for the primary phase.
21. Following a member query, officers explained that the outreach services provided to mainstream schools by SLCs had historically been variable, leading to inconsistent provision across the county. What was now proposed was to manage outreach provision through a central Inclusion Support Service, leading to more consistent advice and support for schools. Over the last year, work had also been undertaken with SLC staff to develop service level agreements (SLAs) clarifying the levels of provision expected of them by the Council. As part of these agreements, each SLC would also be required to hold three or more twilight drop-in sessions per month where parents and staff from mainstream schools could receive advice on SEN issues. This was intended to ensure a more structured and consistent provision of outreach services than the previous ad hoc arrangements, which varied between SLCs. Members expressed support for a mechanism that allowed SLCs to offer their services to mainstream schools in a structured way, enabling SLCs to retain high cohorts and ensuring that their expertise was used to the fullest extent.
22. Officers reported that the majority of requests from mainstream schools for SEN advice related to children with Autistic Spectrum Disorders (ASD). Staff from SLCs were therefore being sent on specialised training courses to enhance their expertise in this area.
23. Following a member query, the Service Director for Schools & Learning gave assurances that any funds being directed toward SEN provision at present would remain so. However, a proportion of this money is drawn from the Area Based Grant (ABG), which may be cut by Central Government.

24. The Chairman expressed concern that the Corporate Director for Children & Education had previously indicated an intention to reduce the overall number of young people being statemented, due to it being an expensive process that may actually place an unhelpful label on some young people. This appeared to contradict the approach proposed following the Review. The Head of SEN clarified that it was now proposed that when a young person is moderated to a certain band (reflecting the complexity of their need) this would automatically initiate the statementing process. He added that having a statement could make certain processes, such as transition to other schools, a simpler process. At present, some young people with highly complex needs do receive appropriate SEN provision but have not been statemented. Conversely, some young people with lower level needs have been statemented unnecessarily with the intention of guaranteeing that they received any SEN provision. The problem was that the current formula was pitched incorrectly and the proposals within the report were intended to address this imbalance.
25. Members queried how officers would ensure that SEN support staff would be adequately trained to meet the needs of those young people who had previously attended SLCs but would now be taught in mainstream schools. The Head of SEN reported that national standards for SENCOs had been enhanced and there were approximately forty in Wiltshire undertaking the necessary training at present.
26. Members noted that the proposals would mean some children who had previously been attending SLCs (in some cases, full time) would now be entering mainstream schools, and that this transition would need to be managed carefully. Officers reported that only a small number of children who had been attending SLCs full time would be transitioning to mainstream schools. Officers and the Cabinet Member agreed that minimising any disruption caused to young people with SEN was crucial, and reported that cases would be considered on an individual basis. In cases where it was best for the child to remain at the SLC this is what would happen.
27. Members queried the implications of the new government's academies programme on SEN provision in Wiltshire. Officers advised that if a school with an SLC became an academy it would still receive the same level of funding for SEN because funding for academies would be based on formula replication. It was also thought to be unlikely that local authorities would lose their responsibility for SEN provision in their area, or for school place planning, so one way or another, local authorities would have to ensure their was adequate provision for SEN.
28. The Lead Member thanked officers and the Cabinet Member for taking part in the Rapid Scrutiny exercises.

Recommendations to Cabinet:

- 8. The Rapid Scrutiny Group recognises that a number of young people in Wiltshire currently without statements will need to be statemented in the future. However, the Group also has concerns that some young people with a level of need not requiring a statement also require SEN support, which has not necessarily been provided in the past.**

The Group therefore urges that instances of best practice from schools across the county are identified and that other schools are encouraged to learn from them, therefore encouraging equality of provision for all young people in Wiltshire.

- 9. That there should be an on-going, vigorous process for provision of SEN in mainstream schools in Wiltshire, and an identified method for schools to report back to the local authority on how this is being delivered.**
- 10. The Rapid Scrutiny Group has concerns regarding the transition of some young people from Specialist Learning Centres to mainstream schools as a result of the report's proposals. It therefore requests that the Children's Services Select Committee receives an update in November 2010 on how the individual transition plans for those young people affected are being progressed.**
- 11. The Rapid Scrutiny Group applauds the difficult work that has gone into this complex and sensitive review.**

***Proposal**

That the Children's Services Select Committee considers the report and recommendations of the Rapid Scrutiny Group and comments as appropriate, prior to referral to Cabinet.

Report author: Henry Powell, Senior Scrutiny Officer, 01225 718052,
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Appendices

Appendix 1 – 'Review of Special Educational Needs (SEN) Provision Post Consultation Report' (report to Cabinet, 27 July 2010)

Background documents

'Making Changes to a Maintained Mainstream School: A Guide for Local Authorities and Governing Bodies' (summary) (DCSF)

'Review of Special Educational Needs Provision' – report to Children's Services Select Committee, 28 January 2010

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Wiltshire Council

**Children's Services Select Committee
23 September 2010**

Social Care Restructure update

Executive Summary

A detailed report was considered by the Children's Select Committee in August 2009. It proposed the reconfiguration of Children and Families Social Care. An annual update was requested to provide early indication of the impact of the restructure on service delivery.

Proposal

That the Select Committee:

- a) Notes the content of the report and comments on the work done to improve the service provided to children and families in Wiltshire.

Reason for Proposal

To ensure that Members have the latest information regarding the development of improved services for Children and Families Social Care.

Author: Sharon Davies, Service Director, Children and Families Social Care

Contact Details: 01225 713944

Social Care Restructure Update

Purpose of Report

1. To provide a progress report on the restructure of Children and Families Social Care and detail early indications of impact on improved service delivery.

Background

2. The restructure was finally implemented on 21 July 2010 following extensive consultation with staff, partners and stakeholders. The restructure was due to be implemented in the new year but there was a significant delay following consultation with the staff and Unions; an extension was negotiated to enable staff to make the necessary arrangements to alter their place of work and the structure was amended to make the duty arrangements more robust in the South and East of the County. Two duty outposts were established in Salisbury and Chippenham enabling a timely and responsive service across the County.
3. The fostering and adoption service moved into their new premises in April 2010 and the front line operational teams moved into their offices in a phased approach between June and July of this year.
4. An Ofsted unannounced inspection of the duty system occurred five weeks after implementation and Ofsted cited as a strength:

'In June 2010 following extensive analysis, the Council took effective action by restructuring its Children's Services. This includes the establishment of two new countywide initial referral and assessment teams which are beginning to enable the Council to deliver more timely and consistent services'.

5. The Fostering and Adoption Service is also subject to a full Ofsted review during the week of 23 August 2010 and a summary of the Inspection's findings will be available when the judgement is known and made public.

