

AGENDA

Meeting: Children's Services Select Committee
Place: Council Chamber, Bradley Road, Trowbridge
Date: Tuesday 27 September 2011
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

Press enquiries to Communications on direct lines (01225) 713114/713115.

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

Membership:

Cllr Christine Crisp	Cllr Russell Hawker
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 Carole Soden
Cllr Mark Griffiths	

Substitutes:

Cllr Ernie Clark	Cllr Tom James MBE
Cllr Christopher Devine	Cllr John Knight
Cllr Peggy Dow	Cllr Jeff Osborn
Cllr Nick Fogg	Cllr William Roberts

Non-Elected Voting Members:

Rev 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
Mr 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 - 12)*

To confirm and sign the minutes of the Children's Services Select Committee held on 22 July 2011 (copy attached).

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 and Councillors Questions**

The Council welcomes contributions from members of the public.

Statements

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. Please contact the officer named above for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above (acting on behalf of the Director of Resources) no later than 5pm on **Tuesday 20 September 2011**. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6) **Report of the Denominational Home-to-School Transport rapid scrutiny exercise** *(Pages 13 - 32)*

To present for retrospective endorsement the report of the Denominational Home-to-School Transport rapid scrutiny exercise, which took place on 8th September with Cllr Carole Soden as the Lead Member. The report was referred directly to Cabinet for consideration, alongside a report from the Corporate Director for Neighbourhood and Planning seeking Cabinet approval for a change to the Council's policy in respect of denominational home-to-school transport.

On 13th September, Cabinet made the following decision:

That Cabinet approves the following change to the Council's Education Transport Policy in respect of denominational home to school transport in order to achieve financial savings:

Withdraw discretionary home to school transport assistance for children attending a denominational school on grounds of their religion with effect from September 2012 but with transitional provisions to assist all pupils who are already receiving transport subject to the following:

- **except where there is a legal entitlement to free transport (i.e. for low income families in certain circumstances, as described in paragraph 3 of the report presented);**
- **during 2011/2012 Council officers would seek to support the schools to arrange their own transport, to try and ensure that, as far as possible, transport continues to be available but funded by the users or from other sources rather than by the Council and**
- **the Council would provide a fixed amount of funding direct to the schools, to assist them with the costs of providing transport for all pupils who are already attending the school, each year until they leave. The payment would be made once each year and would be for a fixed amount per pupil, for each child still attending the school who was receiving transport in the 2011/12 academic year. The overall amount paid by the Council would therefore decrease each year as successive year groups leave the school. The amount paid per pupil would be set at £409 per pupil (adjusted for any extraordinary costs), which is equivalent to the average overall cost per head of providing the existing transport in 2011/12, less the 2011/12 parental contribution. Transport would have to be arranged by the schools affected.**

Reason for Decision:

To achieve savings that will be required to balance the budget over a number of years, whilst providing continuity of education for pupils already attending a denominational school, and to support schools in making their own arrangements for pupil transport.

The following documents are attached:

1. The report of the Denominational Home-to-School Transport rapid scrutiny exercise, plus appendices;
2. Responses from Cllr Dick Tonge, Cabinet Member for Highways and Transport, to the recommendations of the Rapid Scrutiny Group

Members are asked to endorse the report of the rapid scrutiny exercise and note the responses of the Cabinet Member for Highways and Transport. Cllr Richard Gamble, Portfolio Holder for Public Transport will attend to answer members' questions.

7) **Report of the 11 to 19 Commissioning Strategy rapid scrutiny exercise**
(Pages 33 - 42)

To present for retrospective endorsement the report of the 11 to 19 Commissioning Strategy rapid scrutiny exercise, which took place on 9th September with Cllr Jon Hubbard as the Lead Member. The report was referred directly to Cabinet for consideration, alongside a report from the Corporate Director for Children and Education seeking Cabinet adoption of the 11 to 19 Commissioning Strategy.

On 13th September, Cabinet made the following decision:

That Cabinet agrees the strategic direction and priorities outlined in the 11 to 19 Commissioning Strategy as detailed at Appendix 1 of the report presented, including agreeing the following:

- (a) **The commissioning priorities outlined in section 6 of the strategy and highlighted in section 15 of the report presented;**
- (b) **The Wiltshire Youth Work Offer for young people aged 13 to 19 also outlined in section 6 of the Strategy and sections 22 and 23 of the report presented and**
- (c) **The savings from youth work services budgets outlined in section 24 of the report presented.**

Reason for Decision:

The Wiltshire Children and Young People's Trust brings together all agencies working with children and young people in Wiltshire. The Trust has developed a commissioning strategy covering services for the 11 to 19 age range. The strategy sets out the strategic direction for services for this age range including services purchased and provided by Wiltshire Council. Wiltshire Council Cabinet is being asked to endorse and approve the strategy including the

commissioning priorities.

The 11 to 19 strategy includes plans for reshaping youth services in Wiltshire and for making the savings from the transformation of youth work services noted in the Council's Financial Plan for 2011 to 2015.

The following documents are attached:

3. The report of the 11 to 19 Commissioning Strategy rapid scrutiny exercise;
4. Responses from Cllr Lionel Grundy, Cabinet Member for Children's Services, to the recommendations of the Rapid Scrutiny Group.

Members are asked to endorse the report of the rapid scrutiny exercise and note the response from the Cabinet Member for Children's Services.

8) **Coalition Update** (Pages 43 - 50)

The Corporate Director for the Department of Children and Education to provide a regular update on developments relating to children's services arising from the coalition government.

9) **Budget and Performance Monitoring - Department for Children & Education** (Pages 51 - 70)

The Revenue Budget Monitoring report presented to Cabinet on 13th September is attached, together with an edited version of the Appendix (showing only DCE's departmental risk analysis).

A version of the Business Plan Scorecard report presented to Cabinet on 13th September is also attached, edited to contain only information pertinent to children and education.

Members are asked to note the reports.

Where possible, members are asked to forward any specific questions to the Senior Scrutiny Officer in advance of the meeting.

10) **Ofsted Unannounced Inspection of Contact, Referral and Assessment Arrangements** (Pages 71 - 96)

A report by the Corporate Director, Department for Children & Education is attached, which updates members on the findings of the recent inspection which took place in July 2011.

11) **Multi-Agency Thresholds Document** (Pages 97 - 136)

A report by the Corporate Director, Department for Children and Education is attached which briefs members on the new Multi-agency Thresholds document that is currently being used in Wiltshire.

12) **Task Group update** (Pages 137 - 138)

A report providing updates on Task Group activity is attached. Members are asked to note its contents.

13) **Forward Work Programme** (Pages 139 - 144)

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

14) **Date of Next Meeting**

The Committee's next meeting is scheduled to be held on Thursday 24 November 2011, at Monkton Park, Chippenham, starting at 10.30am.

15) **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

CHILDREN'S SERVICES SELECT COMMITTEE

DRAFT MINUTES OF THE CHILDREN'S SERVICES SELECT COMMITTEE MEETING HELD ON 22 JULY 2011 AT COUNCIL CHAMBER, BRADLEY ROAD, TROWBRIDGE.

Present:

Cllr Christine Crisp, Cllr Andrew Davis, Cllr Peter Davis, Cllr Mary Douglas,
Cllr Mark Griffiths, Cllr Russell Hawker, Mr J Hawkins, Cllr John Knight (Substitute),
Cllr Jacqui Lay (Vice Chairman), Cllr Helen Osborn, Mr N Owen, Mrs R Ryan,
Cllr Carole Soden (Chairman) and Dr M Thompson

Also Present:

Cllr Richard Gamble, Cllr Lionel Grundy, Cllr Alan Macrae and Cllr Dick Tonge

177. Apologies and substitutions

Apologies for absence were received from Cllr Jon Hubbard (who was substituted by Cllr John Knight) and Revd Alice Kemp.

178. Minutes of the Previous Meeting

Resolved:

To confirm and sign the minutes of the Select Committee meeting held on 9 June 2011.

179. Declarations of Interests

Cllr John Knight declared a personal interest in Minute No 187 - Denominational Home to School Transport because he was a Local Authority Governor at St Augustine's School, Trowbridge. He stated that he would take part in the debate and vote.

Dr Mike Thompson also declared a personal interest in Minute No 187 - Denominational Home to School Transport because he represented the Clifton Diocese on this Select Committee and therefore had a particular interest in this subject. He stated that he would take part in the debate and vote.

180. **Chairman's Announcements**

The Chairman announced that on Tuesday 19 July 2011, the Secretary of State for Education made a series of announcements on education funding with the aim of making the system fairer and less bureaucratic. These announcements covered both capital investment and school revenue funding.

The following three consultation documents had been issued:-

Capital Funding

- *A consultation on the implementation of the 2010/11 review of Education Capital (the James Review), the response date being 11 October 2011.*

Revenue Funding

- *A consultation on schools funding reform: proposals for a fairer system.* This consultation built on the initial consultation issued in April 2011 and looked at the development of a national funding formula. The response date was 11 October 2011.
- *A consultation on the basis for the decision on the appropriate amount of academies funding transfer for 2011/12 and 2012/13.* This was in the light of the Secretary of State's decision to reconsider the reduction to local authority funding that was made as part of the two year local government settlement for 2011/12 and 2012/13 to reflect the transfer of central services from local authorities to Academies and Free Schools. The consultation aimed to respond to the challenges made by local authorities regarding the basis on which the original decision was made. The response date was 16 August 2011.

Links to the consultation documents on the DfE website would be circulated to members of this Select Committee.

181. **Public Participation and Councillors Questions**

Members of the public addressed the Committee and submitted written questions for which written responses had been prepared as set out in Minute No 187 below.

There were no questions received from members of the Council.

182. **Coalition Changes - Update from Department for Children and Education (DCE)**

The Select Committee received a report by the Corporate Director, Department for Children & Education which provided the following updates on Coalition proposals for children's services and education:-

- Reform of Early Learning and Children's Centres
- Consultation on New Admissions Code
- Key Stage 2 Testing, Assessment and Accountability Review
- Further Action to help our School System to become world class
- Definition of Persistent Absence
- Behaviour in Schools
- Managing Teacher Performance
- 16 – 19 Bursary Scheme
- Academies Update
- Early Intervention: Smart Investment, Massive Savings

Resolved:

To note the contents of the report.

183. Budget & Performance Monitoring - DCE

The Committee received a copy of the Budget Monitoring Report which was to be considered by Cabinet on 26 July 2011, together with relevant appendices. It was noted that there was no Performance Report on this occasion.

It was noted that the numbers of Looked After Children and Children with a Child Protection Plan were increasing and that these increasing levels were higher than budgeted for. The number of children coming into care because of neglect or emotional abuse was increasing and the number of active court proceedings currently stood at 60, against an average in previous years of 38 at any one time. The increase in court proceedings was also causing pressure on the Department's legal budget as the Council's legal service was unable to meet the current demand and therefore had to put work out to external solicitors. Pressures on the Leaving Care budget were also significant. It was noted that officers would review options to address these pressures and report back to Cabinet in September.

Resolved:

To note the latest budget performance data provided.

184. Future Educational Direction

The Select Committee considered a report by the Corporate Director, Children & Education which provided information on the future educational direction as national systems moved towards a more self-improving, practitioner-led and locally determined model.

It was noted that the Local Authority (LA) was keen to support the widest 'family' of schools in Wiltshire. It was recognised that all schools required support more

than ever, whether they be an Academy, Voluntary Aided, Foundation, Community or Voluntary Controlled, the aim being to improve life chances for children and young adults in Wiltshire. The relationship between the Local Authority and schools was very good and this had resulted in the building of the Wiltshire Learning Trust, this being an umbrella alliance to describe the LA's offer to schools and early years' settings to provide choice, access and quality. Its aim was to support all schools to do the best for their population, particularly to improve life chances and safeguard children.

It was reported that all schools on becoming academies received information on services available from Wiltshire Council within the Wiltshire Learning Trust. A pack of information had been distributed in May 2011 detailing services the LA would continue to provide on the same basis to all maintained schools and also those available to purchase. Members were informed that this was not really a new venture as some trading with schools had been in operation for over 10 years in such services as human resources and finance. It was necessary now to sharpen up the delivery of these services so that they could be provided quickly and efficiently to schools in Wiltshire and further afield when requested.

Resolved:

To note the contents of the report.

185. **Reducing Child Poverty**

Consideration was given to a joint report by the Corporate Directors, Children & Education and Public Health & Wellbeing which was due to be considered by Cabinet at its next meeting on 26 July 2011. The purpose of the report was to seek Cabinet's approval to the Wiltshire Reducing Child Poverty Strategy and this Select Committee was invited to make any comments prior to Cabinet's consideration of the Strategy.

It was noted that the Child Poverty Act, which committed both the current and future Governments to eradicating child poverty by 2020 received Royal Assent in March 2010. The Act required Central Government to produce a national strategy to reduce child poverty. It also required local areas to address child poverty through cooperation between partners, the production of a needs assessment and strategy.

The Select Committee received the written views of Revd Alice Kemp who considered that there was a need to specifically target the needs of families where a parent or child was disabled. She suggested that these families were significantly more likely to be at risk of poverty and stated that it cost on average three times as much to bring up a disabled child compared to a non-disabled child. Often parents were unable to work because of the health needs of their child. She questioned what else could be done to alleviate poverty in this specific group of families.

Members expressed support for the Strategy and drew attention to specific areas of deprivation in Wiltshire.

After further discussion,

Resolved:

- (1) To note and commend the report and the Child Poverty Strategy.
- (2) To recommend that Cabinet makes adequate funding available to fulfil the objectives described in the Strategy.

186. **13-19 Commissioning Strategy consultation - Report of the Rapid Scrutiny Exercise**

Members were reminded that at the last meeting a rapid scrutiny exercise was established to respond to the 13-19 Commissioning Strategy consultation document and following on from this, a report was presented for consideration setting out the Rapid Scrutiny Group's findings and recommendations. It had also been agreed that at this meeting, the Select Committee would agree arrangements for scrutiny of the results of the 13-19 Commissioning Strategy and subsequent proposals to Cabinet.

The Select Committee then considered in detail the findings and recommendations of the Rapid Scrutiny Group and

Resolved:

- (1) To submit the response to the 13-19 Commissioning Consultation drafted by the Rapid Scrutiny Group, subject to the following amendments:-

Q1. Do you have any comments on the purpose of the 13 to 19 commissioning strategy outlined in section 2.1 including the specific age range covered by the strategy?

The Committee wishes to emphasise the value of engaging young people below the age of 13 in youth services, as it encourages their future involvement.

Q2. Do you have any comments on or additions to the scope of the 13-19 commissioning strategy outlined in section 2.2?

Consideration should be given to using the Health & Wellbeing budget to fund services for young people in the 13-19 age bracket.

Q3. Are there any other strategies or plans which cover the 13-19 age range to add to the list in section 2.3?

Housing development affects people of all ages, so should be considered when planning services for 13-19 year olds. Consideration should therefore be given to including the Core Strategy within this list.

Q12. Do you agree with the commissioning priorities identified in section 7.2? Do you have any comments, amendments or additions? Can you select your top 3 commissioning priorities?

The Committee considers that the top commissioning priority should be to increase the availability of affordable housing for young people including continuing to invest in housing support for vulnerable young people.

(2) To establish a rapid scrutiny exercise to consider and make recommendations on:-

(a) The consultation process followed by the 13-19 Commissioning Strategy, paying mind to the concerns raised by the original Rapid Scrutiny Group.

(b) The consultation results and subsequent proposals to Cabinet for the 13-19 Commissioning Strategy, prior to their consideration by Cabinet on 13 September 2011.

(3) To agree that the following recommendation be NOT made to Cabinet:-

“In light of the issues that could be experienced in bringing about substantial change to services in such a short period of time, thought should be given to extending the timescale for implementing these changes to allow for secondary consultation and for ensuring all internal and potential external processes are in place before any changes are made.

Thought should also be given to whether the £600k expected to be cut from the 2012/13 youth development service budget could be

funded from the £733k outturn underspend that was ringfenced into earmarked reserves at the end of the 2010/11 financial year.”

(Cllr Russell Hawker requested that his abstention from voting be recorded.)

187. **Denominational Home to School Transport**

The Chairman introduced this item and announced that she would agree to take the report by the Corporate Director for Neighbourhood and Planning, which was made available on Tuesday 19 July 2011, as an item of urgent business because there would not be a further meeting of this Committee to consider and make comments before it was presented to Cabinet for approval on 13 September 2011.

Cllr Richard Gamble, Portfolio Holder for Public Transport, gave a brief overview of the contents of the report, explaining that following consideration of the representations received, and of the financial, environmental, legal and equalities impacts, the following three options were now put forward for consideration:-

Option 1 – implement original proposal to withdraw all discretionary denominational transport assistance with effect from September 2012.

Option 2 – withdraw discretionary denominational assistance with effect from September 2012, but with transitional provisions to assist pupils entering the final year of their GCSE course in 2012.

Option 3 – withdraw discretionary denominational assistance with effect from September 2012, but with transitional provisions to assist all pupils who are already receiving transport.

The Committee received statements from members of the public as follows, expressing their opposition to the proposal:-

Mr Alastair Erdozain – Retired Governor, St John’s RC Primary School, Trowbridge

Ms Emma Kayne – Governor, St Patrick’s RC Primary School, Corsham

Ms Helen Ward – Parent & Foundation Governor, St Augustine’s RC School, Trowbridge

Mr Michael Stevenson – Chair of Governors, St Augustine’s RC School, Trowbridge.

The Committee also noted that questions had been received from the following members of the public and to whom written responses were given:-

Mrs Jane Keogh – a parent

Mr Tony Lowe –

Father Jean-Patrice Coulon – Parish Priest, Our Lady, the Immaculate Conception, Devizes

The Committee also received letters opposing the proposal from:-

Dr Michael Thompson – representing Clifton RC Diocese

Mr Paul Hughes – Headteacher, St Joseph's RC School, Salisbury

During the ensuing debate the following points were raised:-

- A suggestion was made that a Rapid Scrutiny Task Group be set up in order to give more time for consideration to be given to the contents of the report prepared by the Corporate Director for Neighbourhood and Planning. The Task Group should be open to the public and its views and comments would be forwarded to Cabinet to consider at its meeting on 13 September 2011.
- Whilst supporting in principle the setting up of a Rapid Scrutiny Task Group, a number of Members considered that all Members of the Select Committee should be invited to participate, rather than a small number of its membership, bearing in mind that the Task Group would be sending its views and comments direct to Cabinet.
- Many parents make arrangements for their children's primary or secondary education to be carried out in one school and to be suddenly faced with having to either pay for denominational school transport or finding a totally new school might not viable.
- Consideration should also be given to a further Option of no change to the current arrangements and a detailed examination should be given to costing figures provided.