Main Considerations

6. Two dedicated referral and assessment teams (North and East) based in Devizes and (South and West) based in Trowbridge have been operational since June 2010. They have 'outposts' in Chippenham and Salisbury to ensure a timely and responsive service across the County. The following impact is immediate:
 - More consistent response to referrals across the County as the referral point has reduced from seven to two teams;
 - an easily identifiable referral point for new referrals; the two dedicated team managers are accessible and recognisable enabling headteachers, stakeholders and users to easily access the service;

- the service is more efficient and responsive; duty workers can be deployed on the same day, responding in a more timely manner to those requiring social work services;
 - the referral and assessment teams have increased capacity to undertake initial assessments (within 7 days) and core assessments (within 35 days) and should be able to demonstrate increased performance within 6 months;
 - the dedicated teams should produce better quality assessments and co-ordination amongst agencies once the staff are fully in place and training produced (due Autumn 2010).
7. Four Community Safeguarding Teams have been operational in the four hubs (Trowbridge, Salisbury, Devizes, Chippenham) since July 2010. Many new staff have been recruited to these teams and are arriving over the summer months as their courses near completion. Once these teams are fully established they will be able to pro-actively network and engage with families, communities, partners and stakeholders in the four hub areas. They will be 'freed up' from the daily demands of duty and can forge ahead in the four hubs. The quality of assessment, care management and planning should also improve with the increase in capacity and focus on safeguarding per se.
8. Dedicated Looked After/Through Care teams. The two teams based in Chippenham (North and East) and Salisbury (South and West) have already made improvements to service delivery they provide:
- Easy access to headteachers, partners and stakeholders for Children in Care;
 - improved knowledge and skills re Aftercare legislation;
 - the teams are now Munby judgement compliant and there is an increase in the number of young people with a pathway plan;
 - improved co-ordination and joint working with the YOS, housing department and providers to improve the range and quality of supported living for those leaving care;
 - dedicated, skilled support for unaccompanied Asylum Seekers (UASC) which is already producing efficiencies and savings re cost of accommodation and streamlining support; provision of targeted support from YOS and Connexions which will produce results re reduction of offending and improved life chances;
 - some improvements already made, more to come; improved care management and planning; some young people have been returned from out of authority placements and others have timely plans for permanence. The teams are still in transition but performance should significantly improve over time.
9. Centralised Fostering and Adoption Service at Newbury House.
Impact so far:
- Improved access to one centralised office, easily identifiable to carers, customers and partners;

- streamlined contacts,
 - quicker response to enquiries and applications and a more co-ordinated oversight of 'front door' activity;
 - centralised co-ordinated data-base of carers across the county and more efficient oversight of performance e.g. assessment and timescale going to panel;
 - evidence of CRB checks and co-ordinated training and support;
 - an increase in recruitment of foster carers in house, a reduction of out of authority placements and a reduction in out of authority spend;
 - an increase in local placements for Wiltshire children;
 - close collaboration with the Looked After Children teams, joint service developing its business plan, vision and priorities overseen by the Head of Children in Care. This should in time improve the quality of care management and planning and reduce the number of disruptions experienced by Children in Care.
10. The Children and Families Social Care restructure was only finalised in July 2010, a month or so ago. Early indications are that the service is improving but it will take at least 6-12 months to evidence significant change.
 11. Twenty social workers have been appointed over the summer months following a highly successful recruitment campaign but the majority of these are newly qualified and will require additional support and training. Newly qualified social workers are not allowed to carry child protection cases so the more experienced staff will have to cover until the newly qualified staff complete their probationary year. Some agency staff are providing experienced cover in the interim.
 12. Recruitment to some key managerial posts has been problematic. Whilst the majority of management posts have been filled the Head of Service Community Safeguarding (South and West) remains unfilled, as does the Fostering Service Manager post. These posts will be re-advertised once the market has refreshed.
 13. There are currently ten vacant social work posts across the County but the Service Director is confident that these will be filled as early indications are that there is a lot of interest in Wiltshire posts. The Hidden Gems campaign, lovely place to live and work, has resonated with the universities and colleges and has attracted high calibre recruits.
 14. Retaining the momentum of the improvement journey is crucial to our success. There is a clarity of vision, purpose and priorities. The staff are highly motivated and a good senior management team is working with partners and stakeholders to improve outcomes for children and families in Wiltshire.

Environmental Impact of the Proposal

15. The reduction in office sites, centralisation of some functions and co-location of others has produced efficiencies, economies of scale and reduced the

carbon footprint and is in accord with the aims and objectives of the Council Workplace Transformation project.

Equality and Diversity Impact of the Proposal

16. Those who are most vulnerable to exclusion, social isolation and disadvantage will benefit from the re-focussed functionally specific teams. All social care teams work within an anti-discriminatory framework. Assessments must take account of the wishes and views of the child together with their ethnicity, culture, religion and sexuality which will inform the planning process and placement needs. The Adoption and Fostering Service will actively target the recruitment of BME carers and the restructure should enable the teams to establish linkages with the local communities they serve.

Risk Assessment

17. The current risks are:

- getting the right people into the right job;
- recruiting to vacant posts;
- managing transitions between teams and ensuring protocols are in place;
- getting sufficient accommodation in the four hubs;
- managing in forthcoming 'austere times'

These risks will be mitigated by:

- pro-active recruitment campaign;
- retention of staff by provision of good support and training;
- office accommodation planned in consultation with and led by workplace transformation programme; financial and performance management overseen by the Corporate Director and Cabinet Member.

Financial Implications

18. Lean principles were used to design the restructure and the delayering of some managerial layers provided additional capacity for front line staff. The Council also contributed £300,000 to the cost of the new structure in recognition of increasing demands on safeguarding children's services in the wake of the death of Baby P. Historical reductions had also denuded some services so they were no longer legally compliant. The additional capacity rectified this deficit.
19. Some additional cost pressures have been incurred as the service has been strengthened and made more robust. The unannounced Inspection concluded that Administrative support was insufficient and had to be enhanced. This has been immediately actioned and the Inspectors concluded that:

'The referral and assessment service is sufficiently resourced to meet incoming demand and social work/caseloads are manageable'.

20. The financial challenge for the future is to continue to deliver frontline services in the context of reducing resources.

Legal Implications

21. There are no legal implications arising from this progress report but Legal Services will be consulted in respect of any specific legal issues which may arise.

Conclusion

22. The reconfigured service into functionally specific teams will improve performance, service delivery and outcomes for Children and Families in Wiltshire. This is the beginning of an Improvement Journey.

CAROLYN GODFREY
Director, Department for Children and Education

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Background Papers

The following unpublished documents have been relied on in the preparation of this report:

1. Original Structure Report: Select Committee August 2009
2. Vacancy Report: Select Committee September 2010
3. Revised Structure Chart: August 2010

Wiltshire Council

Children's Services Select Committee 23 September 2010

Summary Report on Allocation and Vacancies in Children and Families Social Care

(The contents of this report were presented to the Local Safeguarding Children Board in July 2010, therefore data is correct as at the end of June 2010)

Purpose of the report

1. To update the Local Children's Safeguarding Board (LSCB) on case allocations and workforce vacancies within Children's Service in line with the Laming Report Recommendation.

Background

2. The Laming Report into the circumstances surrounding the death of Victoria Climbié in the London Borough of Hackney made recommendations into strengthening and improving reporting arrangements within local authorities in respect of staff recruitment and workload management. This report provides the LSCB with information in respect of previous and current case allocation and vacancies within the social care teams.

Summary of locality child care teams

3. During 2009/10 Social Care provided services to children, young people and families through seven Locality Teams located across Wiltshire as follows:

North Wiltshire	Chippenham/Corsham (based at Chippenham), Wootton Bassett/Malmesbury/Calne (based at Wootton Bassett)
East Wiltshire	Kennet (based at Devizes)
West Wiltshire	Trowbridge/Bradford on Avon/Melksham (based at Trowbridge), Westbury/Warminster (based at Trowbridge)
South Wiltshire	Amesbury (based at Amesbury) Salisbury (based at Salisbury)

4. The Locality Teams dealt with the whole range of services, including delivering frontline referral and assessment functions, working with children in need, children and young people subject to Child Protection Plans, Care Proceedings, working with Children Looked After, including through to adoption.
5. In addition, supporting the Locality Teams are two Family Support Teams one team based in Chippenham, covering the North and East of the county and a South and West Team based in Trowbridge and Salisbury. These teams undertake work commissioned by locality teams, including parenting assessments, court ordered assessments, supervision of contact and prevention of accommodation. Family support managers also manage the Crisis Intervention Service (CIS), who work between 2pm -10pm and over weekends to prevent family breakdown and reduce the need for accommodation.
6. There are three Children with Disabilities Teams (CDT's) providing services to disabled children and young people in Wiltshire. The teams are based in Chippenham, Melksham and Salisbury.
7. The social work establishment of the Locality Child care Teams in 09/10 equates to 66 full time equivalent Social Workers, 12.5 Assistant Team Managers and 7 Team Managers.

Team	Team Manager	Assistant Manager	Qualified Social Worker
Chippenham/Corsham	1	1.5	8.4
Wootton Bassett/ Malmesbury/Calne	1	2	9.5
Kennet	1	2	10.7
Trowbridge/Bradford Avon	1	3	12.8
Westbury/Warminster	1	1	5
Amesbury	1	1	6.2
Salisbury	1	2	12.89
Total	7	12.5	65.49

Main consideration

8. During the period June 2009 – June 2010 the vacancy rates across the whole County have been generally low. The only exception to this has been

the team based in Trowbridge where, out of 20 Qualified Social Worker posts, 3.2 full time equivalent Social Work posts have been vacant.

9. Across the whole County vacancy rate was on average 3%. This is low compared to other authorities, some of whom have reported 20% vacancy levels.
10. An area of recruitment presenting some challenge has been in respect of Assistant Team Managers in two particular teams. In the Trowbridge/Bradford on Avon/Meksham Team the third Assistant Team Manager post was never filled and in Wootton Bassett there were Assistant Team Manager vacancies since early February 2010. The inability to recruit to these posts presented challenges for the Team Managers concerned.
11. The use of agency Social Workers in Wiltshire has been low. The Trowbridge/Bradford on Avon/Meksham Team have employed 2.4 full time equivalents and the Wootton Bassett Team has employed 2 full time equivalents. This has ensured allocation of casework and maintained the flow of work through from referral and assessment possesses.
12. There are currently 5 Qualified Social Workers and 1 Assistant Team Manager on maternity leave.
13. There has been some long term staff sickness across teams. At the most challenging point mid-year, there were 3.8 staff on long term sick leave. This is a variable factor and very closely monitored by Team Managers with HR support. Managers are encouraged to vigorously apply the sickness absence policy with active support for Head of Service.
14. The front line child care locality teams have been restructured from the seven generic teams to function specific teams. The restructure involved considerable consultation with all staff and managers were actively involved in shaping and deciding the new structure.
15. On 21 June 2010, the dedicated specialist teams went live with the following replacing the former locality child care teams:

Team	Team Manager	Assistant Manager	Qualified Social Worker	Base
Referral and Assessment North and East	1	2	9.7	Devizes
Referral and Assessment South and West	1	2	10.4	Trowbridge
Community Safeguarding North	1	1	8.84	Chippenham
Community Safeguarding South	1	1	9	Salisbury
Community Safeguarding				

East	1	1	8.84	Devizes
Community Safeguarding West	1	1	12.46	Trowbridge
Children in Care and Through Care North and East	1	1.5	8.5	Chippenham
Children in Care and Through Care South and West	1	1	9.5	Salisbury

16. To support the move to dedicated teams an additional 15 Qualified Social Work posts have been approved.
17. The recruitment of Social Workers has been ongoing since February 2010. The "Hidden Gem" campaign attracted significant interest and it has been possible to recruit into these posts. The large majority of applicants are Newly Qualified Social Workers which will present some operational challenges, in particular, for the Community Safeguarding Teams in West and East, who each have five Newly Qualified Social Workers joining teams.
18. Team Managers are organising local induction programmes for their Newly Qualified Social Workers (NQSW) , along with the Corporate Induction and a specifically created Children and Families Induction led by Head of Service to orientate Social Workers to work in Wiltshire. All NQSW's will be supported on the newly qualified training programme and will have dedicated time to follow this through with external mentoring and team 'buddy' coaching.
19. Managers posts were filled, with the exception of Community Safeguarding South.
20. There are currently as of 28 June 2010, 9.17 Social Work vacancies across the county. These can be broken down by teams as follows:

Team	Vacancy – Qualified Social Workers
Community Safeguarding South	2
Community Safeguarding West	2.46
Children in Care South & West	1.4
Children in Care North & East	0.2
Referral & Assessment North & East	0.6

Referral & Assessment South & West	2.51
Total	9.17

21. A further advert for Social Worker posts will be advertised online in the week commencing 8th July 2010 and over the summer period with an extended closing date.
22. Permission has been given by the Service Director for agency Social Workers to remain until the end of August 2010. The need for their continued presence in teams will be reviewed at this point.
23. A recent advert was placed for Assistant Team Managers. There were four vacancies across the county as follows, two full time equivalents in Community Safeguarding West and North, 0.5 full time equivalents in Children in Care North and East and Community Safeguarding South respectively. There is an Assistant Team Manager on maternity leave in Community Safeguarding West. Following interviews all Assistant Team Managers posts were recruited to with the exception of Community Safeguarding South.

Workload Activity

24. Workload activity is captured on a monthly and cumulative basis. Throughout 09/10 this performance activity has been scrutinised by the Senior Management Teams with action plans as required to support KPIs.
25. The numbers of initial contact referrals, Initial Assessments, Core Assessments and Section 47s within the newly established Referral and Assessment teams has been a specific focus. Early comparisons with the first two months show a reduction in Initial Contacts across the County however this activity will be carefully monitored to identify any trends and to ensure equitable alignment of social worker resources across the teams.
26. There are currently, as of May 2010, 160 children subject of child protection plans and 363 children in care. The number of children in care continues to slowly increase. As a per 1000 population these figures are in line with statistical neighbours.
27. Throughout 09/10 all referrals moving to initial assessment were allocated to a named qualified social worker. All Child Protection and Looked After Children were allocated to a qualified social worker.
28. All managers routinely monitor Social Workers case loads through an established workload management tool. There is a recommended workload for newly qualified Social Workers and Level 4 workers. This allows weighting for complexity. The restructure is aiming for statutory caseloads of around 15 Children and Young people. Caseloads will be carefully monitored to ensure appropriate alignment of Social workers across teams.