After further discussion,

Resolved:

1. **To establish a Rapid Scrutiny Task Group to consider the proposals to Cabinet on Denominational Home-to-School Transport and to make recommendations as appropriate, this meeting to take place prior to Cabinet's meeting on 13 September 2011 and to include an opportunity for public participation.**

2. To appoint the following members of this Select Committee to form the Task Group:-

Cllr Christine Crisp, Cllr Peter Davis, Cllr Mark Griffiths, Cllr Russell Hawker, Cllr Jon Hubbard, Cllr Jacqui Lay, Cllr Carole Soden, Mr Neil Owen, Mrs Rosheen Ryan and Dr Michael Thompson.

3. To request that the Chairman and Scrutiny Officer liaise with the Cabinet Member and officers to ensure that the further information requested by members is made available for the Rapid Scrutiny Task Group.

188. **Task Group Update**

The Select Committee received an update on the activity of the following Task Groups:-

- Further Education in the Salisbury Area Task Group
- Major Contracts Task Group
- Placements for Looked After Children (LAC) Task Group
- Special School and Post-16 SEN Task Group

After discussion,

Resolved:

- (1) To note the contents of the report.
- (2) To agree that the Placements for Looked After Children Task Group meets in mid-November 2011 to consider the Children in Care Commissioning Strategy, with any conclusions being referred for endorsement by the Select Committee at its meeting on 24 November 2011, and, if appropriate, referred to Cabinet on 15 December 2011.
- (3) To note that the Chairman of the Special School and Post-16 SEN Task Group would be meeting with the Head of Targeted School and Learner Support on 14 July 2011 to discuss the direction of this Task Group which would be reported back to this Select Committee at its next meeting.

189. **Forward Work Programme**

The Select Committee received the Forward Work Programme for consideration and comment.

Resolved:

To note the Forward Work Programme.

190. **Date of Next Meeting**

Resolved:

To note that the next meeting of the Select Committee would be held on Tuesday 27 September 2011 at Monkton Park, Chippenham, starting at 10.30am.

191. **Urgent Items**

There were no urgent items.

192. **Exclusion of the Press and Public**

Resolved:

In accordance with Section 100A(4) of the Local Government Act 1972 to exclude the public from the meeting for the business specified in Minute Number 193 because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 and 4 respectively of Part I of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public.

193. **Transformation of the Passenger Assistant Service**

On considering a confidential report by the Corporate Director, Neighbourhood & Planning and the written views of Revd Alice Kemp,

Resolved:

- (1) To support the implementation of the recommended Option 7.
- (2) To recommend to Cabinet that the fourth bullet point under the proposal be amended to read as follows, because the Select Committee felt that the original wording of "if required" suggested there was some uncertainty over whether such a core of PAs would actually be retained:-

"Retain a core of 5-10 PAs in house as required, to make sure that the necessary experience is available to deal with the requirements of service users with "acute" needs".

(Duration of meeting: 10.30 am - 2.00 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic & Members' Services, direct line (01225) 713035,
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Wiltshire Council

Cabinet

13th September 2011

**Final Report of the Rapid Scrutiny Exercise:
Denominational Home-to-School Transport**

Purpose

1. To present the conclusions and recommendations of the Denominational Home-to-School Transport rapid scrutiny exercise established by the Children's Services Select Committee. The exercise relates to a report of the Corporate Director for Neighbourhood and Planning, seeking Cabinet approval for a change to the Council's Education Transport Policy in respect of denominational home-to-school transport, which is included in the Cabinet Agenda pack (pages 17-36) at Item 6.

Background

2. On 22nd July 2011, the Children's Services Select Committee received a report from the Corporate Director for Neighbourhood and Planning containing proposals to Cabinet to change the funding of Denominational Home-to-School Transport in Wiltshire. Having discussed the report, the Committee resolved to undertake a rapid scrutiny exercise at a later date in order to give members more time with the information provided. Members also asked that further analyses of the anticipated savings and potential risks of the proposals be provided prior to the rapid scrutiny meeting. It was agreed that the exercise would include an opportunity for public participation.
3. Prior to the meeting, requests for additional information were submitted by members of the Rapid Scrutiny Group. All further information provided in response was circulated to members and considered alongside the report of the Corporate Director for Neighbourhood and Planning. The information used for the meeting was published in advance on the Council website and is appended to this report.
4. The Rapid Scrutiny Exercise was held on 8th September 2011, at 6.30pm to make it easier for members of the public to attend. The following members of the Children's Services Select Committee comprised the Rapid Scrutiny Group (a full list of members and officers who attended is included at Appendix B):

Cllr Peter Davis	Councillor
Cllr Mark Griffiths	Councillor
Cllr Jon Hubbard	Councillor

Cllr Jacqui Lay	Councillor
Mr Neil Owen	Co-opted Secondary Parent Governor Representative on the Children's Services Select Committee
Mrs Rosheen Ryan	Co-opted Primary Parent Governor Representative on the Children's Services Select Committee
Cllr Carole Soden	Councillor (Lead Member for the Rapid Scrutiny Exercise and Chairman of the Children's Services Select Committee)
Dr Mike Thompson	Clifton Diocese Co-opted Member of the Children's Services Select Committee

- Members of the public were invited to submit questions and statements by 12pm two days in advance of the meeting, replicating Cabinet timescales for representations from the public.

Procedure followed for the Rapid Scrutiny Exercise

- The Chairman welcomed all present and described the procedure to be followed for the meeting. The powers and processes of rapid scrutiny exercises were summarised and reference was made to a report circulated describing these in greater detail.
- Members of the public who wished to make statements or ask questions were invited to do so. A list of those who spoke is included at Appendix C.
- Following this, Cllr Gamble responded to points raised by members of the public and introduced the report of the Corporate Director for Neighbourhood and Planning containing proposals to Cabinet to change the funding of Denominational Home-to-School Transport in Wiltshire.
- Members of the Rapid Scrutiny Group asked questions of the executive members, officers and members of the public.
- The Chairman thanked all present for attending and answering members' questions. Members of the Rapid Scrutiny Group then went into a closed meeting to agree their final conclusions and recommendations based on the evidence considered.

Summary of discussions

- The Portfolio Holder for Public Transport described the arrangements currently in place for providing financial assistance for denominational home-to-school transport, noting that the Council's average contribution is approximately £400 per pupil. He disagreed that the proposal to remove such assistance was 'discriminatory' against faith schools. He also reported that the decision on the matter had not already been taken.
- The Cabinet Member for Children's Services stated that a comparison between financial assistance for denominational home-to-school transport and

financial assistance for post-16 educational transport was not a valid one; post-16 educational transport was 'universal' in that there was no alternative educational provision, whereas those attending denominational schools had the option of attending alternative schools. The Corporate Director for Children and Education added that decreasing financial assistance for those in post-16 education would hit some of the most vulnerable in society hardest.

13. It was reported that all faiths were represented on the Council's Admissions Forum and none of them had made a request for denominational home-to-school transport to be included on a meeting agenda.
14. It was noted that the Council's responsibilities with respect to denominational home-to-school transport were the same for academies as for maintained schools.
15. It was noted that the Council has certain legal obligations with respect to providing denominational home-to-school transport to pupils entitled to free school meals. Following a member query, it was reported that the number of pupils to whom this currently applied was around 10. Others who were not entitled to free school meals would be able to share any transport provided for these pupils, but the low numbers involved meant that it would have little impact on costs.
16. It was noted that the last review of denominational home-to-school transport took place in 2006/7 and that the arrangements agreed then were subject to a further review after they had been in place for two years in preparation for the 2010-11 budget. The Rapid Scrutiny Group asked those present what had been communicated to parents by both the faith schools and the Council regarding the continuance of financial assistance once this time period elapsed. Members of the public present indicated that there had been little or no communication on this matter. Representatives from faith schools indicated that, because the review scheduled for 2010 had not transpired, it was assumed that the present arrangement would continue. The Portfolio Holder for Public Transport responded that the Cabinet did not perceive the current review as a review of the 2007 position – rather, it was a separate review that had been necessitated by the cuts in Government funding experienced in 2010.
17. Following a member query, the Portfolio Holder for Public Transport stated that although it may be reasonable to expect the current level of financial assistance for home-to-school transport to continue for pupils' time at their current school (Option 3 in the Cabinet report), the financial reality meant that this was not the recommended option.

Management of home-to-school transport

18. Following a member query, the Cabinet Member for Highways and Transport reported that the Council would seek to work closely with schools to assist them in taking over the management of home-to-school transport, and this would include the passing over of funds. Members were referred to the

additional information provided detailing the kinds of support the Council would be able to provide (included in Appendix A). The Portfolio Holder for Public Transport stated that some of the faith schools, such as St Augustine's, already provide home-to-school transport to some degree.

19. Following a member query, the Portfolio Holder for Public Transport reported that calculating and implementing any necessary adjustments to existing transport timetables and routes was a technical skill that the Council's Passenger Transport Unit (PTU) had significant expertise in. In response, members questioned why it was proposed to handover such a specialised task to schools when the Council employed experts in this field.
20. Members questioned whether it was feasible for the smaller schools affected to take over the management of home-to-school transport. The Cabinet Member for Highways and Transport replied that in such cases the schools and affected parents could work together to provide alternative transport in conjunction with other parents, for example through car-sharing.
21. Members commented that traffic levels around some schools were already an issue and questioned whether the impact of the proposals on congestion and air quality had been fully considered.

Educational impact of the proposals

22. Members questioned whether the educational impact on pupils who might change schools as a result of the proposals had been fully considered. They also noted that the member request for further information on this issue had not been met. The Corporate Director for Children and Education responded that it was not possible to make precise predictions of the impact of changing schools on individual pupils and so the request for this information had not been a reasonable one. She added that Wiltshire had a high proportion of children from military families who regularly transitioned between schools and the Council had been praised by Ofsted for its work in supporting such transitions. Members commented that if children changing schools required specialised support then this suggested there would indeed be an educational impact. The Corporate Director responded that the support referred to was for children who changed schools on a very regular basis.
23. Members questioned why the cost of providing transport for pupils transferring to another school were predicted to decrease annually in the projections provided. In response, it was reported that a pupil who no longer travelled to a denominational school would have the standard legal entitlement to a local school place. Their taking up this place might prevent other pupils with less entitlement from attending that school, but there are enough places within the Wiltshire school system to meet the consequent ripple of demand. The Portfolio Holder for Public Transport clarified that the figures referred to related only to transport costs.

Conclusions

24. The Rapid Scrutiny Group have concerns that affected schools, particularly small ones, would experience significant difficulty taking over the management of home-to-school transport for its pupils given the complexity and specialised nature of the task and the limited resources and technical expertise at their disposal.
25. The Rapid Scrutiny Group have concerns at the potentially negative educational impact on pupils needing to change schools as a result of the removal of financial assistance for home-to-school transport. Members feel it is reasonable that parents already receiving financial assistance would expect it to continue for the remainder of pupils' time at their current schools. However, members did not think it reasonable for the financial assistance to 'follow' the pupil to their next school (i.e. when moving from primary to secondary education), or to continue in post-16 education.
26. The Rapid Scrutiny Group recognises the challenging financial circumstances in which the Council is working and the consequent need to make savings. However, the Group notes that the financial impact on the Council of providing transitional provisions for all those pupils already in receipt of transport (as laid out in Option 3) compared to the financial impact of providing such assistance only for pupils entering their final year of GCSE studies in September 2012 (as in Option 2) is relatively insignificant in terms of the Council's overall budget: £277K over a seven year period (see Table 1 below). The financial impact on affected parents, however, and the educational impact on pupils needing to change schools as a result of the proposals in Option 2 could be very significant indeed.

Table 1 – Projected savings from implementing options outlined in the report to Cabinet

	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Totals
Option 2	£132,000	£159,000	£160,000	£161,000	£162,000	£162,000	£162,000	£1.098M
Option 3	£38,000	£69,000	£100,000	£134,000	£158,000	£160,000	£162,000	£821,000
Difference	£94,000	£90,000	£60,000	£27,000	£4,000	£2,000	£0	£277,000

27. Given the challenging financial circumstances in which the Council is operating and the need to make savings in the provision of discretionary services, the Rapid Scrutiny Group feels it appropriate that the parental contribution toward denominational home-to-school transport increase by a small percentage and the Group suggests the amount of 10%. This would further decrease the comparative financial impact on the Council of implementing Option 3 over Option 2.

Recommendations

28. Members of the Rapid Scrutiny Exercise recommend that Cabinet adopt the following option:

Withdraw discretionary denominational assistance with effect from September 2012, but:

- The current level of assistance to continue for all pupils already in receipt of transport, minus the amount saved through implementing a 10% increase to the parental contribution for each pupil;
- For this assistance to continue for the remainder of the pupils' time at their current school (but not for post-16 education);
- Transport to continue to be arranged by the Council, except where schools are willing to take over this responsibility.

**Cllr Carole Soden – Lead Member for the Rapid Scrutiny Exercise; and
Chairman of the Children's Services Select Committee**

Paul Kelly – Designated Scrutiny Officer

Report author: Henry Powell – Senior Scrutiny Officer

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Background documents

Denominational Home-to-School Transport – report of the Director of Neighbourhood & Planning, to Cabinet on 13th September

Appendices

- | | |
|------------|--|
| Appendix A | Additional Information provided for the Rapid Scrutiny Exercise (except the relevant 2006 Cabinet report, which is available at the following link:
http://cms.wiltshire.gov.uk/CeListDocuments.aspx?Committeeld=685&MeetingId=1092&DF=05%2f09%2f2006&Ver=2) |
| Appendix B | Other members and officers attending the Rapid Scrutiny Exercise |
| Appendix C | Public participation at the Rapid Scrutiny Exercise |

Denominational Home-to-School Transport – rapid scrutiny exercise
(Children’s Services Select Committee)

8th September 2011

Additional information provided for the rapid scrutiny meeting

Note: The information included below is in addition to that contained within the report to Cabinet, which is included elsewhere in this Agenda. References to the appropriate paragraph within the Cabinet report are included below where possible.

1. Financial implications

Further information has been requested about the figures and assumptions used in the calculation of the estimated savings for the three options shown in the ‘Financial Implications’ section of the report (paragraphs 25-26).

The calculations in respect of **Option 1** are shown in the table below:

1	Gross annual cost of provision (2010/11 costs)	£349,000	
2	Estimated income by 2013/14 (when phased introduction of charging begun in 2007 will be complete)	£166,000	2010/11 income of £137,000, plus estimated additional income of £30,000 from new starters in 2011/12 - 2013/14
3	Estimated net saving from withdrawing transport (on top of savings already expected from full introduction of 2007 charging policy)	£183,000	Line 1 minus line 2
4	Less adjustment for net cost of continuing to provide transport for denominational post 16s under ‘same cost’ policy (most denominational post 16 students currently receiving transport will continue to be eligible for transport assistance under the terms of the Council’s post 16 transport policy, providing that the cost to the Council is no greater than the cost of transport to the designated sixth form school or FE college for their address)	£11,000	Assumed that all 41 denominational post 16 students continue to receive transport, at a net cost of £268 per head (cost of season ticket on the public bus, less income from post16 charge)
5	Less estimated cost of providing transport for entitled children from low income families	£10,000	In 2010/11 were only 5 children receiving free transport. Assumed that

Sensitivity analysis

It is very difficult to predict the additional costs that might be incurred by the Council in providing additional transport where denominational pupils seek to transfer to the local school and the year group at the local school is full (line 6 in the option 1 calculation table above). The actual costs incurred will depend on many factors, including:

- The number of pupils who seek to transfer, which will depend on the individual decisions made by parents when it is known what alternative transport arrangements will be available, and at what cost;
- What spaces are available in each year group at the alternative local schools at the time;
- Whether (particularly for primary schools) the local school will agree to take 'over numbers';
- What type of transport is required and what price can be secured through tendering or negotiation.

The estimated savings in the report are based on an assumption that 25% of children currently receiving transport will seek to transfer. A '**worst case scenario**' has also been worked through to estimate the possible cost implication if all of the children currently receiving transport seek to transfer to the local school:

Additional transport needed;	Estimated cost (£);				
	2012/13	2013/14	2014/15	2015/16	2016/17
Secondary					
Bradford – Trowbridge (2 season tickets)	1200	1200	1200	0	0
Chippenham area villages – Abbeyfield (use existing school bus)	0	0	0	0	0
Corsham – Abbeyfield (7 season tickets)	4200	2400	0	0	0
Melksham – Trowbridge (1 season ticket)	600	600	600	0	0
Lavington and Devizes – Melksham (bus for 21 current year 9 pupils)	29,000	0	0	0	0
Lavington – Devizes (large taxi for 7 children)	6,000	6,000	0	0	0
Primary					
4 rural primary schools (Cherhill, Lacock, Gt Cheverell, Shaw) each requiring a taxi for 1 child (<i>may be reduced if schools agree to take over numbers</i>)	24,000	18,000	18,000	12,000	0
TOTAL	65,000	28,200	19,800	12,000	0

within the schools budget. Only pupil movements associated with the changes to denominational transport are shown and it is important to note that these are unlikely to be the only pupil movements from year to year. The model for secondary schools shows an increase in the overall number of pupils in Wiltshire schools because of the movement of pupils from schools in Bath and Swindon back to Wiltshire.

The analysis reflects Age Weighted Pupil Unit costs from the Wiltshire funding formula and therefore treats all of the schools as if they are maintained schools. A number of schools have converted to Academy status or are expected to convert prior to the implementation of any changes to transport arrangements. Academies are currently funded by the Young Person's Learning Agency (YPLA) and per pupil amounts for these schools are not known to the local authority. Academies are funded on an academic year basis and therefore any changes to pupil numbers are reflected at the start of the academic year.