Retention of Social Workers

29. The Newly Qualified Social Worker (NQSW) scheme has been in place in Wiltshire since 2008 and all newly qualified Social Workers are expected to participate in this scheme. All NQSW have a restricted caseload in order to gain optimum benefit from the scheme.
30. Newly appointed newly qualified Social Workers will be registered for the next course in September 2010.
31. Wiltshire has also signed up for the Early Professional Development (EPD) programme. Managers will be trained shortly to deliver this programme and all NSQWs once they've completed their first year of practice will move into this programme.
32. The EPB programme links seamlessly into the post Qualifying Award formally known as PQ1 and also links in with an established carer progression process for Social Workers.
33. These first two years of practice for Social Workers are important and Wiltshire's commitment to these programmes, supported by the Council for workforce development CWDC, will strengthen the Social Work workforce.

Environmental Impact

34. None.

Equalities Impact

35. The establishment of a skilled, experienced workforce "mirroring" the diverse population we serve will ensure that all communities get a good quality service

Risk Assessment

36. The highest risk is the inability to recruit sufficient front line, appropriately qualified workers. This has been mitigated to date by a successful recruitment campaign.

Financial Implications

37. If the recruitment campaign falters then additional costs will be incurred due to the use of agency staff. Agency staff have been used sparingly to cover the gaps.

Legal Implications

38. None.

Conclusion

39. There has been a significant amount of activity involving the workforce in the design, delivery and implementation of the new structure. During this

period effective and safe services have been maintained. The net gain of 15 additional social work posts will enable further improvements to be made in case management, planning and review. To enable the workforce across the specific teams to deliver high quality services a training and development plan will be delivered.

CAROLYN GODFREY
Corporate Director, Department for Children and Education

Report Authors:

Heather Clewett, Head of Service Operations/Community Safeguarding (South and West)

Rebecca Barson, Head of Service Operations/Community Safeguarding (North and East)

Unpublished documents have been relied upon in the preparation of this report:

None.

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Wiltshire Council

Children's Services Select Committee 23 September 2010

Ofsted Unannounced inspections of contact, referral and assessment

Purpose of the Report

1. The purpose of this report is to inform members of the Ofsted assessment of the performance of the children's social care contact, referral and assessment services within Wiltshire.

Background

2. In 2009, Ofsted introduced its current inspection framework for children's services which includes an annual inspection of contact, referral and assessment. The inspection samples the quality and effectiveness of contact, referral and assessment arrangements and their impact on minimising any child abuse and neglect. It is considered to be the key measure to look at whether children are being kept safe.
3. The output of the inspection is a letter outlining strengths, areas for development and priority actions as appropriate. There is no grading given however one of three summary statements is used:

The inspection identified areas of strength and satisfactory practice, with some areas for development.

or

The inspection identified area(s) for priority action alongside areas of strength, satisfactory practice and areas for development.

or

The inspection identified area(s) for priority action alongside areas of satisfactory practice and areas for development.

4. Ofsted inspectors arrived with no notice to do a two day inspection on 28 July 2010. They visited out Referral Assessment Teams in Trowbridge and Devizes and our child disability teams.

Main consideration

5. Appendix 1 to this report is the Ofsted letter containing their findings which was published on 26 August 2010.
6. The summary statement for Wiltshire was "The inspection identified areas of strength and satisfactory practice, with some areas for

development". A number of strengths were highlighted. There were no priority actions.

7. Importantly, the findings state "The inspection did not identify any cases of children or young people at risk of harm not being appropriately safeguarded" and "Partnership working between statutory agencies on allocated cases contributes effectively to the safeguarding of children and young people."
8. Areas for development primarily relate to ensuring consistency and improving recording and case planning. An action plan to address these is near completion – draft attached at appendix 2. Immediate action has been taken to address two specific findings:
 - *Administrative processes within the referral and assessment team are well structured and support work within the service. However there is insufficient capacity to meet demand resulting, for example, in delayed case closures or letters not being sent out in a timely manner.*

An extra dedicated administrator has been added to each of the two teams.

- *There is insufficient level 3 child protection training available to social workers to meet demand. Not all social workers within the children with disability teams have been able to access the training, which presents a potential risk to the service.*

Additional level 3 child protection training has been commissioned which will be available in September and October. Further social care dedicated training is being commissioned commencing in October.

9. Ofsted will return to do another unannounced inspection within the next 12 months.

Environmental Impact

10. None.

Equalities Impact

11. The findings highlights some good practice, for example around services for child with disabilities, however it also criticises recording in some assessments as not evidencing consideration of cultural, ethnic or religious needs.

Risk Assessment

12. If a local authority has any priority actions this is automatically a limiting factor on the overall children's services annual rating and would result

in a rating of poor. Wiltshire has no priority actions so this will not be a limiting judgement on the 2010 children's services rating.

13. As the letter gives no priority actions the service could be viewed as providing a "safe" approach to social care contacts, referrals and assessments.

Financial Implications

14. The Department already has a financial recovery plan in place and further actions will be required in order to manage the additional cost pressures involved in addressing areas for improvement.

Legal Implications

15. None.

Conclusion

16. As the letter gives no priority actions the service could be deemed to be at least adequate with good prospects of being considered good once the action plan is implemented and the recent restructuring of the service beds in.

CAROLYN GODFREY
Corporate Director, Department for Children and Education

Report Author: Lynda Cox, Head of Performance & Information Management,
Department for Children and Education

Background Papers

Unpublished documents have been relied upon in the preparation of this Report: None.

Appendices

Appendix 1 – Ofsted inspection letter

Appendix 2 – Action Plan for addressing the areas for development (draft)

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26 August 2010

Ms Carolyn Godfrey
Director of the Department for Children and Education
Wiltshire Council
County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JQ

Dear Ms Godfrey

Annual unannounced inspection of contact, referral and assessment arrangements within Wiltshire Council children's services

This letter summarises the findings of the recent unannounced inspection of contact, referral and assessment arrangements within local authority children's services in Wiltshire Council which was conducted on 28 and 29 July 2010. The inspection was carried out under section 138 of the Education and Inspections Act 2006. It will contribute to the annual review of the performance of the authority's children's services, for which Ofsted will award a rating later in the year. I would like to thank all of the staff we met for their assistance in undertaking this inspection.

The inspection sampled the quality and effectiveness of contact, referral and assessment arrangements and their impact on minimising any child abuse and neglect. Inspectors considered a range of evidence, including: electronic case records; supervision files and notes; observation of social workers and senior practitioners undertaking referral and assessment duties; and other information provided by staff and managers. Inspectors also spoke to a range of staff including managers, social workers, other practitioners and administrative staff.

The inspection identified areas of strength and satisfactory practice, with some areas for development.

From the evidence gathered, the following features of the service were identified:

Strengths

- In June 2010 following extensive analysis the council took effective action by restructuring its children's services. This includes the establishment of two new countywide initial referral and assessment teams which are beginning to enable the council to deliver more timely and consistent services.
- The children with disabilities service provides timely, needs-led assessments

with excellent multi-agency input and active participation by the families with whom it works.

Satisfactory practice

- The referral and assessment service is sufficiently resourced to meet incoming demand and social work caseloads are manageable.
- The inspection did not identify any cases of children or young people at risk of harm not being appropriately safeguarded.
- Safeguarding procedures comply with statutory requirements. Decisions are made in accordance with statutory timescales and children's need for assessment are effectively prioritised at an early stage.
- Child protection enquiries are appropriately prioritised and always carried out by a qualified social worker. All child protection or child in need cases are allocated to suitably experienced and qualified social workers.
- Case transfer protocols have been revised as part of the recent restructuring clearly specifying the arrangements between the referral and assessment teams and other teams. These ensure the capacity of the duty teams to respond appropriately to incoming work is not compromised.
- Robust systems and communication arrangements are in place to enable the seamless transfer of information between duty teams and the emergency duty service.
- Partnership working between statutory agencies on allocated cases contributes effectively to the safeguarding of children and young people.
- Social workers are well supported by their managers and are positive about training opportunities available to them.

Areas for development

- Although the use of the common assessment framework has significantly increased since the Joint Area Review in 2008, further progress has yet to be made before it fully supports wider inter-agency working and commonly agreed thresholds.
- Management oversight is insufficiently robust in ensuring all contacts are systematically and consistently recorded.
- The quality of core and initial assessments is inconsistent. While some are good, others lack sufficient analysis and do not have clear service recommendations or specific and measurable action plans. Similarly risk and protective factors that impact on a child or young person's welfare are not consistently recorded in a timely manner.
- Some initial assessments are signed off without the child being seen or when incomplete. This is not in line with statutory guidance.
- Some child in need cases do not have a completed core assessment to

determine need and an insufficient number of core assessments are undertaken.

- Weaknesses in the recording and completion of some child in need plans make it difficult to identify what action has been taken or what decisions have been made. These include incomplete individual plans, poor recording of risk and protective factors, a lack of contingency planning and evidence of how casework decisions are reached.
- Children are routinely seen during assessments but their views are not always recorded and it is unclear how their views are taken into account in plans for their future.
- While the ethnicity of children, young people and families is mostly recorded and interpreters are used as required, assessments do not consistently reflect consideration of cultural, ethnic, or religious needs.
- Administrative processes within the referral and assessment team are well structured and support work within the service. However there is insufficient capacity to meet demand resulting, for example, in delayed case closures or letters not being sent out in a timely manner.
- Performance management and monitoring systems, including systematic auditing of case files, are not consistently applied to effectively support the work of the duty teams.
- Although formal staff supervision is in place, the council's targets relating to the frequency of supervision are not always met and the rigour of challenge to practice is not sufficiently well evidenced through recording in either personal staff files or in case directions.
- There is insufficient level 3 child protection training available to social workers to meet demand. Not all social workers within the children with disability teams have been able to access the training, which presents a potential risk to the service.

Any areas for development identified above will be specifically considered in any future inspection of services to safeguard children within your area.

Yours sincerely

Lynne Staines
Her Majesty's Inspector

Copy: Andrew Kerr, Chief Executive, Wiltshire Council
Pam Robinson, Chair of Wiltshire Safeguarding Children Board
Lionel Grundy, Lead Member for Children's Services, Wiltshire Council
Andrew Spencer, Department for Education

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WILTSHIRE DCE - OFSTED INSPECTION ACTION PLAN

NO	PRIORITY ACTION	ACTION TAKEN	PLANNED ACTION	TIMESCALE	RESPONSIBLE OFFICER/S
1	CAF is securely embedded to support early intervention & improved outcomes for Children & Young People		<ul style="list-style-type: none"> • Number of CAF's received to be captured as part of data reporting • Draft protocol between CAF & Social Care Teams to be ratified • Threshold document to be circulated and partner events to be arranged • Joint work to be developed with CAF coordinators 	<p>October 2010</p> <p>October 2010</p> <p>October & November 2010</p> <p>September 2010</p>	<p>Andrew Swanson (Care first) / Amelda Nelson (HOS)</p> <p>Amelda Nelson (HOS) & Sharon Davies (SD)</p> <p>Amelda Nelson (HOS)</p> <p>Amelda Nelson (HOS) & Team Managers R&A</p>
2	Contacts – to ensure management oversight is sufficient in ensuring all contacts are systematically and consistently recorded on Care First	Admin support for each R&A team increased by 1 additional FTE	<ul style="list-style-type: none"> • Weekly management oversight of all contacts & referrals • Weekly management data reports 	<p>Immediate</p> <p>September 2010</p>	<p>Team Managers R&A and CSG</p> <p>HOS / Debbie Starr / Linda Cox</p>

NO	PRIORITY ACTION	ACTION TAKEN	PLANNED ACTION	TIMESCALE	RESPONSIBLE OFFICER/S
			<ul style="list-style-type: none"> • Threshold training for all R&A Teams • Review of all work, service delivery and throughput in R&A 	September 2010 September 2010	HOS / Team Managers HOS / Team Managers
3	Achieve a consistent quality of Initial and Core Assessments	<p>Reviewed Care First Template of Initial and Core Assessment</p> <p>Reviewed current Audit Tools</p>	<ul style="list-style-type: none"> • Training for R&A and EDS staff on Recording on Care First • Redrafting audits tools to facilitate learning; improve practice & quality • Recording of all audits on Care Firsts 	September 2010 September 2010 September 2010	<p>Rebecca Barson (HOS)</p> <p>Amelda Nelson (HOS) Team Managers R&A and CS</p> <p>Team Managers R&A and CSG / HOS / LSCB Safeguarding Team</p>
4	Authorisation of Initial Assessments must comply with statutory guidance		<ul style="list-style-type: none"> • Amendments to Care First to evidence child is seen and management overview of all Initial Assessments 	September 2010	Amelda Nelson (HOS) and Andrew Swanson

NO	PRIORITY ACTION	ACTION TAKEN	PLANNED ACTION	TIMESCALE	RESPONSIBLE OFFICER/S
			<ul style="list-style-type: none"> Amendments to the reviewing of CIN Plans to 6 weeks Progression of CIN Plans to Core Assessments to be made at 6 weeks with management oversight Weekly data reports on IA's, CIN Plans and Core Assessment activity 	<p>September 2010</p> <p>September 2010</p> <p>September 2010</p>	<p>Team Managers R&A and CSG</p> <p>Team Managers R&A</p> <p>Debbie Starr & Care First Team</p>
5	Improve the quality of Children In Need Plans to ensure level of risk, decisions made and actions taken are clearly recorded	<p>IA format template reviewed</p> <p>Additional text box included on Care First for views to be recorded</p>	<ul style="list-style-type: none"> Format of Core Assessment to be reviewed to improve care planning Training on completion of IA's & CA CIN Plans to be included within the audit process 	<p>September 2010</p> <p>September 2010 / rolling</p> <p>October 2010</p>	<p>Amelda Nelson (HOS) Rebecca Barson (HOS) Andrew Swanson (Care First)</p> <p>Rebecca Barson (HOS)</p> <p>Amelda Nelson (HOS) Rebecca Barson (HOS)</p>
6	Ensure all assessments reflect consideration		<ul style="list-style-type: none"> Care First to include field re 	October 2010	Andrew Swanson (Care First)