For maintained schools changes to pupil numbers in September are reflected in the budget for the following financial year, however, should a school experience a significant increase in numbers on roll within a financial year, i.e., sufficient numbers to generate the need for an additional class, there is a mechanism within the funding formula to reflect the increased cost in year. Subject to the appropriate criteria being satisfied, as laid out in the local authority's funding scheme, this cost is met from the contingency held within the delegated schools budget. Based on the figures presented in the attached analysis it is possible that 1 secondary school could require additional funding in year if all pupils in years 7-9 who currently access transport were to move to their home community school.

Maintained schools are required to submit 3-year budgets to the local authority with years 2 and 3 based on estimated pupil numbers. If an individual school is forecasting a financial deficit as a result of reduced pupil numbers then the LA will work with that school to develop a financial recovery plan. For academies, any recovery plan would need to be agreed with the Young Person's Learning Agency (YPLA) who currently fund academies. Each school is considered on a case-by-case basis. Depending on the level of deficit forecast it is possible that schools would need to make reductions in staffing however it is not possible to estimate the likely cost of redundancies until pupil movements are known. If it is agreed that staffing reductions are necessary for financial recovery then redundancy costs are met from the centrally held Dedicated Schools Grant and are therefore a cost to the overall schools budget.

3. Admissions to other schools

Inter-year admissions and outside normal admissions rounds

The LA Admissions Team recognise that if all pupils attending faith schools reapply to their local school they would need careful planning and placement. Until the actual numbers and individuals are known the Admission Team is unable to gauge the difficulties that might ensue in re-allocating places.

It is not possible to be definitive in relation to the impact on a particular school in terms of a drop in the number on roll; much would depend on the exact number. As the recommended option allows for a phased approach it is unlikely that any planned key stage 4 courses will need to reduce. Likewise the impact on individual students is difficult to assess and will depend on individual circumstances.

- how many will seek to reduce the cost and inconvenience of a daily car journey by setting up formal or informal car sharing arrangements.

The worst case scenario (in traffic terms) would be that no alternative transport arrangements are made; no children transfer to other schools; no car sharing takes place; and that all children currently at the school continue to attend and are taken to school alone by car. This would be a very unlikely outcome. For the reasons given above, it is very difficult to identify what the actual outcome would be, but the following scenario is given as an example;

Assumptions; 50% of pupils use alternative transport arrangements 25% transfer to other schools 25% travel by car Of these, 50% share with one other pupil			
	St Augustine's	St Gregory's	St Patrick's
Pupils receiving transport in 2010/11	302	69	30
Possible number travelling by car in future	76	18	8
Possible number of additional cars	57	14	6

5. What support the Council would be able to offer to schools to make alternative transport arrangements

A request has been made for more information about what support Council officers would be able to provide to schools to make alternative arrangements, to reduce the additional burden this would place on them (particularly for the primary schools for whom organising transport may be a significant burden) (please see paragraphs .

Officers in the Council's Passenger Transport Unit (PTU) have well established working relationships with the schools with the largest transport provision, and have already attended meetings at which possible future transport arrangements have been discussed. Support could be provided for the schools in a number of ways, including for example;

- Arranging for existing transport contract arrangements to be taken over by the school, or a 'parents club';
- Discussing with local transport operators whether they would be prepared to run a fare paying service on a commercial basis;
- Providing advice and assistance in designing the most cost effective transport routings, including whether it would be possible to reduce the cost by linking these with other Council transport contracts;
- Advising on the availability of suitable existing public transport services or of spare seats on other Council transport contracts in the area;
- Providing advice on tendering or negotiation with transport operators;

Shared sites: Students whose designated schools are in Trowbridge, Chippenham and Salisbury can receive transport to an alternative school where their local school is on the same 'campus'.

Any other individual circumstances: The Council has a responsibility to consider any individual circumstances presented for purposes of considering transport entitlement and to determine whether these warrant an exception to normal policy.

7. **Pupils living in isolated areas** *Paragraph 13, Bullet Point 4 in the Cabinet report*

The Cabinet report refers to "Families living in areas where it is not possible to arrange alternative transport..."

In 2010/11 there were 26 pupils living in areas which meant they required transport other than by school/service bus. These were transported mainly by taxi (18) but some were taken by parental car (8) and claimed an allowance towards motor fuel costs. In 2011/12 this number falls to 13 as many of them transfer from primary to secondary or leave compulsory education.

If denominational transport support is removed, all of these children could attend their local school and get there by walking, as this is in the same town or village. Thus, there will be no cost incurred in providing free transport to the local school.

8. **The consultation process** *See Paragraphs 4-7 in the Cabinet report*

Letters were sent to parents of all children currently receiving assistance, headteachers of those schools affected and the RC diocese on 5th May 2011, giving notice of the proposal to withdraw assistance at Cabinet on 26th July, inviting comments by 13th July.

- A second letter was sent to same groups inviting comments on the proposals and providing details of the Cabinet meeting.
- CE diocese were consulted
- Individual responses were recorded and acknowledged
- Cabinet members met with selected headteachers and the RC diocese on 8th August
- Cabinet's consideration of the proposals was postponed from 26th July to 13th September in order to allow greater participation during term time.
- A report containing the proposals was taken to the Children's Services Select Committee on 22nd July.

Modelling of Financial Implications for Secondary Schools Budgets of Changes to Denominational Transport

	AWPU Value 2011/12
Year 7	£ 3,229.93
Year 8	£ 3,229.93
Year 9	£ 3,229.93

AWPU = Age Weighted Pupil Unit

School	NOR Jan 2011	School Budget Share 2011/12	Potential Pupil Movement if all pupils return to "home" school			Total	Associated Movement in AWPU Funding in following financial year if ALL Yr 7-9 Pupils Move			Trigger Increase in Year?	Assume 25% from St Augustines and St Gregory's move £
			Yr 7	Yr 8	Yr 9		Yr 7 £	Yr 8 £	Yr 9 £		
1	730	3,612,773	0	0	1	0	0	0	3,230	3,230	0
2	1200	5,717,491	1	1	3	3,230	3,230	3,230	9,690	9,690	2,422
3	1427	6,551,621	10	0	0	32,299	0	0	32,299	32,299	8,075
4	1312	5,924,623	0	4	2	0	12,920	0	6,460	19,380	4,845
5	874	4,534,878	5	8	6	16,150	25,839	19,380	61,369	116,278	15,342
6	1203	5,688,603	14	19	3	45,219	61,369	9,690	116,278	116,278	29,069
7	1114	5,379,037	16	10	30	51,679	32,299	96,898	180,876	180,876	45,219
8	359	1,910,678	0	0	1	0	0	0	3,230	3,230	0
9	394	2,092,154	0	0	(1)	(1)	0	0	(3,230)	(3,230)	0
10	1218	5,968,940	3	1	3	9,690	3,230	9,690	22,610	22,610	5,652
11	972	4,507,602	(55)	(53)	(56)	(177,646)	(171,187)	(180,876)	(529,709)	(529,709)	(132,427)
12	1506	6,982,072	8	9	12	25,839	29,069	38,759	93,668	93,668	23,417
13	1081	5,067,608	9	9	5	29,069	29,069	16,150	74,289	74,289	18,572
14	1423	6,813,810	0	0	1	0	0	0	3,230	3,230	0
			11	8	8	35,529	25,839	25,839	87,208	87,208	20,187

Notes

- Figures used are those provided by Admissions Service in separate briefing note - assumes all pupils in year 7-9 return to "home" school. As yet no indication that this would be the situation. 25% movement of pupils from St Augustine's and St Gregory's (Bath) also shown.
- Only movements in pupil numbers associated with changes in transport are shown - this would not be the only pupil movement from year to year
- Overall increase in cost because assumes pupils return to Wiltshire from St Gregory's (Bath) and St Joseph's (Swindon) this increase would be funded in the overall DSG settlement for the following financial year
- Assumes all schools are maintained by the LA - some are, or will have, converted to academy status before the date of implementation and will be funded by the YPLA
- Increases/decreases in pupil numbers are reflected in the budget for each maintained school in the following financial year, changes for academies are reflected immediately as schools are funded on an academic year basis and reflect pupil numbers in the September at the start of the financial year
- 1 school may receive an in year increase in funding as a result of a significant increase in pupil numbers
- 25% movement assumes reduction equally spread across year groups

Sheet A – Primary Denominational Transport
 Places required. This shows the number of pupils
 in each school and each year group who are
 wishing to access denominational transport. The
 horizontal column with numbers is the year group
 e.g. Year 6 through to year 1 pupils.

SCHOOL	6	5	4	3	2	1	0
BOWERHILL PRIMARY	1	1		2	1	1	2
BRINKWORTH EARL DANBY			1				
BROUGHTON GIFFORD PRIMARY	1			1			
CHERHILL PRIMARY		1		1	1		1
COLERNE PRIMARY	1				1	1	
CRUDWELL	1						
DILTON MARSH		1					
DINTON PRIMARY		2	1				1
DONHEAD PRIMARY		2					
GT CHEVERELL	1						
LACOCK				1			
LYNEHAM PRIMARY	1	2		1	1		
MELKSHAM PRIMARY	2	3	2	1	1	1	2
SALISBURY PRIMARY	1						
SHAW PRIMARY		3			1		
SOMERFORD WALTER POWELL			1				
STANTON ST QUINTIN		1	1				
TIDWORTH PRIMARY						1	
TISBURY PRIMARY	2	1					
WARMINSTER MINSTER		1					
WILTON PRIMARY	1		1				
WYLYE VALLEY PRIMARY		1					

	9	8	7	6	5	4	3	2	1	0
AMESBURY STONEHENG	1									
BRADFORD ST LAURENCE	2	4	2							
CALNE JOHN BENTLEY	1	1	1							
CHIPPENHAM SECONDARY	3	4	5							
CORSHAM	2	6	10							
DEVIZES	22	15	14							
MELKSHAM THE OAK	8	10	17							
MKT LAVINGTON	3	4	3							
LAVERSTOCK SECONDARY	1									
SHAFTESBURY			2							
TROWBRIDGE SECONDARY	3	1	1							
WARMINSTER KINGDOWN	12	9	8							
WESTBURY MATRAVERS	5	9	9							
WOOTTON BASSETT	1									
CHIPPENHAM SCHOOLS										
HARDENHUISH SCHOOL										
ABBNEYFIELD										
SHELDON										
LAVERSTOCK SECONDARY										
ST EDMUND'S										
WYVERN										
ST JOSEPHS										

NOR Yr 7	NOR Yr 8	NOR Yr 9	NOR Yr 10	NOR Yr 11	TOTAL NOR
130	128	142	150	153	703
230	223	216	211	210	1090
159	217	193	220	192	981
See below					
222	212	239	248	215	1136
187	206	194	220	215	1022
240	214	193	261	209	1117
146	137	138	137	134	692
See below					
None Wilts					
See below					
246	226	260	249	253	1234
162	186	198	186	174	906
260	241	209	244	216	1170
247	251	254	282	271	1306
141	114	166	150	153	724
284	282	278	286	282	1412
182	160	173	143	131	789
46	74	71	73	62	326
100	86	73	85	74	418

Wiltshire Council

**Denominational Home-to-School Transport – rapid scrutiny exercise
(Children’s Services Select Committee)**

8th September 2011

Additional Information provided for the rapid scrutiny meeting (#2)

1. Estimated savings from “cost increase” option

The following is an estimate of the savings that would be generated by an increase in the charges for denominational transport by 10% and 20%. These include an estimate of the extra income generated by the increase, offset by a reduction in income if the increase results in a reduction in the number of children travelling.

	10% increase	20% increase	
1. Extra income (£)	16,600	33,200	<i>Assume 10% / 20% of the estimated total income expected in 2013/14</i>
2. Less reduced income if takeup reduced by 2.5%	4,600	5,000	<i>2.5% x total no of pupils (450) x average charge at new rate (£372 + 10% or 20%)</i>
3. Overall saving if takeup reduced by 2.5%	12,000	28,200	<i>= Line 1 less line 2</i>
4. Less reduced income if takeup reduced by 5%	9,200	10,000	<i>5% x total no of pupils (450) x average charge at new rate (£372 + 10% or 20%)</i>
5. Overall saving if takeup reduced by 5%	7,400	23,200	<i>= Line 1 less line 4</i>
6. Less reduced income if takeup reduced by 7.5%	13,800	15,100	<i>7.5% x total no of pupils (450) x average charge at new rate (£372 + 10% or 20%)</i>
7. Overall saving if takeup reduced by 7.5%	2,800	18,100	<i>= Line 1 less line 6</i>

Revised version of transport provisions and budgets table

(Section 6 of Additional Information report – [REDACTED] of the Agenda)

Includes net as well as gross cost, and with some corrections.

Note:

- All figures are for 2011/12 financial / academic year
- Pupil numbers may increase further as a result of late applications

	Gross cost (£m)	Net cost (£m)	No. students
<i>Mainstream home to school</i>			
Under 16 (excl. denominational)	7.12	7.00	7754
Denominational	0.35	0.21	396
Post 16	1.73	1.14	1446
<i>SEN</i>	4.40	4.40	760

Appendix B

Other members and officers attending the rapid scrutiny exercise

Cllr Tony Deane	Councillor (observing)
Cllr Richard Gamble	Portfolio Holder for Transport
Cllr Lionel Grundy OBE	Cabinet Member for Children's Services
Cllr Dick Tonge	Cabinet Member for Highways and Transport
Mark Boden	Corporate Director, Neighbourhood and Planning
Julie Cathcart	Head of School Improvement
Phil Cooch	Manager, Schools Accounting and Budgets
Stephanie Denovan	Service Director, Schools and Learning
Nick Glass	Manager, Schools, Buildings and Places
Carolyn Godfrey	Corporate Director, Children and Education
Parvis Khansari	Service Director, Strategic Services
Henry Powell	Senior Scrutiny Officer
Sharon Smith	Democratic Services Officer
Tazril Tamin	Educational Transport Entitlement Manager
Ian White	Head of Service, Passenger Transport

Appendix C

Public participation at the rapid scrutiny exercise

Emma Kayne	Parent Governor, St Patrick's Primary School, Corsham
Lena Pheby	Parent, St Patrick's Primary School, Corsham
Father Jean-Patrice Coulon	Parish Priest, Our Lady the Immaculate Conception, Devizes
Michael Stevenson	Chair of Governors at St Augustine's Catholic College
Francis White	Governor at St Augustine's Catholic College
Alistair Urdizane	

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Responses to the recommendations of the Rapid Scrutiny Group from the Cabinet Member for Highways and Transport

The Cabinet would like to thank the Rapid Scrutiny Group for carrying out a thorough and effective review of the proposals, and for their report and recommendations. In reaching their decision, Cabinet members took careful note of these, as well as the many representations received throughout the consultation period and made in person at the meeting.

Cabinet were particularly concerned about the potential impact on children already attending the denominational schools, and in order to minimise the risk of such children having to change school agreed to implement the Rapid Scrutiny Group's second recommendation;

for assistance to continue for the remainder of the pupils' time at their current school (but not for post-16 education).

This has been done by approving Option 3, which will result in funding being provided by the Council to the schools to assist them in providing transport for these children until such time as they move to another school or into post-16 education.

This will cause financial stress on the passenger transport budget as savings will be deferred, and this will have to be addressed through the budget setting process. Cabinet did not however consider that it could agree to the Group's third recommendation;

that transport continues to be arranged by the Council, except where schools are willing to take over this responsibility.

If long term arrangements are to be put into place to provide transport to denominational schools after the Council's funding has ceased, it will be vital that the schools take the responsibility for making transport arrangements for their own pupils as the Council contribution declines. This should start at the earliest opportunity whilst the Council is still providing a funding contribution for the maximum number of pupils.

The Group's concerns about the ability of schools (in particular the smaller schools with relatively expensive transport arrangements) to arrange their own transport were however noted, and it was emphasised again that assistance will be provided to them by the passenger transport team in setting up cost-effective transport. The recommendation was also amended such that the allocation of funding to the schools will be adjusted to reflect the variation in transport costs between schools in different circumstances.

As transport arrangements will from September 2012 be the responsibility of the schools (albeit with a fixed contribution from the Council), it will be for the schools themselves to decide what contribution should be made by parents, and whether they implement a 10% increase as recommended by the Rapid Scrutiny Group. The schools will also be able to decide for themselves who is eligible for transport, and

on what terms. This will give them more flexibility to develop sustainable arrangements for the long term as the Council's funding contribution reduces.

Cllr Dick Tonge
Cabinet Member for Highways and Transport

Wiltshire Council

**Cabinet
13 September 2011**

Final Report of the Rapid Scrutiny Exercise: 11 to 19 Commissioning Strategy

Purpose

1. To present the conclusions and recommendations of the 11 to 19 Commissioning Strategy rapid scrutiny exercise established by the Children's Services Select Committee. The exercise relates to a report of the Corporate Director for Children and Education, presenting the 11 to 19 Commissioning Strategy and proposing its adoption by Cabinet, included in the Cabinet Agenda pack at Item 7 (pages 37-78).