NO	PRIORITY ACTION	ACTION TAKEN	PLANNED ACTION	TIMESCALE	RESPONSIBLE OFFICER/S
	cultural, ethnic, religious, sexual orientation and other diversity needs		<p>race, gender, sexuality, religion & disability</p> <ul style="list-style-type: none"> • Equality Impact Assessment to be completed including team business plans • Staff to access corporate e-learning equality & diversity training • HIV training and Care Plans to be rolled out to staff jointly with Adult Services • Recording of ethnicity to be mandatory field for completion on Care First 	<p>October 2010</p> <p>October 2010</p> <p>November 2010</p> <p>September 2010</p>	<p>Shirley Gounder (HOS)</p> <p>Shirley Gounder (HOS) Rebecca Barson (HOS) Team Managers R&A and CSG Team Managers</p> <p>Rebecca Barson (HOS)</p> <p>Team Managers R&A and CSG</p> <p>HOS Care First</p>
7	Increase admin support capacity with the two Referral & Assessment Teams	Admin support for each team increased by additional FTE to all R&A Teams	<ul style="list-style-type: none"> • Training for all admin staff in data processing to improve quality, efficiency & effectiveness 	September/October 2010	Rebecca Barson (HOS) Amelda Nelson (HOS) Care First Team

NO	PRIORITY ACTION	ACTION TAKEN	PLANNED ACTION	TIMESCALE	RESPONSIBLE OFFICER/S
			<ul style="list-style-type: none"> Establishing of throughput standards and team/service targets for admin staff 	September 2010	Amelda Nelson (HOS) Rebecca Barson (HOS)
8	To ensure systematic performance and monitoring of systems in place in both Referral and Assessment Teams supported through systematic audit processes which influence improving effective practice	A review of systems in R&A Teams	<ul style="list-style-type: none"> Performance management information to inform planning, announced inspections readiness and service delivery Review of audit tools Case file audit schedule 	September / October 2010 September/October 2010 October 2010	Shirley Gounder (HOS) Amelda Nelson (HOS) Rebecca Barson (HOS)
9	Supervision and appraisal must be in accordance with Council Policy re timescale and must evidence practice, challenge, direction, decision making on both the personal file and Care First case recording	Training Needs analysis completed Peer supervision	<ul style="list-style-type: none"> Critical Supervision training planned for Team Managers & Staff Supervision file audits 	October 2010 October 2010	Rebecca Barson (HOS) Team Managers R&A and CSG Amelda Nelson (HOS) Rebecca Barson (HOS)

NO	PRIORITY ACTION	ACTION TAKEN	PLANNED ACTION	TIMESCALE	RESPONSIBLE OFFICER/S
			<ul style="list-style-type: none"> • Training & Development Portfolios 	October 2010	Team Managers R&A and CSG
10	Ensure child protection level 3 training is available to all social workers as required. To ensure Joint Investigation training is available to all social workers working in the Referral & Assessment, CDT and EDS teams on a regular basis. To ensure Key Worker training is provided as a separate training area.	Rolling programme led by LSCB	<ul style="list-style-type: none"> • Child Protection Training Level 3 • Joint Investigation training • Newly qualified social workers professional development programme • Key Worker training 	September 2010 October 2010 September 2010 Rolling programme September 2010	Rebecca Barson (HOS) Rebecca Barson (HOS) Rebecca Barson (HOS) Janet Wilson Rebecca Barson (HOS)

**Wiltshire Council
Children's Services Select Committee**

23 September 2010

Role of Schools Forum

Purpose of Report

1. To brief members of the Committee on the role of the Schools Forum.

Background

2. The requirements for the Schools Forum were initially set out in regulations (Statutory Instrument No 2114/2002). These regulations have been revoked and replaced by the Schools Forums (England) Regulations 2010 (Statutory Instrument No 344/2010) Any change in constitution would require the approval of the Cabinet Member for Children's Services.
3. The regulations are made under Section 47A and 138(7) of the School Standards and Framework Act 1998 and required that a School Forum be established on April 1 2003.

Main Considerations for the Council

4. The terms of reference for the Wiltshire Schools Forum are attached at Appendix 1. The constitution and terms of reference have recently been amended to reflect the changes introduced by the Schools Forums (England) Regulations 2010. The amendments were agreed by Schools Forum at the meeting of 24th June 2010 and recommended to the portfolio holder for Children's Services for delegated decision. This decision is currently published as an intention to make a decision, and liable to representations. This period will end on 6th September and the decision formally signed.
5. The changes largely affect the membership of the Forum ensuring that academies within the local authority area are represented on the Schools Forum.
6. The Schools Forum has 3 main functions in relation to the schools budget:
 - Consultation on the schools funding formula – the Local Authority (LA) must consult the Schools Forum on any changes to the schools funding formula within Wiltshire and the financial impact of those changes. All schools in Wiltshire are funded through a locally determined formula;
 - Consultation on contracts – the LA must consult the Schools Forum on any changes to contracts which are to be paid from the schools budget;

- Consultation on financial issues – the LA needs to consult the Schools Forum annually in relation to the local authority functions funded from the schools budget.
7. Membership of the Schools Forum is prescribed in regulations and the Wiltshire Schools Forum membership is detailed in Appendix 1. The majority of members are to be “schools” members, in Wiltshire these are Head Teachers and Governors. Academies must also be represented. The proportion of schools to non-schools members is determined in the regulations and it is a requirement to have non-schools members on the Schools Forum. These include representatives from the Diocese, Early Years Partnership and 13 to 19 Partnership. 3 elected parent governor representatives on the Councils Children’s Select Committee are also invited as observers ex officio.
 8. The Wiltshire Schools Forum meets 5 times per year in January, March, June, September/October and December. Business is also conducted through a number of working groups. Currently the working groups are:
 - School Funding Working Group
 - SEN & Social Deprivation Group
 - Early Years Reference Group
 - School Services Group
 9. A draft of the Schools Forum work plan through 2010 is attached as Appendix 2. The work plan is still being developed but gives a guide to the work to be undertaken in any year.

Environmental Impact of the Proposal

10. No environmental impact from this report.

Equalities Impact of the Proposal

11. Schools Forums should be representative of the schools and other bodies affected by decisions on Schools Budget funding

Risk Assessment

12. This report is a briefing note on the role of Schools Forum – no specific risks associated with the report.

Financial Implications

13. None arising from the report.

Legal Implications

14. Outlined within the report.

Proposal

15. Members are asked to note the report.

Carolyn Godfrey
Director for Children & Education

Report Author:

Liz Williams, Head of Finance (DCE)
elizabetha.williams@wiltshire.gov.uk
01225 713675

Date of report: 13 August 2010

Background Papers

The following unpublished documents have been relied on in the preparation of this report:

None

Appendices

Appendix 1 – Wiltshire Schools Forum Terms of Reference
Appendix 2 – Wiltshire Schools Forum 2010 work plan

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WILTSHIRE SCHOOLS FORUM
TERMS of REFERENCE

1. Remit

The Schools Forum is a statutory body which the LA is required to consult on the following functions:

1.1 Consultation on School Funding Formula

- (1) The relevant LA shall consult the forum on:
 - (a) Any proposed changes in relation to the factors and criteria that were taken into account, or the methods, principles and rules that have been adopted, in their formula made in accordance with regulations made under section 47 of the School Standards and Framework Act 1998; and
 - (b) The financial effect of any such change.
- (2) Consultation under paragraph (1) shall take place in sufficient time to allow the views expressed to be taken into account in the determination of the relevant authority's formula and in the initial determination of schools' budget shares before the beginning of the financial year.

1.2 Consultation on Contracts

- 1) The relevant authority shall at least one month prior to the issue of invitations to tender consult the forum on the terms of any proposed contract for supplies or services being a contract paid or to be paid out of the relevant authority's schools budgets where the estimated value of the proposed contract is not less than the specific threshold which applies to the relevant authority in pursuance of Regulation 8 of The Public Contracts Regulations 2006 (SI 2006 No 5).

1.3 Consultation on Financial Issues

- (1) The relevant authority shall consult the forum annually in respect of the relevant authority's functions relating to the schools budget, in connection with the following:
 - (a) The arrangements to be made for the education of pupils with special educational needs;
 - (b) Arrangements for the use of pupil referral units and the education of children otherwise than at school;
 - (c) Arrangements for early years education.
 - (d) Arrangements for insurance;

- (e) Prospective revisions to the relevant authority's scheme for the financing of schools;
 - (f) Administrative arrangements for the allocation of central government grants paid to schools via the relevant authority; and
 - (g) Arrangements for free school meals.
- (2) The relevant authority may consult the forum on such other matters concerning the funding of schools as they see fit.

2. Constitution

- 2.1 The requirements for the Schools Forum were initially set out in regulations (Statutory Instrument No 2114/2002). These regulations have been revoked and replaced by the Schools Forums (England) Regulations 2010 (Statutory Instrument No 344/2010) The constitution of the Wiltshire Schools Forum has been approved by the Cabinet, and any change in constitution will require the approval of the Cabinet.
- 2.2 The majority of forum members are "schools members". There are 8 elected Headteacher representatives (3 secondary, 4 primary and 1 special) and 4 elected governor representatives (1 secondary, 2 primary and 1 school with special provision). There are also 3 nominated service partner representatives (1 from the dioceses, 1 teacher representative and 1 Early Years representative). These 15 members each have one vote. In addition to voting members there are 5 observers, 1 each from the 13-19 Strategic Partnership and ASK, 3 elected parent governor representatives on the Councils Children's Select Committee are also invited as observers ex officio. There is also 1 representative from the Academies within Wiltshire.
- 2.3 The Forum will appoint the same number of substitutes in respect of each voting representative group as that group holds ordinary seats on the Forum. Ordinary members may be substituted by any one of the named substitutes. Substitute members will have all the powers and duties of any ordinary member of the Forum.

3. Conduct

- 3.1 In carrying out their functions, members of the Schools Forum are expected to act in accordance with the seven principles of public life set out in the first report of the Committee on Standard in Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- 3.2 Members of the School Forum are required to declare an interest in any individual proposal or service contract which directly affects a school at which they are a governor, member of staff, or which their children attend or in which they might have a direct pecuniary interest.

Term of Office

- 4.1 The term of office for members of the Schools Forum shall be three years subject to their remaining eligible. A member may resign at any time and is required to leave if he or she ceases to be eligible in the capacity in which elected/nominated.
- 4.2 There is no limit on the number of terms of office to which a member may be elected or re-nominated if still eligible. Where a member is replaced, the new member serves for the remainder of the term of office.

5. Chair and Vice-Chair

- 5.1 A chair and vice-chair will be elected annually by a majority of votes cast by individual members. Where possible, the chair and vice-chair will not be drawn from the same voting group. The term of office is for one year. A chair or vice-chair will cease to hold office if they resign by giving notice to the Secretary of the Forum, or if they cease to be members of the Forum. Both the chair and vice-chair may be re-elected. Where a casual vacancy arises, there will be a vote at the next meeting of the Forum.
- 5.2 The responsibilities of the chair and vice-chair include: chairing meetings, overseeing preparation of the record of the meeting, submitting a budget for LA approval and being accountable for expenditure against that budget.

6. Quorum

- 6.1 The quorum for the Forum is 40% of voting members. A meeting may continue if inquorate, but any advice given to the LA as a result of such a meeting would not have to be taken into account by the authority.

7. Secretary to the Committee

- 7.1 The Forum will appoint an officer of the Authority nominated by the Director of Resources.

8. Notice of Meetings

- 8.1 The Secretary will ensure that meetings of the Forum are convened by giving a minimum notice of 3 working days in advance of the meetings, with a full agenda.

9. Proceedings

- 9.1 Each voting member has one vote and a majority decision is required.
- 9.2 The Forum may remit matters for discussion and research to sub-committees or working groups. However, any resulting advice formally passed to the LA shall have been approved by the Forum as a whole.

- 9.3 The Forum will meet at least 3 times per annum, in each financial year from April 2003.

10. Discrimination

- 10.1 The Committee has an explicit duty to have regard to the duties placed on Local Education Authorities and school governors by the Sex Discrimination Act 1975 and the Race Relations Act 1976. The Forum will note the DfE view that the Human Rights Act 1998 applies.

11. Budget

- 11.1 The Forum will agree at its first meeting the purposes for which funds will be needed. Each year the Forum will submit a provisional itemised budget for approval in the normal budget preparation timetable used by the Authority. The Authority will either agree the budget or stipulate reasons for rejecting it and provide a revised budget. The Authority may revise the budget during the year.

12. Dissemination of the Results of Meetings

- 12.1 A copy of the minutes of the Forum meetings will be sent to all schools and will be considered by the Children, Education and Libraries Advisory Panel and the Cabinet if necessary.

June 2010

PROPOSED WORK PROGRAMME FOR THE SCHOOLS FORUM 2010/11

<u>Meeting Date and Time</u>	<u>Name of Report</u>	<u>Scope of Report</u>
June	Final Dedicated Schools Grant Settlement	To report on the financial implications of the final DSG settlement and agree actions to address and surplus or shortfall in grant
	Final Outturn 2009/10 and Initial Budget Monitoring for 2010/11	To consider the final outturn on the schools budget (DSG) for 2009/10 and key cost pressures for 2010/11
	Schools Forum Regulation 2010/Constitution	To outline the changes required to the constitution arising from the April 2010 regulations
	Special Schools Banding Moderation Process	To agree the process for the moderation of banding levels for pupils in Wiltshire's Special Schools. To make recommendations on the relative financial values of bands within the Special Schools budget.
	Service Level Agreements for Resource Bases (Specialist Learning Centres)	To report on progress in the development of service level agreements for Specialist Learning Centres in mainstream schools
	Controls on Surplus Balances	To update Schools Forum on the use of reserves carried forward from 2008/09 in respect of those schools that exceeded the permissible revenue rollover threshold
	Young People's Support Service	To update Schools Forum on the financial position of the YPSS and present options for reducing the underspend in the service.
	Report of the Schools Funding Working Group	
	Report of the SEN & Social Deprivation Working Group	
Report from the Schools Services Group		
October	Update on national policy changes and developments	To report on the implications of national policy changes as they affect the schools budget, including impact of schools converting to academy status
	Budget Monitoring 2011/12	
	Consultation on Schools Funding 2011/12	Report to consider the Department for Education consultation on Schools Funding for 2011/12 and the introduction of a Pupil Premium
	SEN Review – formula change implications	Formula changes for Resource bases – proposals for consultation
	Schools Funding Working Group	Report of the meeting of the school