Background

2. In June 2011, the Children's Services Select Committee established a rapid scrutiny exercise to respond to the 13-19 Commissioning Strategy consultation. The consultation response drafted by that group was subsequently endorsed (with a few amendments) by the Select Committee on 22nd July and submitted to the appropriate department.
3. The rapid scrutiny report to the Select Committee raised a number of concerns about the consultation process followed and recommended that further scrutiny be undertaken. The Select Committee therefore established a further rapid scrutiny exercise to consider two matters:
 - a) the consultation process followed for developing the commissioning strategy, and;
 - b) the report of the Corporate Director for Children and Education presenting final proposals for the commissioning strategy to Cabinet.
4. The Rapid Scrutiny Exercise was held on 9th September 2011 with the following members and officers in attendance:

Cllr Peter Davis	Councillor
Cllr Jon Hubbard	Councillor (Lead Member)
Cllr Jacqui Lay	Councillor
Cllr Helen Osborn	Councillor

Cllr Lionel Grundy OBE	Cabinet Member for Children's Services
Cllr Richard Clewer	Portfolio Holder for Youth Skills

Julie Cramp
Henry Powell

Joint Director, Commissioning & Performance
Senior Scrutiny Officer

Summary of Discussions

a) Discussion of the consultation process

5. Following a member query, it was reported that the consultation results were analysed by the Voice and Influence team and these, plus the eventual outcomes, would be fed back to consultees.
6. It was reported that the age range of the Commissioning Strategy has been extended from 13 to 19, to 11 to 19, to mirror the age range of secondary (and further) education. Members expressed concern that not enough activities were available for 11 and 12 year olds as youth work tended to be aimed at 13 to 19 year olds. However, it was acknowledged that involving very young people in youth activities could discourage older teens from taking part. It was also noted that those younger than 13 are sometimes permitted to participate in youth activities and that local discretion around this would remain.
7. Members expressed concern that the Corporate Research Team had not been fully involved in designing the consultation process and drafting all of the consultation questions. Members felt that the questions included in the 'Commissioning Strategy – draft for consultation' were worded in a way that was inaccessible and uninviting to the average person and would not, therefore, have encouraged maximum response. It was noted that 31 seemed a disappointing number of written responses to a consultation in a large county. In response, officers and the Cabinet Member reported that the questions included in this consultation document were aimed at professionals involved with youth work and it was therefore appropriate and necessary for them to be of a technical nature. The consultation questions included on the Sparksite website, however, were intended for young people and were worded accordingly. Also, some of the 31 written responses were from large organisations, such as the Police Authority, rather than individuals. The Cabinet Member noted that simple, 'tick box' consultation questions requesting yes's or no's would probably have prompted a larger response, but would have achieved very little.
8. It was reported that two Area Boards had held special meetings to consider the consultation document and others received briefings at their regular meetings. Members expressed concern that some Area Boards had chosen only to have a Chairman's announcement on the consultation.
9. Members expressed concern that it had not been made clear within the consultation process that new campus developments would not necessarily be available (or include youth work) in all areas of Wiltshire. Members questioned how much relevance localised plans such as campus developments had to a county-wide strategy. Members also had concerns regarding the relevance of the campus programme to this consultation, given

the disparity between the timescales for making savings and the projected timescales for the campus projects. The Portfolio Holder for Youth Skills responded that the consultation was an invitation to young people to express how they wanted youth work to be delivered in the future and so it was essential to include the campus plans within that context. It was also reported that it was made clear in consultation sessions with young people that youth work provision in campuses was not a certainty everywhere.

Discussion of the proposals to Cabinet

10. The Director for Commissioning and Performance introduced the Cabinet report and summarised the proposed Wiltshire Youth Work Offer for members.
11. It was reported that in some local authorities youth work was now exclusively provided by volunteers whereas Wiltshire Council was able to retain paid youth work staff, while working increasingly closely with the voluntary and community sector. The Council's comparatively strong financial situation had also allowed the delay of the necessary cuts for one year while an in-depth review and consultation on services for 13-19 year olds took place.
12. It was reported that any subscriptions for access to youth work were likely to be a nominal amount and members were reassured that no young person would be refused access on the basis of their ability to pay. It was noted that paying small subscriptions can actually increase young people's sense of ownership over their youth centres and activities. Other methods of income generation such as corporate sponsorship and projects run by young people (e.g. smoothie bars) would also be explored.
13. Members expressed concern that there is the potential for the proposed Youth Advisory Groups' role to overlap with existing bodies, such as CAYPIGs (Community Area Young People's Issues Groups). It was reported that CAYPIGs were run entirely by Youth Services, whereas Youth Advisory Groups would be of a more over-arching nature. Each Youth Advisory Group would reflect the unique circumstances and requirements of its local area and that existing groups and bodies, such as CAYPIGs, would be involved in their development. The primary role of young people in planning and shaping services would be ensured by requiring each Youth Advisory Group to elect a chairman under the age of twenty-five and also for more than 50% of their members to be under that age. Members might also include councillors and community area managers.
14. The Director for Commissioning and Performance reported that the move towards focusing more resources on one-to-one work with young people engaging in risky behaviours could involve changes to the role of the Youth Development Service Team Leaders. However, this, and other decisions around staffing such as the precise mix of full-time and sessional staff and volunteers would depend on local circumstances. There would be voluntary opportunities across all areas of the service and all would receive appropriate

training and supervision. The framework for using those volunteers would reflect the Council's Volunteering Strategy.

15. It was clarified that each community area as a whole was expected to generate an average of £2,500 income, so areas of higher deprivation where income generation was more challenging could be 'supported' by more affluent parts of the same community area. Each area would also decide if and how to manage generating income from subscriptions.
16. The Lead Member thanked the officers and executive members for attending and answering the Rapid Scrutiny Group's questions.

Conclusions and recommendations

1. **The Rapid Scrutiny Group regrets that 11 to 12 year olds were not involved in the consultation until a late stage and fear that, as a consequence, their views may not have influenced the development of the Strategy.**
2. **It is noted that the Council's Consultation Strategy requires all consultations of this nature to be cleared through the Corporate Research Team and that, following a recommendation from the Children's Services Select Committee in 2010, assurances were given this would happen in future.**

The Rapid Scrutiny Group regrets that the Corporate Research Team were not fully involved in designing the consultation process and that the consultation document was consequently not hosted on the Council website.

3. **The Rapid Scrutiny Group notes that one set of consultation questions were aimed at young people (those included on the Sparksite website) and another set were aimed at professionals from the youth work sector (those questions included in the consultation document).**

The Group is therefore concerned that there were no equivalent questions designed for adult, lay people, and feel this may have partly led to the low number of written consultation responses received.

4. **The Rapid Scrutiny Group is concerned that it was not made clear in the consultation document that all the suggestions outlined for the future of a local youth work offer (for example, those including campus developments) would not be available in all areas of Wiltshire within the timeframe of the Strategy.**
5. **The Rapid Scrutiny Group is concerned that some Area Boards' participation in the consultation amounted only to a chairman's announcement.**

6. The Rapid Scrutiny Group welcomes in principle the idea of Youth Advisory Groups, particularly the emphasis on involving young people in planning and shaping local services. However, the Group recommends that existing groups and bodies within the local area (such as CAYPIGs) are involved in the formation of any new groups to prevent duplication, and that recognition is given to each local area's unique circumstances and requirements.
7. With reference to the proposed use of subscriptions for income generation, the Rapid Scrutiny Group welcomes the reassurance provided that no young person will be excluded from youth activities on the basis of their ability to pay. The Group also welcomes the proposal that other forms of income generation will be investigated.
8. Although 11 to 12 year olds are sometimes allowed to participate in youth services activities, the Rapid Scrutiny Group is concerned that there is no dedicated youth work provision for this age group.
9. The Rapid Scrutiny Group regrets the necessity to lose any staff in order to balance budgets, but also recognises the constraints under which the report was written. However, the Group does have concerns that replacing paid staff with potentially untrained volunteers could have a negative impact on the quality of provision.

Cllr Jon Hubbard – Lead Member for the Rapid Scrutiny Exercise

Paul Kelly – Designated Scrutiny Officer

Report author: Henry Powell – Senior Scrutiny Officer

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Appendices

None

Background documents

- A report on the Process for Developing and Consulting on the 13-19 Commissioning Strategy
- Commissioning Strategy for Young People aged 13 to 19 – April 2012 to 2015 (draft for consultation – May 2011)
- 13 to 19 Commissioning Strategy – Summary of Young People's Consultation Responses
- 11 to 19 Commissioning Strategy (report to Cabinet 13th September 2011)
- Commissioning Strategy for Young People Aged 11 to 19 April 2012 to 2015 (an appendix to the above)

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Response to 11 – 19 Commissioning Strategy Rapid Scrutiny Report from Councillor Lionel Grundy

- 1 The Rapid Scrutiny Group regrets that 11 – 12 year olds were not involved in the consultation until a late stage and fear that, as a consequence, their views may not have influenced the development of the Strategy.

Councillor Grundy: The draft Strategy covered the 13 – 19 age range. During the consultation, a number of people suggested that we should cover the secondary age range and the Strategy was therefore amended to cover 11 – 19 once the consultation had closed. However, some 11 – 12 year olds would have been covered by the consultation work that took place in secondary schools. Overall, 746 young people took part in the consultation and it is very unlikely that focusing specifically on the views of 11 – 12 year olds would have produced a different view on the Strategy.

- 2 It is noted that the Council’s Consultation Strategy requires all consultations of this nature to be cleared through the Corporate Research Team and that, following a recommendation from the Children’s Services Select Committee in 2010, assurances were given this would happen in future. The Rapid Scrutiny Group regrets that the Corporate Research Team was not fully involved in designing the consultation process and that the consultation document was consequently not hosted on the Council website.

Councillor Grundy: The Corporate Research Team comment on all consultation work with the general public. The consultation questions in the Strategy were aimed at professional staff that work with young people. The Snap Survey questions aimed at young people (as members of the public) were checked with the Corporate Research Team. The Corporate Research Team has been extremely positive about the written report on the consultation with young people and has stated that it is of a high standard.

- 3 The Rapid Scrutiny Group notes that one set of consultation questions were aimed at young people and another set were aimed at professionals from the youth work sector. The Group is therefore concerned that there were no equivalent questions designed for adult, lay people, and feel this may have partly led to the low number of written consultation responses received.

Councillor Grundy: The consultation with adult, lay people was undertaken through the Area Boards. Each Area Board was offered a presentation to explain the Strategy and the proposals. Those Area Boards expressing a particular interest were offered a separate specific meeting to discuss the Strategy. There were 31 written responses but many of these reflect the views of a large number of individuals, eg, a single response sent by the Police, responses from Town and Parish Councils, a response from a special meeting in Melksham, and a response from the Connexions Service.

- 4 The Rapid Scrutiny Group is concerned that it was not made clear in the consultation document that all the suggestions outlined for the future of a local youth work offer (for example, those included campus developments)

would not be available in all areas of Wiltshire within the timeframe of the Strategy.

Councillor Grundy: The consultation was about the future strategic direction for the Youth Development Service and asked young people and key stakeholders about ideas/principles for the future delivery of the YDS. It was fully explained to young people at the CAYPIG meetings that campuses would not be available in all areas during the timeframe of the Strategy. Adults involved with Area Boards will clearly already be aware of timeframes for campus developments.

- 5 The Rapid Scrutiny Group is concerned that some Area Boards' participation in the consultation amounted only to a chairman's announcement.

Councillor Grundy: All Area Boards were sent a Briefing Paper and offered a presentation. Area Boards have local discretion over agendas for meetings. It is disappointing that some Area Boards chose not to have a full agenda item and that some Councillors linked to those Area Boards have then criticised the consultation process.

- 6 The Rapid Scrutiny Group welcomes in principle the idea of Youth Advisory Groups, particularly the emphasis on involving young people in planning and shaping local services. However, the Group recommends that existing groups and bodies within the local area (such as CAYPIGs) are involved in the formation of any new groups to prevent duplication, and that recognition is given to each local area's unique circumstances and requirements.

Councillor Grundy: It is agreed that it will be important that existing groups and bodies within the local area are involved in the formation of Youth Advisory Groups to prevent duplication.

- 7 With reference to the proposed use of subscriptions for income generation, the Rapid Scrutiny Group welcomes the reassurance provided that no young person will be excluded from youth activities on the basis of their ability to pay. The Group also welcomes the proposal that other forms of income generation will be investigated.

Councillor Grundy: The Cabinet Paper includes examples of how each community area can raise income, and each community area will need to decide on how it generates income. It is good to hear that there is already feedback from one community area on the enthusiasm of young people to become involved in this work.

- 8 Although 11 to 12 year olds are sometimes allowed to participate in youth services activities, the Rapid Scrutiny Group is concerned that there is no dedicated youth work provision for this age group.

Councillor Grundy: The majority of positive activities for young people aged 11 – 19 are organised by secondary schools, and the voluntary and community sector. In

most community areas, there is a wide range of sports clubs and other activities, such as Scouts and Guides, which are well-attended by this age group.

- 9 The Rapid Scrutiny Group regrets the necessity to lose any staff in order to valance budgets, but also recognises the constraints under which the report was written. However, the Group does have concerns that replacing paid staff with potentially untrained volunteers could have a negative impact on the quality of provision.

Councillor Grundy: All open access youth work will continue to be overseen and delivered by qualified staff, sometimes in partnership with volunteers. Wiltshire's Integrated Youth Service has a volunteering strategy (developed in line with the Corporate Volunteering Strategy), and this is clear that all volunteers will be supported to work to specific standards and will receive appropriate training and supervision.

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Coalition Changes – DCE update July to September 2011

Families in the Foundation Years

1. Early years qualifications are to be reviewed to make sure they are sufficiently rigorous and high quality as part of wider reforms to early education. The Government wants to raise the status of the professionals working with young children to make sure they have the skills they need.
2. The Government has also confirmed that nine local authorities will be the first to trial payment by results for children's centres. They will test rewards for reaching the most vulnerable families, improving family health and wellbeing, and raising attainment of children at age five. Up to 21 further trials to be announced early in the autumn. The experience of the trial areas will help the Government and local authorities develop a final set of measures so payment by results can be rolled out nationally from 2013-14.
3. These announcements are included in a new vision set out by the Government for [Families in the Foundation Years](#) which sets out what mothers and fathers can expect from pregnancy until their child reaches the age of five. Action the Government is taking to help parents ensure their children are school ready includes:
 - A new focus on three prime areas of learning in the Early Years Foundation Stage (EYFS) so children are ready and able to learn at school. These are: personal, social and emotional development, physical development and communication and language.
 - A slimmed down EYFS, more closely aligned with Key Stage 1 to smooth the transition from reception class to Year 1.
 - All early years settings to provide a new check for every two-year-old to pick up early any problems in a child's development or special educational needs.
 - Children's centres to have a stronger focus on school readiness and supporting families.

Key Stage 2 review of testing, assessment and accountability

4. Michael Gove has accepted all the recommendations of Lord Bew's independent review of testing, assessment and accountability at the end of primary school.
5. Currently there is statutory teacher assessment in every core subject – maths, reading, writing, speaking and listening, and science. There are also external tests in maths, writing and reading, and a sample test in science. The [changes](#) include:

- Replacing the current writing test with teacher assessment of writing composition. This teacher assessment will make up the larger part of the overall writing judgement.
 - Working with the profession to develop a test of some of the essential skills needed to become fluent, confident writers – spelling, grammar, punctuation and vocabulary. To be introduced from 2013 after trialling in 2012.
 - Publishing more data in the 2011 performance tables onwards, including new three-year rolling averages from 2012, to give a rounded picture of a school's performance.
 - Placing a greater emphasis on progress made by pupils:
 - Progress will be one of the two main published measures, alongside attainment. From now on any overall judgement of a school by the Government, local authorities or Ofsted will give at least as much weight to progress as attainment.
 - There will be a strong focus on the progress of every pupil. New progress measures will be introduced in the 2011 performance tables to focus on the performance of low, middle and high attainers. This will help stop schools focusing on pupils on the Level 3/4 borderline.
 - New progress and attainment measures will be introduced from 2012 for pupils who have completed all of Years 5 and 6 in a school. This will recognise that schools should not be held wholly accountable for the performance of pupils who have just joined them.
 - Secondary schools will be given teacher assessment judgements before test results, from 2012. This will mean there is more weight attached to them and allow longer for them to inform Year 7 teaching and learning.
 - Primary schools will provide more information on pupils' performance to secondary schools so Year 7 teachers know right from the outset children's attainment and the areas where extra work is needed. This will start in summer 2013.
 - There will be a trial in 2012 of an extension to the testing period so that pupils who are ill on the day of a test have a week to sit it, rather than two days.
6. Maths and reading tests will continue to be externally tested but will be refined over time. Teacher assessment of science, with a sample test monitoring national standards, will continue. Speaking and listening will continue to be teacher assessed.

New standards of competence and conduct for teachers

7. All teachers will be expected to meet new standards of competence and conduct from September 2012, following an independent review of the skills that teachers should possess. They are a key part of the Government's ambition to ensure the status and quality of the teaching profession continues to rise. The Government has accepted the [Review's of Standards for Teacher's](#) recommendations including:
- Improving the rigour of teaching standards and ensuring they focus more on the essential teaching skills required in the classroom.

- Recommending a single set of standards for all teachers, replacing the current duplication of different standards issued from different bodies – reducing them to just eight standards for teaching from 33 standards for QTS and 41 for Core and to just three standards for personal and professional conduct from the eight principles in the GTCE Code.
 - Setting a clear expectation that teachers must not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
8. The [new standards](#) are practical and clear about the competencies that all teachers should have. They will:
- help headteachers assess teacher performance
 - provide clear requirements on teachers having skills to tackle bad pupil behaviour
 - ensure that teachers are able to teach the core basics of reading and writing, including understanding systematic synthetic phonics.

Academies Update

	Date opened
Sponsored academies:	
The Wellington Academy	September 2009
Sarum Academy	September 2010
Non-sponsored academies:	
Hardenhuish	September 2010
Lavington	January 2011
South Wilts	January 2011
Bishop Wordsworth's	March 2011
Corsham Primary School	April 2011
The Corsham School	April 2011
Sheldon School	April 2011
Pewsey Vale	July 2011
Wootton Bassett	July 2011
Kingdown School	August 2011
St Laurence	August 2011
Malmesbury	August 2011
The Holy Trinity School, Great Cheverell	September 2011
Saint Edmund's Catholic Academy	September 2011
St Joseph's Catholic Primary School, Devizes	September 2011
St Augustine's Catholic School	September 2011
Springfields School	September 2011

Schools control over school day

9. All schools are now able to vary their school day to benefit their pupils.
10. Up until this September, if a local authority maintained school wanted to change its lunchtime, for example, by five minutes or extend its school hours, it had to go

through a bureaucratic process which in some cases took up to three months. Foundation, foundation special, voluntary aided schools and academies were free from these restrictive regulations and so could already vary their school day.

11. Under the changes, which came into effect on 1 September 2011, the same freedoms are now extended to local authority maintained schools. Schools will still be expected to consult and to take account of the views of all interested parties before they implement any changes to the school day. They will be advised to consult and serve reasonable notice on their local authority, parents, pupils and staff, but free from national regulation being imposed on them.

Education Funding

12. On 19 July the Government set out how education funding will be better targeted in the future. The key announcements are:

Schools Capital

- The Government will provide £500 million to help local authorities provide extra school places – meeting the extra pressures caused by increased birth rates. Details of how allocations will be made will be provided over the summer and finalised in the autumn.
- A new school rebuilding programme has been launched. It will be targeted at those schools in the worst condition. Information and guidance on preparing applications will be available from the [Partnerships for Schools website](#). Applications can be submitted between 3 and 14 October.
- School Building regulations will be pared down significantly – cutting red tape and costs.
- The recommendations of Sebastian James's review on school building will be broadly accepted subject to a thorough consultation process on details and implementation. This [consultation](#) closes 11 October 2011. It covers implications for the way the Department allocates funding and manages its capital programme.

Schools Funding

- A new [consultation](#) (closes 11 October 2011) has been launched seeking views on proposals for a new, fairer and more transparent school funding system. This includes proposals to introduce a new national formula so that money is allocated more consistently across the country and to expand the eligibility criteria of the Pupil Premium. The consultation also includes proposals for funding high need pupils and early education. The current funding system for maintained schools will continue in 2012-13.
- A [consultation](#) (opened 19 July, closed 16 August 2011) was launched with Local Authorities only about Local Authority Central Spend Equivalent Grant academy funding, to ensure that the rapid growth in academy numbers is funded fairly and to ensure that local authorities are not double funded for services they no longer provide.

Reducing bureaucracy for schools

13. As part of the DFE's ongoing commitment to reducing bureaucracy for schools, they have published a [myths and facts](#) document outlines a number of common misconceptions and provides factual information on the current legal position or best practice advice for schools.
14. Also available is a [timeline](#) which sets out important information to help headteachers, principals and governors plan ahead, prepare for and implement changes that will take place during this academic year, including mandatory legal requirements. Some of the timings are indicative and may change.

Compare Schools tool for parents

15. The [DFE website](#) now has a comparison tool where up to 5 schools can be compared alongside each other – a range of data is available that covers school performance, characteristics and spend per pupil data.

Government responds to the Munro Review of Child Protection

16. The Government has published its response to Professor Eileen Munro's recommendations to reform the child protection system, set out earlier this year. The [response](#) outlines the Government's intention, working with professionals, to build a system focused on the needs, views and experiences of vulnerable children. The Government will reduce central regulation and prescription and place greater trust and responsibility in skilled professionals and local leaders to bring about long-term reform.

Headline messages:

- Government will oversee a radical reduction in the amount of regulation through the revision of statutory framework to place greater emphasis on direct work with children, young people and families.
- An amendment to statutory guidance by December 2011 to remove the prescription of timescales and the distinction between core and initial assessments.
- Government supports Professor Munro's view that the quality of relationships between social workers and children and young people sits at the heart of an effective child protection system and will support and work with the SWRB, the College of Social Work and ADCS to develop the knowledge and skills of the profession.
- Inspection will continue to be important with a new inspection framework that will have at its heart the experiences of children and young people
- There will be greater transparency and coordination of local arrangements to deliver an early help offer to children, young people and families

- A co-produced work programme between the Department for Education, the Department of Health, NHS bodies, local authorities, professional bodies and practitioners to ensure continued improvement of safeguarding arrangements in health reform.

Government announces £6 million for children in care and families who need extra support

17. Thirty seven local authorities will share this extra funding in order to expand their own intensive intervention programmes and reach even more vulnerable children and their families. Wiltshire is not one of these authorities.
18. The programmes supported by the government all address the need for stability in a child's life. There is increasing evidence that this work reduces the need for a child to enter care or custody, or can reduce the length of time spent in care. The programmes supported by the government are:
 - Multidimensional Treatment Foster Care (MTFC)
 - Keeping Foster and Kinship Carers Trained and Supported (KEEP)
 - Multisystemic Therapy (MST)
 - Functional Family Therapy (FFT)

Care To Learn

19. The Department for Education has launched a [consultation](#) on changes to how Care to Learn will continue to support teenage parents in education and unpaid training in England. Currently parents under 20 who meet the scheme requirements can claim up to £160 a week for childcare and related transport costs under the programme.
20. The scheme will continue in its current form for all parents in England who are under 20 when they start a course in the academic year 2011/12 until they complete that course. Any change would be introduced from September 2012. The consultation closes 28 October 2011, it outlines four possible options:
 - Moving to a discretionary fund
 - Linking support to income
 - Changing the weekly rates paid
 - Changing the age criteria. This is the Department's preferred option. It would mean that those aged 18 and under at the start of their course would still be covered by the scheme. Those aged 19 (and over) would be able to apply for childcare support through the discretionary adult learner support arrangements funded by the Department for Business, Innovation and Skills (BIS). This option would bring eligibility for childcare support in line with other forms of financial support for young people and adults.

SEN and Disability Green Paper pathfinder

21. Successful Local Authorities have been notified of their acceptance on to this 18-month pathfinder programme. A large number of local authorities applied and Wiltshire is one of the 20 accepted. We will learn more about next steps at a conference at the end of September.

Alternative Provision Trial

22. Wiltshire has been accepted as one of eight trial local authorities to develop new ways of working to ensure that schools have full responsibility for pupils that they permanently exclude. This will involve the use of “freedom to innovate” to work around legislation and devolve funds to schools. This work will include reviewing preventative response and ensuring appropriate provision for children and young people to get the best outcomes.

CAROLYN GODFREY
Corporate Director, Department for Children and Education

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

Largely taken from the DFE website content up to 12 September 2011

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Wiltshire Council

Cabinet

13 September 2011

Subject: **Budget Monitoring Period 4 July 2011**

Cabinet Member: **Cllr John Brady – Finance, Performance & Risk**

Key Decision: **No**

Executive Summary

This report updates members of progress in delivering savings identified in the 2011-2015 Financial Plan in relation to the 2011/2012 base budgets, and of any significant new cost pressures or changes since the last report on 26 July 2011.

As per the last report, only 2% of savings (£0.599 million) are being classed as no longer deliverable (Red). This level of non-deliverable savings is not significant and within the tolerable level at this stage identified in the risk assessment reported to Council in February and could be covered by General Fund reserves. The red areas of concern and reasons for the changes are set out in the body of the report and officers are working on actions to introduce alternative proposals in order that the budget is delivered by year end so no draw on reserves is needed.

The £31.084 million savings identified in the financial plan have been risk assessed as to deliverability. As a result significant improvement have been identified in savings on target to be delivered. The levels of low risk savings has increased from 87% (£27.209 million) in July to 89% (£27.665 million).

Additionally, the last report identified significant cost pressures since budget setting, totalling £4.683 million. These were broken down as follows:

- £3.100 million cost pressure is forecast in Community Services, caused by demand for adult care services;
- £0.300 million pressure in looked after children;
- £0.500 million estimated shortfall of income from car parks; and
- £0.783 million under provision in waste assumptions.

Since last month additional cost pressures have been identified of £0.401 million. This is made up of an extra £0.222 million caused by demand for adult care services, an extra 0.139 million caused by the demand on the Looked After Children budget and an extra £0.040 million estimated shortfall of income from car parks.

Following a review of additional unringfenced grant received it is proposed that £2 million is vired to cover cost pressures identified in adult care services.

These changes lead to revised cost pressures at period 4 of £3.084 million. Action plans are being worked on in the appropriate areas to address this.

The report also sets out the future budget monitoring reporting arrangements to members for the rest of the financial year. This starts with a full budget monitoring report for month 5 will be brought to the next cabinet meeting. This will include full appendices showing budgets and expenditure in the new corporate structure.

Proposals

Members are asked to note the outcome of the Period 4 (July 2011) budget monitoring and receive updates on movements since the previous report in July.

Cabinet are requested to approve the virement of £2 million from additional unringfenced grant income to cover cost pressures identified in adult care services.

Reason for Proposals

To inform effective decision making and ensure a sound financial control environment.

Michael Hudson
Chief Finance Officer

Wiltshire Council

Cabinet

13 September 2011

Subject: **Budget Monitoring Period 4 July 2011**

Cabinet Member: **Cllr John Brady – Finance, Performance & Risk**

Key Decision: **No**

Purpose of Report

1. To update members of progress in delivering savings identified in the 2011-2015 Financial Plan in relation to the 2011/2012 base budgets, and of any significant new cost pressures or changes since the last report on 26 July 2011.
2. Additionally the report sets out the future budget monitoring reporting arrangements to members for the rest of the financial year.

Background

2011/12 base budget

3. The Council's Annual Budget 2011/2012 identified £31.084 million of savings from across all areas of the Authority. These savings are recurring so any non-delivery will increase the scale of savings required to be found in future years as well as creating an in year cost pressure.
4. The full lists of savings were reported to members as part of the setting of the 2011/2012 budget. The savings have been restated in line with the revised corporate restructure and details are included in Appendix A.

Process for monitoring and reporting the 2011/2012 base budget

5. As per the last report to cabinet in July, this report focuses on the delivery of the Financial Plan savings agreed by Council to as these form the most significant risk to the Council not delivering on its balanced budget and thus contributing to an overspend.
6. To help with the focus on priority areas the budget monitoring format to senior officers and members has been revised to use a 'traffic light' risk assessment process. Therefore, the reporting against savings is broken down as follows:

Risk assessment	Definition
Red	There is a high likelihood that this saving will not be delivered in 2011/2012 at all. This could be caused by changes in such factors as legislation, policy or outcomes of further consultations, etc.
Red/Amber	There is a high likelihood that significant levels of the saving will not be delivered in 2011/2012. This could be due to factors such as unforeseen changes in demand or other assumptions, slow progress in implementation, delays due to external factors such as Government policy, etc.
Amber/Green	There is still a high likelihood that all or a significant part of the saving being delivered. This could be due to a small slippage in progress, or a restructure being planned to happen in October is on target to meet the deadline but as yet it has not happened and posts are yet to be deleted from the system, etc.
Green	All of the savings planned have been delivered and signed off as such by Accountancy in removal from base budgets.

7. The assessment is set out in the following paragraphs and in details by at Appendix A to this report.
8. Accountancy have also been reviewing service outturns for 2010/2011 with 2011/2012 projections to identify and raise any discrepancies for further review, and in more volatile demand led risk services such as care of the vulnerable (Adults and Children), and car parking. Accountancy have been working with Heads of Service to assess the initial costs being incurred in the year to date to assess this against prior year experiences.

Savings category per Financial Plan	2011/2012 Target per the Plan £000	Savings risked assessed £000	Green	Amber / Green	Amber / Red	Red
A. Management & standardising our pay	8.377	8.508	8.205	0.150	0.058	0.095
B. Reduce & make better use of our buildings	0.325	0.325	0.120	0.055	0.150	0.000
C. Procurement	7.400	7.369	2.416	2.604	1.976	0.373
D. Service Efficiencies	13.982	14.013	8.583	4.538	0.767	0.125
E. Systems thinking	1.000	1.000	0.268	0.726	0.000	0.006
Total £	31.084	31.215	19.592	8.073	2.951	0.599
Total %	-		63%	26%	9%	2%
Total reported July £	31.084		17.368	9.841	3.223	0.652

9. When the financial plan was set, the original target was £31.084 million. Since then, further management review has identified additional savings in some areas. Therefore in some cases the saving vary slightly from the original plan.
10. As part of continual management review savings have been examined since the last report. As a result, the table shows a significant improvement savings in the green and green/ amber categories. The levels of savings in these two categories has increased from 87% in July to 89%. The major movements in risk are highlighted below.
11. The Amber/Red risks have similarly improved. The Red assessments are at a similar level as last month. Work is continuing in these areas to review and identify required actions.
12. Full details of all risks are set out by Department in Appendix A.

Major movements in risk since period 3

13. In the Department for Neighbourhoods and Planning (DNP), £0.797 million has moved into Green/Amber from Amber/Red following confirmation of the progression of bus services/contract reviews within passenger transport. Plans in place to realise the full benefit as outlined in the financial plan.
14. Also in DNP, £0.422 million of Economy & Enterprise savings have been moved out of Amber/Red & into Green and Green/Amber following the transfer of the salaries element of the £1.000 million investment to resource the Action for Wiltshire programmes.
15. Within the Department for Transformation and Resources (DTR), £0.151 million has moved to Green/Amber. This represents a saving within HR related to the service review, however the review is being carried out later than planned however the budget is still being managed within the overall services bottom line.
16. Also in DTR, £0.059 million management review saving within business transformation have now confirmed in light of ICT restructure.
17. In the Department for Children and Education (DCE), there is a movement between Green/Amber to Red/Amber of £0.612 million against Nursing Procurement Savings as the tendering process has been delayed.

Cost and income assumptions / pressures

18. Accountancy have continued to monitor budgets with a focus on those budgets assessed to be subject to a higher risk of volatility due to factors such as changes in demand or assumptions. This has identified the few areas where costs have risen quicker than forecast.
19. Significant cost pressures since the budget setting reported to cabinet on 26 July 2011 totalled £4.683 million. These were broken down as follows:

- £3.100 million cost pressure is forecast in Community Services, caused by demand for adult care services;
 - £0.300 million pressure in looked after children;
 - £0.500 million estimated shortfall of income from car parks; and
 - £0.783 million under provision in waste assumptions.
20. A review of these cost pressure has been undertaken for period 4. Further detailed will be included in period 5 report to members in October.
 21. The recent extraordinary Cabinet meeting held on 19 August approved the re-introduction of 1 hour car parking to Salisbury. Work is currently on going to develop a robust, economic and sensitive model to forecast a revenue outturn on what can be a notoriously volatile income stream.
 22. The latest projection is a slight increase of £0.040 million to an anticipated full year shortfall of £0.540 million; this takes into account the re-introduction of the 1 hour charge. As per the extraordinary Cabinet report this is based on occupancy levels increasing back up to 2010/11 levels.
 23. Although significant the £0.540 million only represents a 6% shortfall on the total car parking income target for the year. It is envisaged that the shortfall will be contained within DNP. Detailed budget monitoring and proposals to fund the shortfall will be carried out based on the actual position as at the end August. This will include a revised full year forecast on the income position and be reported to Cabinet in October.
 24. As discussed in the previous report, the spend on Looked After Children (LAC) is higher than budgeted for. The number of children coming in to care because of neglect or emotional abuse is increasing and the number of active court proceedings currently stands at 60, against an average in previous years of 38 at any one time. Currently placement budgets for looked after children are projected to overspend by £0.439 million and the increase in numbers cannot be sustained within the current budget. Pressures on the Leaving Care budget are also significant. Overall, this represents additional cost pressure of £0.139 million from the figure reported for period 3. Work continues to review options to address these pressures and bring further proposals back to Cabinet.
 25. As reported in the previous budget monitoring paper, demand for adult social care services has exceeded that which was assumed for budget setting. In addition, the death rate during this financial year is also lower than previous trends. The activity experienced to date has been used to forecast demand for the remainder of the year. It is now forecast that there will be demand for 129 more placements across the remainder of the year, with a potential cost of £3.322 million if no action is taken. This represents an additional cost pressure in this area of £0.222 million from the figure reported for period 3.

Allocation of additional grant income

26. As proposed to cabinet in July, we have received additional grant income of £2.067 million. It is proposed that £2 million is used to cover the cost pressures identified in Adult Care as Services as mentioned in the Council's cost pressures above.

27. Additionally, as per the last budget monitoring report, the remaining £0.067 million has already been allocated to DCE relating to additional early years intervention grant.

Future Monitoring in the New Corporate Structure

28. Since the last report to Members in July, a significant piece of work has been undertaken to recast the Council's approved budget into the new corporate structure. This work has now been completed and SAP reports to Members have been rewritten to reflect the new structure.
29. Period 5 ends on 31 August. A full budget monitoring report for period 5 will be brought to the Cabinet meeting in October. This will include full appendices showing budgets and expenditure in the new corporate structure.
30. Full revenue budget monitoring reports will be brought to Cabinet on a bimonthly time table as shown below. This will allow improvement in the reporting quality and enable reports to reflect decisions made in the previous meeting. Capital monitoring reports will be taken to Cabinet Capital Assets Committee in the even months to ensure financial monthly monitoring to members.
31. Budget monitoring is an ongoing process and budgets and expenditure are reviewed between budget managers and accountancy regularly, on a risk based approach.

Future Revenue Monitoring Reports to Members

Period	Cabinet
Period 5 August	October 2011
Period 7 October	December 2011
Period 9 December	February 2012
Period 11 February	April 2012
Final outturn March	June 2012

Overall conclusions

32. The July cabinet report suggested an overspend / shortfall on the balanced budget of £4.683 million due to cost pressures. Allocation of additional unringfenced grant income reduces this by £2.00 million.
33. During the period additional cost pressures have been identified of £0.401 million. This is made up of an extra £0.222 million caused by demand for adult care services, an extra 0.139 million caused by the demand on the Looked After Children budget and an extra £0.040 million estimated shortfall of income from car parks.

Cost pressures reported period 3	£4.683 million
Additional cost pressures in period	£0.401 million
Release of unringfenced grant	(£2.000) million
Cost pressures end of period 4	£3.084 million

34. The risk assessment of savings highlights £0.599 million of savings with red risk attached to them. Work will continue in all of these areas to review and identify required actions and this will inform the next monitoring report to Members in October 2011.
35. The early identification of potential issues is part of sound and prudent financial management. Action to address this year's forecast should be taken where officers have the delegated powers to do so and this is underway.

Implications

36. This report informs member's decision making.

Risks assessment

37. If the Council fails to take actions to address forecast shortfalls, overspends or increases in its costs it will need to draw on its reserves. The level of reserves is limited and a one off resource that cannot thus be used as a long term sustainable strategy for financial stability. Budget monitoring and management, of which this report forms part of the control environment, is a mitigating process to ensure early identification and action is taken.

Equalities and diversity impact of the proposals

38. None have been identified as arising directly from this report.

Financial implications

39. This is a report from the Chief Finance Officer and the financial implications are discussed in the detail of this report.