		funding group
	SEN & Social Deprivation Group	Report of the meeting of the SEN group
	Early Years Reference Group	Report of the meeting of the Early Years reference group
	Schools Balances 2009/10 and Controls on Surplus Balances Scheme	To update Schools Forum on the position in relation to revenue balances at the end of the last financial year and make recommendations on the application of the Controls on Surplus Balances Scheme
	Section 251 Benchmarking	To consider the Section 251 benchmarking information produced by the Department for Education and a comparison with expenditure in statistical neighbour authorities.
	Schools Forum Work Plan 2010/11	To agree the work plan to 31 st March 2011
December	Budget Monitoring Report	
	Estimate of Dedicated Schools Grant 2011/12	To report on the estimated level of Dedicated Schools Grant for 2011/12 based on the October pupil census. To report on expected cost pressures for 2011/12 and initial budget proposals
	Standards Fund	To report on levels of Standards Funds for 2011/12
	SEN & Social Deprivation Group Schools Funding Working Group	
January	Budget Monitoring Report	
	Schools Funding Working Group	
	Standards Fund	
	2011/12 Budget Headroom and savings proposals	

Holding the Executive to Account - Items that may be of interest to the Children's Services Select Committee

Subjects	Date of Meeting	Specific Issues for Discussion	Responsible Member	Officer Contact
Cabinet				
Budget Monitoring	19 Oct 2010	To receive an update on the Councils capital and revenue budget	Cllr Fleur de Rhe-Philipe	Matthew Tiller, Interim Chief Accountant Email: matthew.tiller@wiltshire.gov.uk
Update on Performance	16 Nov 2010	To inform Cabinet about progress against the Council's priorities, including those in the Local Agreement for Wiltshire	Cllr Fleur de Rhe-Philipe	Sharon Britton (Service Director Performance) Britton - Sharon Britton Email: sharon.britton@wiltshire.gov.uk
Budget Monitoring	16 Nov 2010	To receive an update on the Councils capital and revenue budget	Cllr Fleur de Rhe-Philipe	Matthew Tiller, Interim Chief Accountant Email: matthew.tiller@wiltshire.gov.uk
SEN Review Confirmation of Decisions	14 Dec 2010	To confirm the decisions from the Review of SEN Provision after the expiry of the Statutory Notice Period.	Cllr Lionel Grundy OBE	Trevor Daniels - Trevor Daniels Email: trevor.daniels@wiltshire.gov.uk
Corporate Parenting Panel (not public)				
Children in Care Performance Data	10 Nov 2010		Cllr Lionel Grundy OBE	Sharon Davies
Discussion Item from Children in Care Council ("How very young children get their voices heard in the various processes throughout the Council")	10 Nov 2010		Cllr Lionel Grundy OBE	Damian Haasjes

Subjects	Date of Meeting	Specific Issues for Discussion	Responsible Member	Officer Contact
Update on educational and other achievements of Looked After Children and Young People	10 Nov 2010		Cllr Lionel Grundy OBE	Karen Reid/Liza Ware
Preventing NEET status in Looked After Children	10 Nov 2010		Cllr Lionel Grundy OBE	Karen Reid
Update on Regulation 33 visits to Children's Homes	10 Nov 2010		Cllr Lionel Grundy OBE	.Lin Hitchman/Dawn Johnson
Commissioning Strategy	10 Nov 2010		Cllr Lionel Grundy OBE	Lin Hitchman/Jane Shuttleworth
Schools Forum – 7 October				
Please see Agenda Item 11 – Appendix 2 for the Schools Forum work plan				

Agenda Item 14

Work Area	Began	COMMITTEE MEETING: Agenda out:	25 NOVEMBER 2010 17 November 2010	Who
all	<i>standing item</i>	<p><u>Coalition Changes - Update from Department for Children and Education</u></p> <p>A standing item detailing recent changes made by the Coalition Government.</p>		Carolyn Godfrey
Enjoy & Achieve	<i>June 2010</i>	<p><u>Special Educational Needs (SEN) – Transitions</u></p> <p>An update on the implementation of individual transition plans for those young people moving from Specialist Learning Centres to mainstream schools as a result of the recent review of SEN provision.</p> <p>This report was requested following the Review of SEN Provision Rapid Scrutiny Exercise, which reported to the Committee on 22 July 2010.</p>		Trevor Daniels
Enjoy & Achieve	<i>June 2010</i>	<p><u>Special Educational Needs (SEN) Provision – 16+</u></p> <p>An item to consider the creation of a task group looking at SEN provision for ages 16+ in Wiltshire.</p> <p>This follows the Review of SEN Provision undertaken in Spring/Summer 2010.</p>		Trevor Daniels
Be Healthy	<i>Jan 08</i>	<p><u>Child & Adolescent Mental Health</u></p> <p>Progress update on the CAMHS Strategy.</p>		Julia Cramp
Enjoy & Achieve	<i>Nov 09</i>	<p><u>Small Schools Strategy</u></p> <p>Update report on the Small Schools Strategy and the work of the Small Schools Strategy Working Group.</p>		Julie Cathcart
-	<i>Mar 10</i>	<p><u>Transitions Planning</u></p> <p>An update on implementation of the Multi-Agency Transitions Protocol, for transitioning young people from children's to adult services</p>		Susan Tanner & Susan Tomes

Work Area	Began	COMMITTEE MEETING: Agenda out:	27 JANUARY 2011 19 January 2011	Who
all	<i>standing item</i>	<p><u>Coalition Changes - Update from Department for Children and Education</u></p> <p>A standing item detailing recent changes made by the Coalition Government.</p>		Carolyn Godfrey
-	<i>Jan 2010</i>	<p><u>Integrated Working in Wiltshire</u></p> <p>Update report on the implementation of Common Assessment Framework (CAF) and Lead Performance.</p>		Sharon Davies
Enjoy & Achieve	<i>Annual report</i>	<p><u>Pupil Performance figures</u></p> <p>Annual report on educational attainment.</p>		Julie Cathcart
Enjoy & Achieve	<i>September 2010</i>	<p><u>16 - 19 Learning – Commissioning Plan for 2011-12</u></p> <p>Following the transfer of responsibility for commissioning 16-19 learning from the LSC to the LA on 1 April 2010, to receive the Commissioning Plan for the 2011/12 academic year.</p>		Julie Cathcart
Make a Positive Contribution	<i>July 2010</i>	<p><u>Basic Skills – update</u></p> <p>An update on the work underway to increase the levels of Basic Skills (amongst adults) in Wiltshire, particularly the programme of work enabled by the Performance Reward Grant that commenced in August 2010.</p> <p>This report will also include details of the work being undertaken to address the issues of commuter figures (a significant number of Wiltshire residents worked outside of the Wiltshire area) and the shortage of skilled workers in the manufacturing industry.</p>		Alistair Cunningham