Legal Implications

40. None have been identified as arising directly from this report.

Background Papers and Consultation

2011-15 Business Plan
2011-15 Financial Plan
Budget Monitoring Cabinet 26 July 2011

Contact Name:

Michael Hudson, Chief Finance Officer, ext 713601
Michael.hudson@Wiltshire.gov.uk

Report Author: Matthew Tiller, Chief Accountant, ext 713602

Appendices:

Appendix A: Individual Departmental Risk Analysis

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Appendix A: Individual Departmental Risk Analysis

CHILDREN & EDUCATION SAVINGS 2011/12 - TRACKING

Item	Description	Staff	Procurement	Income	Other	Financial Plan 2011/12	Green	Amber / Green	Amber / Red	Red
SERVICE REVIEW										
SCHHOLS & LEARNING - Stephanie Denovan										
1	Narrowing of Curriculum Support	464,764				464,764	464,764			
2	Reduction in School improvement Partners	150,000				150,000	150,000			
3	Removal/Reduction in LA subsidy to Braeside			24,000		24,000	24,000			
4	Removal/Reduction in LA subsidy to Urchfont			31,000		31,000	31,000	31,000		
5	Removal/Reduction in LA subsidy to Wiltshire Music Service			35,000		35,000	35,000			
6	Removal/Reduction in LA subsidy to Wiltshire Swindon Learning Resources			9,000		9,000	9,000			
Schools & Learning Total		614,764	0	99,000	0	713,764	682,764	31,000	0	0
SOCIAL CARE & INTEGRATED YOUTH - Sharon Davies										
1	Information, Advice & Guidance (IAG)				341,400	341,400	341,400			
2	Savings from Connexions Service	60,664				60,664	60,664			
3	Service Reductions across Targeted Services	134,647				134,647	134,647			
4	Removal/Reduction in LA subsidy to Traded Services			37,406		37,406	37,406			
5	Reductions in grants allocated to youth projects				216,100	216,100	216,100			
6	Service Transformation within the Youth Development Service					0	0			
7	Business Support	142,692				142,692	142,692			
8	Family Support	105,000				105,000	105,000			
9	Family Placement Service	71,000				71,000	71,000			
10	Out of Area Placements					0	0			
Social Care & Integrated Youth Total		514,003	0	37,406	557,500	1,108,909	1,108,909	0	0	0
COMMISSIONING & PERFORMANCE - Julia Cramp										
1	Reduce net budget for Contact Point				56,000	56,000	56,000			
2	Reduce Children's Trust Board Admin Support	7,000				7,000	7,000			
3	Reduction in Teenage Pregnancy Worker	31,000				31,000	31,000			
4	Reduce Administration within Co-ordination Team	19,000				19,000	19,000			
5	Reduction of staffing within Research & Stats Team	16,000				16,000	16,000			
6	Service Reductions within Commissioning & Performance	19,648				19,648	19,648			
7	Staff Development Team	60,000				60,000	60,000	60,000		
Commissioning & Performance Total		152,648	0	0	56,000	208,648	148,648	60,000	0	0
POLICY & PERFORMANCE = Sharon Britton										
1	Service Review Savings - Policy & Performance	47,000				47,000	47,000			
Policy & Performance Total		47,000	0	0	0	47,000	47,000	0	0	0
TOTAL DCE SERVICE REVIEW SAVINGS		1,328,415	0	136,406	613,500	2,078,321	1,987,321	91,000	0	0
MANAGEMENT REVIEW										
MR	Schools & Learning	1,328,629				1,328,629	1,328,629			
MR	Social Care & Integrated Youth	653,842				653,842	653,842			
MR	Commissioning & Performance	266,488				266,488	266,488			
MR	Policy & Performance					0	0			
TOTAL DCE MANAGEMENT REVIEW		2,248,959	0	0	0	2,248,959	2,248,959	0	0	0
PROCUREMENT BOARD										
PR	Children's Centre recommissioning		684,957			684,957	684,957			
PR	Social Care and Aftercare Placements		745,660			745,660	745,660	745,660		
PR	Transport		188,904			188,904	188,904			
TOTAL DCE RELATED PROCUREMENT BOARD SAVINGS		0	1,619,521	0	0	1,619,521	873,861	745,660	0	0

SYSTEMS THINKING REVIEWS

STR Social Care & Integrated Youth	58,333		126,546	2,789	187,668	187,668			
TOTAL DCE RELATED SYSTEMS THINKING REVIEW SAVINGS	58,333	0	126,546	2,789	187,668	187,668	0	0	0

CHILDREN & EDUCATION SUMMARY - As per Financial Plan Totals

Service Review	1,328,415	0	136,406	613,500	2,078,321	1,987,321	91,000	0	0
Management Review	2,248,959	0	0	0	2,248,959	2,248,959	0	0	0
Procurement Board	0	1,619,521	0	0	1,619,521	873,861	745,660	0	0
Systems Thinking Review	58,333	0	126,546	2,789	187,668	187,668	0	0	0
CHILDREN & EDUCATION GRAND TOTAL	3,635,707	1,619,521	262,952	616,289	6,134,469	5,297,809	836,660	0	0

Wiltshire Council

Cabinet

13 September 2011

Subject: Business Plan Scorecard Report

Cabinet Member: Councillor John Brady - Finance, Performance and Risk

Key Decision: No

NB. This version of the report has been edited to only include information pertinent to the Department for Children and Education.

Purpose of Report

1. This is the first report to provide a summary of progress against Wiltshire Council's Business Plan. It provides:
 - Community Results and Council Performance Scorecards for the period April to June 2011.
 - The status of the Council's main programmes. *(removed from this version)*
 - The Workforce Report from Human Resources. *(removed from this version)*

Background

2. Wiltshire Council's four year Business Plan sets out what will be achieved between now and 2015. It highlights the business model for the next five to 10 years. The changes from where we are now will be phased so that the first four years sets the foundation to make the council as efficient as possible and equipped for the future. Progress reports are intended to give a rounded picture, covering performance against targets, progress on major programmes and information about the Council's workforce.
3. As well as showing results against targets, the scorecards also show performance indicators that will be reported on later once results become available. The reason indicators are reported later in the year is usually because the indicators are annual – that is the results are only available once a year.
4. The status of the Council's main programmes is provided by the Programme Office and shows whether each programme is on track.
5. The Workforce report shows information about the Council's employees, and is also reported to the Staffing Policy Committee.

Main Considerations for the Council

6. Progress against the Business Plan is summarised below.
7. **Community and Council Scorecards** – To date the majority of these measures are shown as on target. The scorecards include additional information for those that are not. These can be found in **Annex 1**.
8. **Measures with results available later** – These are mainly annual measures, but some are new indicators that are still being defined nationally. Once results are available these indicators will be moved into the main scorecard tables. New indicators do not always have data for prior years and so results in 2011/12 will be used to set the baselines for setting targets from 2012/13

Environmental Impact of the Proposal

9. This is a scorecard so the proposal has no direct environmental impact, although there are measures on Recycling, Waste Management and Energy Efficiency.

Equalities Impact of the Proposal

10. As this is a progress report the proposal has no direct impact on equalities.

Risk Assessment

11. The Council's risk management arrangements apply across the Council's services and risk is overseen by the Corporate Risk Management Group (CRMG), which reports on significant risks to CLT and to the Audit Committee. No risks arise as a result of this report, but it does highlight any difficulties relating to achieving targets and delivering the Council's main programmes.

Financial Implications

12. This is a scorecard report so has no direct financial implications.

Legal Implications

13. As this is a scorecard report there are no direct legal implications.

Options Considered

14. As this is a scorecard report there are no 'options to consider'.

Proposal

15. Cabinet is asked to note progress against the Business Plan.

Sharon Britton
Service Director Policy, Performance and Partnership

Report Author: Claire Small, Policy and Partnership Officer
claire.small@wiltshire.gov.uk

Date of report: 10th August 2011

Appendices

Annex 1: Business Plan Scorecards

Business Plan Scorecard Results to June 2011

Index

- Community Results Scorecard
- Council Performance Scorecard
- Measures to be added later

Scorecard Key:

H = High (good performance if actual is higher than target); L = Low (good performance if actual is lower than target)

3 yr trend: I = Improving; W = Worsening

On target: Y = Yes; N = No; A = Almost

Community Results Scorecard to June 2011

MEASURES TO JUNE												
Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	high/low	2008/09 Actual	2009/10 Actual	2010/11 Actual	3 yr trend	2011/12 Target (year)	2011/12 Target to June	2011/12 Actual to June	On target?	2014/15 target	Lead officer
	Protect and Safeguard Vulnerable Children											
2001	5% increase in children in care receiving high quality local placements: use of in-house foster carers (proportion nights)	H	56.3	60.9	62.8	I	67.4	Not yet profiled	61.4	Y	68	Sharon Davies

Council Performance Scorecard to June 2011

MEASURES TO JUNE												
Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	high/low	2008/09 Actual	2009/10 Actual	2010/11 Actual	3 yr trend	2011/12 Target (year)	2011/12 Target to June	2011/12 Actual to June	On target?	2014/15 target	Lead officer
	Protect and Safeguard Vulnerable Children											
2006	Care leavers in suitable accommodation	H	81.8%	76.5%	97.1%	I	95%	95%	96%	Y	95%	Sharon Davies
2007	Care leavers in suitable education, jobs or training	H	54.4%	41.2%	65.7%	I	68%	Not yet profiled	57%	Y	72%	Sharon Davies
2008	Timely adoptions	H	65.2%	92.9%	100%	I	90%	Not yet profiled	67% (10 adoptions)	Y	90%	Sharon Davies
2009	Safeguarding: initial assessments done in 10 days	H		65.1%	63.6%	-	70%	Not yet profiled	85%	Y	80%	Sharon Davies
2010	Safeguarding: child protection plan reviewed on time	H	100%	97.9%	100%	-	100%	100%	99%	A	100%	Sharon Davies

Measures not on target:

Results expected within 5% of target (Almost)

Ref 2010 – Safeguarding: child protection plan reviewed on time

Target: 100%, Actual: 99%

Reason not on target: 1 child's review was late coming in.

What is being done: This is a very exceptional case as the processes that are in place are strong.

Community Results Scorecard – results available later

MEASURES - results available later									
Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	high/low	2008/09 Actual	2009/10 Actual	2010/11 Actual	3 yr trend	2011/12 Target (year)	2014/15 target	Lead officer
	Protect and Safeguard Vulnerable adults								
2002	Children with non-accidental injuries/10,000 children	L		109.5	109.3	-	Indicator being re-developed through public health framework		Sharon Davies

Community Results Scorecard – results available later (cont'd)

MEASURES - results available later									
Ref	Wiltshire's Business Plan 2011-15 COMMUNITY RESULTS SCORECARD	high/low	2008/09 Actual	2009/10 Actual	2010/11 Actual	3 yr trend	2011/12 Target (year)	2014/15 target	Lead officer
Invest in: Children's Attainment									
2003	5% more 11 year olds will get Key Stage 2 L4+ by 2015 (Maths and English)	H	73	71	75	I	75.2	79.2	Stephanie Denovan
2004	5% more young people will get 5 A*-C at GCSE by 2015 (including English and Maths)	H	53.2	55.4	55.8	I	56.6	60.6	Stephanie Denovan

Council Performance Scorecard – results available later

MEASURES - results available later									
Ref	Wiltshire's Business Plan 2011-15 COUNCIL PERFORMANCE SCORECARD	high/low	2008/09 Actual	2009/10 Actual	2010/11 Actual	3 yr trend	2011/12 Target (year)	2014/15 target	Lead officer
Protect and Safeguard Vulnerable Children									
2005	More children in care get 5 A*-C GCSEs (or equivalent)	H	11.4	14.3	16	I	20	32	Sharon Davies

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**Wiltshire Council
Children's Services Select Committee
27 September 2011**

Ofsted Unannounced Inspection of Contact, Referral and Assessment Arrangements

1. This report is to update members on the findings of the recent inspection which took place in July 2011.
2. All local authorities are subject to an annual inspection of Contact, Referral and Assessment in children's services. This is a two day inspection when inspectors arrive unannounced and spend time with referral and assessment team staff to form a view about front-line practice and processes for children in need and who may need protection.
3. The inspection outcome was good as there were no priority actions identified and it acknowledged that the majority of the areas of development identified at the previous inspection in July 2010 have been addressed. It identified areas of strength and areas of practice that met requirements, with some areas for development. The full inspection report is included at appendix 1.
4. An action plan has been developed to address the areas for development. This is included as appendix 2.
5. The Referral and Assessment Teams have been reorganised in the last year, finally coming together as a single team based in Devizes in June 2011. The inspectors commented positively on this change. A briefing is included as appendix 3 to give the Committee an overview of the team's recent activity, improved performance and plans for the next few months.
6. The committee is asked to note:
 - The outcome of the inspection and content of the action plan,
 - The improved performance of the referral and assessment team in recent months.

CAROLYN GODFREY
Corporate Director, Department for Children and Education

Report author: Sharon Davies, Service Director for Children & Families Social Care & Integrated Youth, Department for Children and Education. 13/09/2011

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27 July 2011

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 June 2011. 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 areas of practice that met requirements, with some areas for development.

The majority of the areas of development identified at the previous inspection of contact, referral and assessment arrangements in July 2010 have been addressed.

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

Strengths
<ul style="list-style-type: none">▪ The Crisis Intervention Service provides highly effective and responsive provision to children and young people who need support in the evenings and

weekends to allow them to stay with their families and or in their placement. The service is recognised by social workers and children and families as a valuable resource.

- In partnership with the Housing Options Service, a Host Family Scheme has been developed to offer emergency short term placements of up to three weeks for young people who have become homeless. It provides the opportunity to make a full assessment of their needs and ensures long term plans are in place for their future. As a result, a high proportion of young people, who are referred to the scheme, have their long term accommodation requirements successfully met.

The service meets the requirements of statutory guidance in the following areas

- Contacts and referrals are undertaken in a consistent and timely manner.
- The timeliness of initial and core assessments has improved over the past year. In cases seen by inspectors, the quality of these assessments was at least adequate, with good use of historical information and risk and protective factors clearly outlined in most cases.
- Initial child protection conferences are held promptly and there is good multi-agency involvement.
- The emergency duty service provides a comprehensive response to out of hours referrals. Welfare visits to families and child protection investigations are undertaken where necessary. Robust communication systems are in place to ensure that work is effectively transferred to the daytime services.
- Supervision has become increasingly timely and quality of recording is improving. This was an area for development at the last inspection.
- Case recording is largely up to date. Management oversight and decision making was evident on the majority of case files seen during the inspection.
- An increase in administrative capacity and effective deployment of support staff ensures that the clerical functions of the service are undertaken in a timely manner. This was an area for development at the last inspection.
- An effective system of structured case file audits has been introduced to improve the quality of assessments and case recording. A designated team of experienced staff work alongside social workers and managers to review cases and highlight areas for improvement. The results of these audits are monitored by senior managers. This was an area for development at the last inspection.
- The performance of the referral and assessment service is robustly managed by senior managers and elected members, through a social care improvement board. Rapid and effective action has been taken to address shortfalls. For

example, as a response to identified inconsistencies in practice between individual teams, a single county-wide referral and assessment service with an enhanced management team has been created.

- Research and good practice from other areas is used well to improve the quality of services.
- Managers and social workers have good access to external and internal training and development. As a result, an effective learning culture is being developed within the team.
- Satisfactory progress has been made to develop the use of the common assessment framework (CAF) for children who do not meet the threshold for statutory services. Over the past two years, there has been a significant increase in the range of agencies completing CAFs and in the numbers of children who have received interventions as a result. This was an area for development at the last inspection.

Areas for development

- Although strategy discussions between children’s social care and the police regarding child protection enquiries are timely, they do not routinely include all relevant agencies. In some cases, the lack of social work capacity results in an inability to carry out joint investigations.
- The service has a strong working relationship with the police child abuse and investigation team (CAIT). However CAIT do not provide an out of hours service. As a result, some decisions about the progress of child protection investigations are made by police officers who are not always suitably trained or experienced in child protection.
- Thresholds for provision of services by children’s social care are not clearly understood by all partners. The authority is aware of this deficit and new criteria have recently been agreed with partner agencies.
- The quality of information in the referrals received by the service is variable. Some require significant follow-up by social workers to clarify the concerns about the child or young person and actions expected by the referrer.
- Despite increased timeliness of assessments, some initial assessments are approved by managers without the child being seen. This was an area for development at the last inspection.
- Support to newly qualified social workers is variable. Some newly qualified staff are allocated child protection work prior to receiving the appropriate training.
- Assessments do not consistently address the ethnicity and diversity issues of children, young people and their families. This was an area for development at

the last inspection.

- In some cases, the voice of the child and their family is not explicitly recognised in assessments. This was an area for development at the last inspection.

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

Yours sincerely

Karen McKeown
Her Majesty's Inspector

Copy: Andrew Kerr, Chief Executive, Wiltshire Council
Andrew Spencer, Department for Education

Unannounced Action Plan July 2011

1. Provision of good quality & effective professional supervision

How will we know that we have been successful?

	Owner	Success indicator/targets with dates (number on left links to objective above)				RAG
		Baseline	2011/12	2012/13	2012/13	
1	Rose Case	Supervision takes place at least four weekly, two weekly for Newly Qualified Social Workers.	100%			G

Page 77	Priority actions (number on left links to objective above)	Completion Date	Who is responsible for leading within which agency?	Who is responsible for monitoring + how? (Officer and group)	Who is responsible for evaluating + how? (Officer and group)	Links to other strategic plans where further detail is available (name of plan)	RAG	
	1	Children & Families supervision policy to be updated & circulated to all Team Managers, Assistant Team Managers and other staff who have supervisory responsibilities	October 2011	Rebecca Barson	Sharon Davies	Carolyn Godfrey		A
	2	Frequency of supervision to be monitored in monthly returns. System to be overseen by PA for Service Director.	Began June 2011	Sue Miluk	Sharon Davies	Carolyn Godfrey		G
	3	Supervision to provide sufficient & appropriate rigour and challenge. Supervision notes to be recorded, typed and relevant information inputted onto Carefirst. Previous supervision notes to inform current supervision session. Actions agreed in supervision should be SMART with clear dates for completion of tasks in order to improve practice and outcomes.	August 2011	Rose Case	Rebecca Barson	Sharon Davies		A

Risks

	Description of risk for each objective, including financial pressures (number on left links to objective above)	Impact 1 – 4*	Likelihood 1 – 4*	Total Score	Comment/mitigation
1.	Insufficiently skilled management team are unable to meet supervisory expectations	1	1	1	Management team has been strengthened with an additional Assistant team manager to improve management capacity. Training for managers is challenging to ensure robust and analytical supervision for Social Workers.

* Key Impact 1 insignificant, 2 minor, 3 moderate and 4 significant. Likelihood 1 rare, 2 unlikely, 3 possible and 4 almost certain.

2. Robust interface between CAF and Children & Families Social Care

How will we know that we have been successful?

	Owner	Success indicator/targets with dates (number on left links to objective above)				RAG	
		Baseline	2011/12	2012/13	2013/14		2014/15
		1	Julia Cramp	% of “step down “ referrals to CAF co-ordinators are acted upon & evidence that CAF is completed for all inappropriate referrals to Referral & Assessment service.	50%		75%

Page 79	Priority actions (number on left links to objective above)	Completion Date	Who is responsible for leading within which agency?	Who is responsible for monitoring + how? (Officer and group)	Who is responsible for evaluating + how? (Officer and group)	Links to other strategic plans where further detail is available (name of plan)	RAG
	CAF and Social Care protocol to be fully implemented with all inappropriate referrals to the Referral team being signposted to the CAF co-ordinators for follow up.	August 2011	Rose Case	Annie Hunter	Julia Cramp, Integrated Working group		A
	2 Carefirst inputting to be reviewed to ensure that accurate information is being gathered in relation to CAF activity	September 2011	Rebecca Barson	Annie Hunter	Julia Cramp		A
	3 Review levels of service and ways of working relating to processes undertaken by the CAF co-ordinators.	January 2012	Julia Cramp Rebecca Barson	Carolyn Godfrey			A
	4 Six monthly report on “step down” activity to be provided to the Integrated Working group.	March 2012	Rebecca Barson	Julia Cramp	Carolyn Godfrey		R

Risks

	Description of risk for each objective, including financial pressures (number on left links to objective above)	Impact 1 – 4*	Likelihood 1 – 4*	Total Score	Comment/mitigation
1	Data is unavailable to support the effectiveness of the CAF in terms of improved outcomes for Children & young people in Wiltshire	2	3	6	Extended leadership team led by DCS have plan in place to measure impact of CAF across Wiltshire which will be monitored by the Integrated Working Group.
2					

* Key Impact 1 insignificant, 2 minor, 3 moderate and 4 significant. Likelihood 1 rare, 2 unlikely, 3 possible and 4 almost certain.

3. Improving the quality of strategy discussions

How will we know that we have been successful?

	Owner	Success indicator/targets with dates (number on left links to objective above)				RAG	
		Baseline	2011/12	2012/13	2013/14		2014/15
		1	Rose Case	All strategy discussions include at least three agencies	100%		

Page 81	Priority actions (number on left links to objective above)	Completion Date	Who is responsible for leading within which agency?	Who is responsible for monitoring + how? (Officer and group)	Who is responsible for evaluating + how? (Officer and group)	Links to other strategic plans where further detail is available (name of plan)	RAG	
	1	All strategy discussions must include at least three agencies from Social Care, health, education, police and other agencies as appropriate to ensure that they represent a multi agency viewpoint. This will be audited by the QA Sub group of the LSCB.	August 2011	Rose Case	Rebecca Barson	Sharon Davies		A
	2	Audit of strategy discussions to be undertaken on a three monthly basis to measure multi agency involvement in strategy discussions.	November 2011	Rebecca Barson	Sharon Davies	Carolyn Godfrey, Social Care Improvement Board		A
	3	Development of MASH (Multi Agency Safeguarding Hub) to be progressed which will improve and build stronger multi agency working to safeguard and protect children & young people in Wiltshire.	December 2011	Rebecca Barson	Sharon Davies	Carolyn Godfrey, Public Service Board		A
	4	In rare occasions when there is insufficient Assessment team capacity to undertake joint Sec 47 investigations with police, Referral team Social Workers will be used and a back up rota from Safeguarding and Children with Disabilities teams to be developed	September 2011	Rose Case	Rebecca Barson	Sharon Davies		A
	5							
6								

Risks

	Description of risk for each objective, including financial pressures (number on left links to objective above)	Impact 1 – 4*	Likelihood 1 – 4*	Total Score	Comment/mitigation
1	Insufficient multi agency involvement and sign up to strategy meetings	2	2	4	Developments with MASH are underway with sign up from Senior managers in key agencies.
	Insufficient Social Work capacity to respond to joint investigations in both R& A and across Children & Families Social Work teams.	1	1	1	R&A management team is constantly reviewing service capacity and liaising with their colleagues if needs arise.

* Key Impact 1 insignificant, 2 minor, 3 moderate and 4 significant. Likelihood 1 rare, 2 unlikely, 3 possible and 4 almost certain.

4. Agreed multi agency thresholds in place

How will we know that we have been successful?

	Owner	Success indicator/targets with dates					RAG
		(number on left links to objective above)					
		Baseline	2011/12	2012/13	2013/14	2014/15	
1	Julia Cramp	Number of inappropriate referrals to children's Social Care reduces as a % of the overall referrals received by the Referral & Assessment team.	% of referrals "closed at referral" reduces from Sept 2011 onwards.				G

Page 83	Priority actions	Completion Date	Who is responsible for leading within which agency?	Who is responsible for monitoring + how?	Who is responsible for evaluating + how?	Links to other strategic plans where further detail is available	RAG	
	(number on left links to objective above)			(Officer and group)	(Officer and group)	(name of plan)		
	1	New agreed Multi agency thresholds document in place. This will replace the internal Children & Families threshold matrix of need.	July 2011	Julia Cramp	Carolyn Godfrey			G
	2	Appropriate referrals are made to Social Care in a timely way which evidence early intervention where appropriate, CAF's completed, TAC meetings taken place and evidences use of Gateway panels. This will strongly link with CAF actions see number 2	To begin September 2011	Julia Cramp	Carolyn Godfrey			A
3								
4								

Risks

	Description of risk for each objective, including financial pressures (number on left links to objective above)	Impact 1 – 4*	Likelihood 1 – 4*	Total Score	Comment/mitigation
1	Poor multi agency response to agreed threshold document despite comprehensive multi agency consultation process	2	3	6	Threshold document has been widely consulted upon with key partners and stakeholders and clear direction provided by the DCS. Alongside there will be refresher briefings and pro- active involvement of CAF co-ordinators to promote increasing understanding of the threshold document. Children & Families Social Care reps will attend all MAF's to promote embedding of the threshold document.

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* Key Impact 1 insignificant, 2 minor, 3 moderate and 4 significant. Likelihood 1 rare, 2 unlikely, 3 possible and 4 almost certain.

5. Improved quality of referrals

How will we know that we have been successful?

	Owner	Success indicator/targets with dates (number on left links to objective above)				RAG	
		Baseline	2011/12	2012/13	2013/14		2014/15
1	Rose Case	Evidence that referrals received by Social care are appropriate and timely	% of referrals "closed at referral" reduces from Sept 2011 onwards. Reduced repeat referrals				A

Page 85	Priority actions (number on left links to objective above)	Completion Date	Who is responsible for leading within which agency?	Who is responsible for monitoring + how? (Officer and group)	Who is responsible for evaluating + how? (Officer and group)	Links to other strategic plans where further detail is available (name of plan)	RAG	
	1	Multi agency referral form to Social care to be reviewed to ensure that relevant information is being provided to assist in decision making in the Referral team and reduces time needing to be spent by Social Workers clarifying poor information. This piece of work will be informed by the information provided by Dr Suzanne Regan and her extensive work with local authorities to get the "Front door "services right.	October 2011	Rose Case	Rebecca Barson	Sharon Davies, SMT		A
	2	Script to be provided for Social Workers in the Referral team to ensure consistency of response to agencies in terms of reinforcing agreed thresholds and processes to promote earlier intervention	September 2011	Rose Case	Rebecca Barson	Sharon Davies		A
	3	Any changes to the referral form to be shared with the LSCB and Children's trust in order to improve the quality of information required.	November 2011	Rebecca Barson	Pam Robinson	Carolyn Godfrey		A
	4	Twice yearly reports to be provided to the Social Care Improvement Board which analyses referral activity to R&A.	January 2012 & July 2012	Rebecca Barson	Sharon Davies	Carolyn Godfrey, Social Care Improvement Board		

Risks

	Description of risk for each objective, including financial pressures (number on left links to objective above)	Impact 1 – 4*	Likelihood 1 – 4*	Total Score	Comment/mitigation
1	Poor understanding of multi agency thresholds, sign up to early intervention	2	3	6	Agreed multi agency threshold document agreed across all agencies to be circulated in July 2011
2	Managers & Social workers not skilled and confident to challenge professionals with regard to the quality of their referrals and expectations of what Children & Families Social care can provide	2	2	4	Script and ongoing on the job training to be provided to all staff in R&A regarding this aspect of the work
3	Children and young people fall through the net between services at Level 2 /3.	2	2	4	Protocol in place to ensure that all cases are passed on to an appropriate lead professional through the CAF and Social care protocol.

* Key Impact 1 insignificant, 2 minor, 3 moderate and 4 significant. Likelihood 1 rare, 2 unlikely, 3 possible and 4 almost certain.

6. Voice of the child

How will we know that we have been successful?

	Owner	Success indicator/targets with dates (number on left links to objective above)				RAG	
		Baseline	2011/12	2012/13	2013/14		2014/15
1	Rose Case	The views of children & young people are embedded in all assessments & plans and are seen as part of every assessment	100% evidenced through Audit				G

Page 87	Priority actions (number on left links to objective above)	Completion Date	Who is responsible for leading within which agency?	Who is responsible for monitoring + how? (Officer and group)	Who is responsible for evaluating + how? (Officer and group)	Links to other strategic plans where further detail is available (name of plan)	RAG	
		The views of children and young people must be explicitly recorded as part of every assessment and it must be clear how the child's view have influenced plans of work. No assessments should be signed off by managers without this being explicitly recorded.	August 2011	Rose Case	Rebecca Barson	Sharon Davies		G
	2	No Initial assessment should be authorised by a manager without the child or young person having been seen as part of the assessment process.	August 2011	Rose Case	Rebecca Barson	Sharon Davies		G
	3	Ongoing programme of reflective case audits will monitor this aspect of the work in R&A service.	September 2011	Rebecca Barson	Sharon Davies	Carolyn Godfrey, Social Care Improvement Board		G
	4	Social Workers identified as needing training in this aspect of the work will be provided with training as part of their ongoing professional development plan	September 2011	Rose Case	Rebecca Barson	Sharon Davies		G
	5	Initial Assessment and Core assessment forms to be reviewed to ensure that child's views are given more prominence on the forms and information is requested earlier in forms than towards the end	September 2011	Linda McCrum	Rebecca Barson	Sharon Davies		A

Risks

	Description of risk for each objective, including financial pressures (number on left links to objective above)	Impact 1 – 4*	Likelihood 1 – 4*	Total Score	Comment/mitigation
1	Management are unclear of expectations relating to explicit recording of the child's voice and all children to be seen as part of the assessment and planning process	1	2	2	All managers across R&A are clear that assessments cannot be authorised without sufficient reference to the child or young persons voice being clearly recorded.
2					

* Key Impact 1 insignificant, 2 minor, 3 moderate and 4 significant. Likelihood 1 rare, 2 unlikely, 3 possible and 4 almost certain.

7. Newly Qualified Social Workers

How will we know that we have been successful?

	Owner	Success indicator/targets with dates					RAG
		(number on left links to objective above)					
		Baseline	2011/12	2012/13	2013/14	2014/15	
1	Rose Case	All NQSW's are supported in their first year of practice in line with CWDC requirements	100%				G

	Priority actions (number on left links to objective above)	Completion Date	Who is responsible for leading within which agency?	Who is responsible for monitoring + how? (Officer and group)	Who is responsible for evaluating + how? (Officer and group)	Links to other strategic plans where further detail is available (name of plan)	RAG
Page 89	All NQSW's have a reduced caseload of 90% to take account of the requirement that they engage with Wilts NQSW programme	Starting July 2011	Janet Wilson	Rebecca Barson	Sharon Davies		G
	All NQSW's will receive fortnightly supervision and external supervision with the NQSW programme co-ordinator along with linking in with the NQSW programme.	July 2011	Rose Case	Rebecca Barson	Sharon Davies		G
	3 NQSW's will not be allocated and responsible for cases of a child protection nature without appropriate joint investigation training. NQSW's will not lead and JI's without JI training and shadowing more experienced staff. Their readiness to work in the arena of child protection will be assessed and agreed with their supervisor in supervision.	July 2011	Rose case	Rebecca Barson	Sharon Davies		G

Risks

	Description of risk for each objective, including financial pressures (number on left links to objective above)	Impact 1 – 4*	Likelihood 1 – 4*	Total Score	Comment/mitigation
1	NQSW's do not receive adequate support	1	1	1	Management team is committed to supporting staff in their first year of practice and Wiltshire has a strong commitment and programme in place to support them. Dedicated half time training and development officer is in post with the NQSW & EPD specific support brief.

* Key Impact 1 insignificant, 2 minor, 3 moderate and 4 significant. Likelihood 1 rare, 2 unlikely, 3 possible and 4 almost certain.

8. Ethnicity & Diversity

How will we know that we have been successful?

	Owner	Success indicator/targets with dates (number on left links to objective above)				RAG
		Baseline	2011/12	2012/13	2013/14	
1	Rose Case	All assessments explicitly evidence equality and diversity issues	100% evidenced through audit			A

Page 90	Priority actions (number on left links to objective above)	Completion Date	Who is responsible for leading within which agency?	Who is responsible for monitoring + how? (Officer and group)	Who is responsible for evaluating + how? (Officer and group)	Links to other strategic plans where further detail is available (name of plan)	RAG	
	1	All assessments to explicitly reference equality & diversity issues as they relate to the child, young person and their family. Managers must not authorise assessments without ensuring that this is included with the assessment	August 2011	Rose Case	Rebecca Barson	Sharon Davies		A
	2	All Social Workers and managers must complete the online E&D training along with the in house training focussing specifically on how E&D issues impact upon practice	December 2011	Rose Case	Rebecca Barson	Sharon Davies		A
	3	Ongoing programme of reflective case audits will monitor E&D issues and feed this into the Audit Action group	September 2011	Rebecca Barson	Sharon Davies	Carolyn Godfrey		A
	4	E&D issues to be discussed on every team meeting agenda	September 2011	Rose Case	Rebecca Barson	Sharon Davies		A
	5	Annual report to be presented to the Social Care Improvement Board updating on findings of the reflective audits which will include ethnicity and diversity issues.	October 2011	Sarah Webb	Ceri Burton , Audit Action group	Carolyn Godfrey, Social Care Improvement Board		A

Risks

	Description of risk for each objective, including financial pressures (number on left links to objective above)	Impact 1 – 4*	Likelihood 1 – 4*	Total Score	Comment/mitigation
1	Poor understanding of the need to incorporate E&D issues throughout the assessment process	2	3	6	Managers committed to improving practice in this area and keeping high on the team agenda. Assessments not including this key information will be returned to Social Workers for inclusion of the relevant information
2	Social Workers are not confident and do not reflect ethnicity and diversity issues clearly in their written work.	3	3	9	Training in place including online E&D training along with specific training for Social Workers on how to integrate E&D issues into practice.

* Key Impact 1 insignificant, 2 minor, 3 moderate and 4 significant. Likelihood 1 rare, 2 unlikely, 3 possible and 4 almost certain

9. Multi agency Child Protection trained staff

How will we know that we have been successful?

	Owner	Success indicator/targets with dates (number on left links to objective above)				RAG	
		Baseline	2011/12	2012/13	2013/14		2014/15
1	Sarah Webb	All police officers involved in out of hours child protection work are trained					G

Page 92	Priority actions (number on left links to objective above)	Completion Date	Who is responsible for leading within which agency?	Who is responsible for monitoring + how? (Officer and group)	Who is responsible for evaluating + how? (Officer and group)	Links to other strategic plans where further detail is available (name of plan)	RAG
		Police to facilitate their 24/7 rapid response supervisors wider on call responsibility for all Child Abuse investigation Team (CAIT) matters.	July 2011	James Vaughan, Wiltshire Police	Carolyn Godfrey		
2							

Risks

	Description of risk for each objective, including financial pressures (number on left links to objective above)	Impact 1 – 4*	Likelihood 1 – 4*	Total Score	Comment/mitigation
1	Insufficient sign up for need for CP training	2	2	4	Police have programme in place for training appropriate Police officers who may be called upon to undertake CP investigations out of hours

* Key Impact 1 insignificant, 2 minor, 3 moderate and 4 significant. Likelihood 1 rare, 2 unlikely, 3 possible and 4 almost certain.

Key Named officers in the plan

Rose Case – Team Manager Referral & Assessment Service

Rebecca Barson – Head of Service Operations/Community Safeguarding North & East (Lead for R&A services)

Sharon Davies – Service Director Children & Families and Integrated Youth Services

Julia Cramp – Service Director Commissioning

Carolyn Godfrey – Director Children’s Services

Sarah Webb – Head of Strategic Safeguarding

Janet Wilson – NQSW programme co-ordinator

Linda McCrum - Carefirst Development Officer

Ceri Burton- IRO Manager

Sue Miluk, -PA to Service Director Children & Families

James Vaughan- DC Superintendent, Head of Protective Services

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Report to Social Care Improvement Board 12/09/11
Referral and Assessment

1. Purpose

- 1.1 The purpose of this report is to update the board with regard to progress being made within the Referral & Assessment service.

2. Background

- 2.1 The two Referral & Assessment teams covering the North & East and South & West came together and went live on the 20th June 2011. The reason for the change was largely due to a lack of consistency across the teams in terms of performance. There were identified inconsistencies in terms of thresholds, timeliness, staff support and supervision and the approach of the management teams to manage the workloads of the team. The service is now led and managed by one Head of Service.
- 2.2 The R&A service, now based in Devizes, is managed by a single Team Manager and a team of five Assistant team managers who in turn manage a team of 20 FTE Social Workers. There is a dedicated Business support team comprising a Locality Admin Team Leader and six business support staff who compliment the service.
- 2.3 The R&A service is split into two functions with Social Workers dedicated to the Referral aspects and the Assessment element of the service. This split has allowed for an improvement in timeliness and consistency of response across the county.

3. Current Situation

3.1 Unannounced Inspection

The R&A service was subject of an Unannounced Inspection on the 28th & 29th June 2011. The Inspection sampled the quality and effectiveness of contact, referral and assessment arrangements and their impact on minimising any child abuse and neglect. They identified areas of strength and areas of practice that met requirements, with some areas for development. The majority of areas for development identified in the previous Inspection had been addressed and they were impressed with progress made. There were no serious weaknesses requiring priority action. The Inspectors commended the Crisis Intervention Service for providing highly effective and responsive provision to children and young people who need support in the evenings and weekend to allow them to stay with their families and or in placement. They also cited the Host family Scheme as a strength; this service was developed in conjunction with the Housing department to offer emergency placements for young homeless people, and as a result, a high proportion of young people have had their longer term requirements fully met.

The Inspectors also found that the service met statutory guidance and was able to demonstrate:

1. Adherence to the statutory timescales, with assessments making good use of historical information and risk and protective factors
2. Prompt child protection conferences with good multi-agency involvement
3. A good response by emergency duty
4. Up to date case recording with improved quality since the last Inspection
5. Improved supervision and management oversight
6. Improved administrative support

7. Regular case auditing
8. A robust Social Care Improvement Board
9. Progress in the use of the Common Assessment Framework

Wiltshire Council has developed an Unannounced Inspection Action Plan to address the areas for development, which is monitored both by the Social care Improvement Board and the LSCB.

Improvements are being made in the following key areas identified by Ofsted

1. Managers are ensuring that strategy discussions involve at least three agencies from health, education, police and social care and these will be audited regularly by the QA sub group of the LSCB.
2. The police child abuse and protection team (CAIT) have strengthened their out of hours response providing senior cover 24/7 in response to issues raised by Ofsted; they did this with immediate effect.
3. The Referral and Assessment Service is continuing its improvement journey undertaking work with Professor Suzanne Regan and Professor David Thorpe to get the “ front door” right. The Team Manager is managing the streamlined referral and assessment service and noticeable improvements have already been made in the quality and timeliness of assessments.
4. Innovative service developments are underway to develop an integrated management and information sharing service “MASH” involving the police and other agencies to improve the service offered at point of referral.
5. Improvements are being made in multi agency understanding of thresholds with the introduction of a new multi-agency threshold document; this will be supported by further strengthening of the CAF and the provision of a step up and step down referral process to duty.
6. The quality of information in referrals received by the service will be improved by the review of the multi agency referral form. Further work will be under-taken to develop a consistent response by the Referral and Assessment Team and this will be audited and monitored by the Social Care Improvement Board.
7. All children will be seen as part of the assessment process and the manager will ensure that no assessment is signed off without the child being seen.
8. Support to newly qualified social workers will be enhanced. Managers will ensure that they have reduced caseloads, have fortnightly supervision, participate in the newly qualified development programme (CWDC) and receive Joint Investigation training when required. All NQSW will receive child protection training before they are allocated child protection cases. Assistant team managers and senior social workers will mentor and coach as necessary and provide the opportunity for joint working on complex cases. Co-working will be established for newcomers to child protection.
9. Improvements will be made to address ethnicity and diversity issues by the further provision of equalities training and workshops, provision of reflective case audits and managerial oversight. Progress will be reported to the Social care Improvement Board on an annual basis.

10. The voice of the child and their family will be central to assessments undertaken. This focus will be strengthened by the provision of training, reflective case audits, managerial oversight and re-design of assessment forms.

4. Team Workloads

4.1 When the service came together in June 2011 there were 1090 children open to both Referral & Assessment teams. This was broken down into 690 open to the South & West team and 400 in the North & East team. Under the leadership of the Team Manager all of the open cases from the South & West have been reviewed and risk assessed. Current workloads for the service are now 589 children. This review of the service workload means that Social Workers have manageable caseloads. Work is being consistently managed in a timely way both in terms of assessment, intervention and transfer of cases into Safeguarding and Looked after children's service. This means that children being worked with by the Referral & Assessment service are more effectively safeguarded which in turn promotes positive outcomes for children and young people.

5. Supervision

5.1 Prior to the amalgamation of the teams it was highlighted that there was an inconsistent approach to supervision and support for the Social Workers across both teams. Since becoming a single service all Social Workers are receiving at least monthly supervision. Newly Qualified Social Workers are receiving fortnightly supervision and are linked in with the NQSW programme. Appraisals are in place for all Social Workers. Frequency of supervision is monitored through a central countywide system and is overseen by the Service Director for Children & Families and Integrated Youth service.

6. Performance

6.1 Since the creation of the two specialist Referral & Assessment teams in July 2010 performance across the teams was inconsistent. Since June 2011 there has been a significant improvement in timeliness of the R&A service responses relating to Initial and Core assessments. In both key areas timeliness has improved significantly. In 2010/11 the outturn in relation to Initial Assessments across Wiltshire was 58% which was below comparator authorities and national performance. As a result performance in these two key areas has been reported to the Social Care Improvement Board.

6.2 To date in the 10 weeks since the team went live the average weekly performance for the Referral & Assessment service in relation to Initial assessments is significantly improved, averaging 83.22% completed within 7 days and 91.76 % completed within 10 days. This is set against overall performance for Wiltshire of 79.7% of IA's completed within 7days and 85% completed within 10 days. The target for Wiltshire in 2011/12 is 75%, compared to statistical neighbours which is 65% and a national picture of 67.3%.

6.3 With regard to performance of completion of Core assessments the Referral & Assessment service is currently 83% completed within 35 working days. Overall in Wiltshire to date completion of Core assessments is 82.2% just below the target set. This is set against comparator completion rate of 66% and a national figure of 78%.

6.4 There is now a strong culture of performance within the Referral & Assessment service led by the Referral & Assessment service manager.

7. Future Developments

7.1 We recognise that whilst considerable progress has been achieved in a short space of time, there is still work to be done to work towards an outstanding service. We are ambitious and seek to improve the quality of the service that we provide to the children, young people and their families in Wiltshire. There are three key strands of work which the R&A service will be engaged with over the next 12 months.

8. Front Door Service Developments

8.1 We have begun a programme of work with Dr Suzanne Regan who has worked with a number of local authorities to assist them in transforming their “front door” services. Dr Regan has undertaken considerable work with Dr David Thorpe who advocates the Scandinavian model of service delivery which promotes effective early intervention through signposting, and a multi agency approach to the intervention post assessment. Dr Regan visited Wiltshire and spent time analysing practice. This work will be continued through the autumn.

9. Development of a Multi Agency Safeguarding Hub

9.1 We are working with key partners across Wiltshire police, Health and Education colleagues to develop a Multi Agency Safeguarding Hub (MASH). The proposed development of these key partners aims to promote effective early information sharing, joint risk management & contribute to effective decision making in relation to the need for intervention and assessment in families. An operational group comprising key partners led by Nigel Boulton of Nib consulting has been created. Nigel was instrumental in the inception and creation of the Devon MASH. The first meeting of the operational group to take forward the MASH developments in Wiltshire took place on the 8th September 2011. A business case will be presented to the Strategic Board in October 2011. This development will build on strong partnerships already in existence.

10. Unannounced Action Plan

10.1 The management team of the R& A service will be working to implement the Unannounced Action Plan in order to build upon the progress made to date and to further strengthen case planning and management.

11. Recommendations

11.1 For the Social Care Improvement Board to note the progress made and to continue to keep this key area of service under review to ensure that effective arrangements are in place across Wiltshire to safeguard children and young people.

Author: Rebecca Barson
Head of Service Community Safeguarding North & East
Lead for Referral & Assessment Service

Date: 12/09/11

**Wiltshire Council
Children's Services Select Committee
27 September 2011**

Multi-Agency Thresholds Document

1. This report is to brief members on the new Multi-agency Thresholds document that is currently being used in Wiltshire.
2. It is good practice for local areas to have this type of document to provide clarity for all professionals working with children and young people so that there is a common understanding of levels of need and support together with an outline of processes to access additional services.
3. Following consultation, a revised version of the Multi-Agency Thresholds document was distributed to schools and other partner agencies in July. A copy of the document is attached to this report. It sets out revised processes for accessing support for children and young people with additional needs and also provides guidance on making decisions on service thresholds to everyone who works with children and young people.
4. The revised system set out in the document took effect in September. In line with feedback from schools and other agencies, requests for support from a single service will be made on the new Single Agency Referral Form. This is the list of services that can be accessed via completion of the SARF

Behaviour Support
Education Psychology
Education Welfare
Ethnic Minority Achievement Service (EMAS)
Sensory Service (visual and hearing impairment)
Specialist SEN Service (SSENS)
Traveller Education Service
Speech and Language Therapy (through Health)
Integrated Youth Services

5. The CAF will continue to be completed where there is a need for more than one service or the child/young person's needs are not well understood. It is also expected that a CAF will be completed for the vast majority of children and young people at risk of, or about to be, permanently excluded as there is evidence that these are some of our most vulnerable children and young people.
6. The committee is asked to note this report.

CAROLYN GODFREY
Corporate Director, Department for Children and Education

Report author: Julia Cramp, Service Director for Commissioning and Performance,
Department for Children and Education. 13/09/2011

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Wiltshire Children and Young People's Trust

Multi-Agency Thresholds Document:

Accessing the right level of support for children and young people with additional needs

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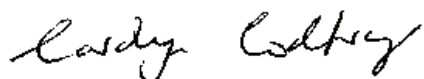
Foreword

We all want better lives for children and young people. Most children do well, but some have significant disadvantages that currently are only addressed when they become serious. Sometimes their parents know there is a problem but struggle to know how to get help. We want to identify these children and young people earlier and work in a coordinated, integrated way to help them before things reach crisis point.


This document is intended to provide an overview of Wiltshire's model of integrated working within children's services, and also to give some guidance about making decisions on service thresholds to everyone who works with children and young people. Working with children and families and identifying their needs is not an exact science and there is no substitute for sound professional judgement, dialogue and good knowledge of local services. This document does not seek to replace professional skills and knowledge but to offer professionals an overview of indicators and guidance on the need for assessment of a particular kind and at a particular level. This document indicates thresholds broadly agreed between organisations represented in Wiltshire's Children and Young People's Trust.

It cannot be stressed strongly enough that thresholds should not be seen as barriers; thresholds are a guide to professional decision-making to support the over-riding purpose that children, young people and families are able to access the right service to build resilience, improve life chances, and keep children and young people safe.


For specific information about children and young people with special educational needs, please refer to the Wiltshire Indicators and Provision Document (July 2011) for information about provision at different levels of the SEN Code of Practice.



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Accessing support for children with additional needs

In Wiltshire, the model for integrated working takes into account levels of need when determining service provision to support children and young people. The aim of the model is to provide clarity on when children and young people can be supported through universal services and the process for accessing both targeted and specialist services. This includes the use of the Common Assessment Framework (CAF) and when a Lead Professional is required. The overall aim of the model is to:

- Identify additional needs at the earliest stage;
- Ensure that the needs of children and young people are met by the most appropriate services at the right level;
- Reduce the numbers of children and young people requiring specialist services from children's social care through effective earlier intervention.
- Build individual, family and community resilience (in line with Wiltshire's Children and Young People's Trust's overall vision).

The key elements within Wiltshire's model of integrated working are:

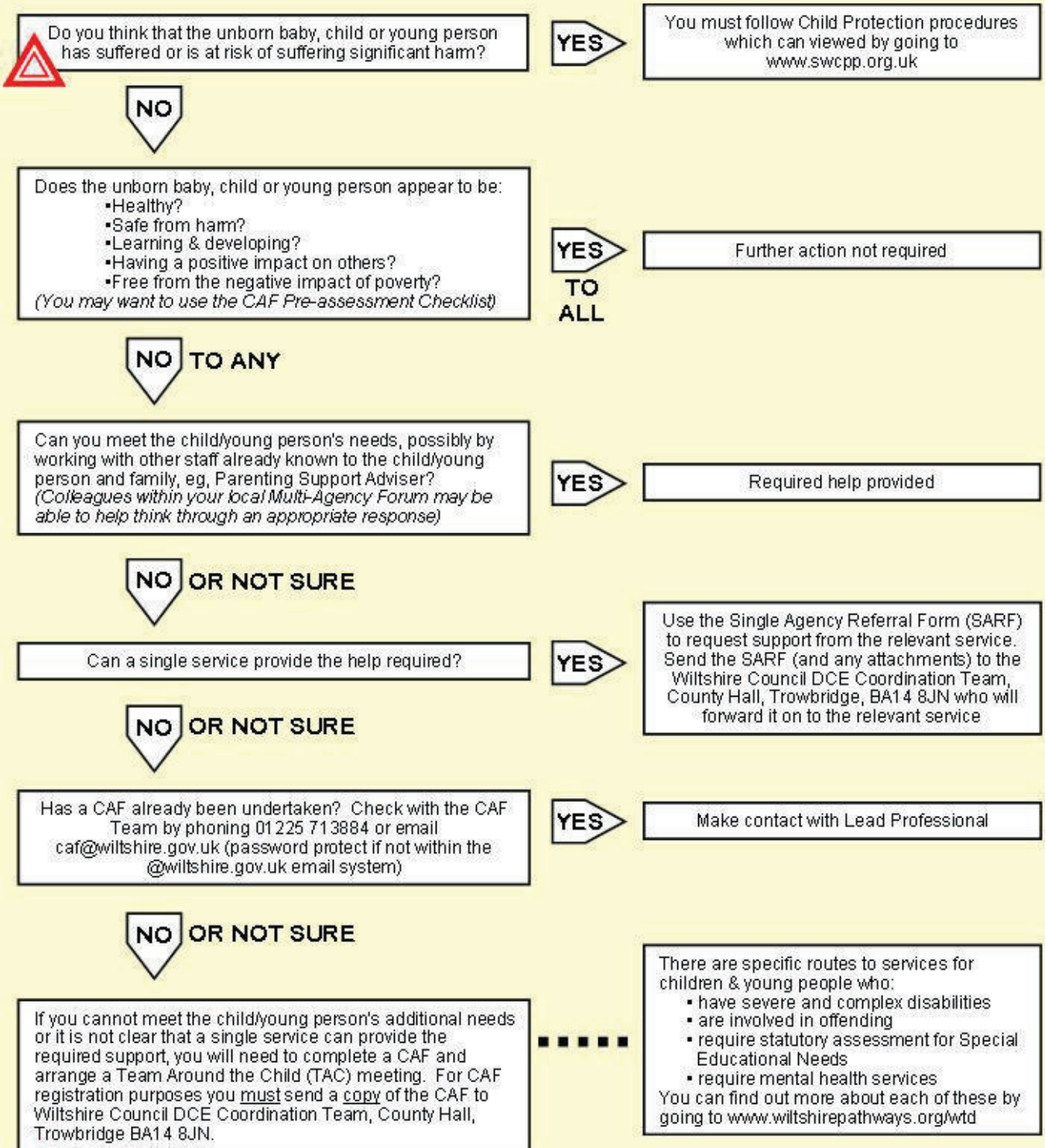
- Early support within universal settings;
- Decision by the local Multi-Agency Forum or by a frontline professional on whether a child or young person's difficulty can be resolved through a single agency or whether a CAF should be completed;
- Completion of CAF and bringing together a Team Around the Child (TAC) to provide support;
- Gateway Panels for when a CAF Completer or Lead Professional requires additional help to ensure there is an effective response to a completed CAF;
- A protocol covering the interface between Social Care and the CAF to ensure that there is effective step-up/step down between targeted and specialist services.
- Risk Management Panels for a small number of very vulnerable young people who are already at Level 3 (Youth Offending Team, specialist Child and Adolescent Mental Health Services and Children's Social Care).


The flowchart in Figure 1 provides an overview of how to ensure that the needs of children and young people are met by the most appropriate services at the right level.

There is a specific CAF pathway for all pregnant young women who are under 18 at the point of conception (see Appendix 1). Further information can be found on the Pathways website at www.wiltshirepathways.org.

Fig. 1. "What to do" - flowchart

WHAT TO DO if children & young people need additional help



 (CAF assessment cannot take place without the agreement of the parent or young person, including agreement for you to contact other service providers for information. If a parent or young person does not consent to a CAF taking place or being shared you may need to consider if there are any safeguarding risks. Advice can be sought from the CAF Team on 01225 713884 or the Referral & Assessment Team on 01380 733567.)

Find further guidance (plus downloadable SARF and CAF forms) at www.wiltshirepathways.org



Early support within universal settings

It is better to identify problems early at the pre-CAF stage and intervene effectively to prevent the difficulty becoming more acute – this is better for individuals, families and society as it avoids personal suffering, reduces social problems and is potentially more cost-effective. Targeted early intervention and support within universal settings does work, for example, the ‘Every Child’ programmes have been shown to enable children to make good progress in reading and speech. All schools should now have access to the Triple P Positive Parenting Programme through Parenting Support Advisors. Children’s Centres also deliver a range of parenting support programmes including the Webster Stratton Programme. Many schools and Children’s Centres also have some access to counselling services or Health and Wellbeing Drop-in sessions where children and young people and parents can receive support.

A range of educational support services, integrated youth services and community health services such as Speech and Language Therapy can also be accessed through the Single Agency Referral Form (SARF) - for use when a single service is required. The Form is included in Appendix 2.

Role of the Multi-Agency Forum (MAF)

In most localities (community areas) across Wiltshire, early years practitioners, primary and secondary schools and partner agencies meet on a regular basis to discuss how best to support individual children and young people who have been identified as requiring additional help.

Although membership of MAFs varies across the County, an effective MAF is likely to have input from the range of educational inclusion support services (ie, Early Years Inclusion Advisers, Educational Psychology, Education Welfare, Behaviour Support and Specialist SEN Service (SSENS), Integrated Youth Services, community health services and the voluntary sector). Children’s Social Care will also endeavour to attend MAF meetings to contribute to discussions about individual children and young people and to support colleagues in working with families who do not meet social care thresholds.

The MAF is well-placed to help support decision-making on whether referral to a single service is needed or whether the difficulty is multi-faceted and is likely to require support from two or more additional services (actively working with the child/family at the same time). Many professionals within schools, local authority services and community health services will feel able to make this decision without discussion with other professionals. However, where a decision is less clear-cut, discussion at a MAF may be useful.

To help make this decision, MAFs may wish to make use of the national pre-CAF checklist or other local tools that can help identify vulnerable children and young people.

All children and young people discussed at a MAF should be anonymised, unless it is clear that parents and the young person have given permission for their details to be shared with a range of professionals.

If it is agreed that a referral should be made to a single service, then the Single Agency Referral Form (SARF) should be used. If a decision is made that a child or family is likely to need a range of support services, then the MAF should agree who will complete the CAF assessment. Further help on deciding whether a SARF or CAF should be completed can be provided by the CAF Team. If you have concerns about a child or young person suffering or

being at risk of suffering significant harm, please follow Child Protection procedures which can be viewed at www.swcpp.org.uk.

Completion of CAF and bringing together a Team Around the Child

A CAF should be completed when a child/young person's needs are not well understood or the help of two or more services is needed. It is also expected that a CAF will be completed for the majority of children and young people at risk of, or about to be, permanently excluded. There is evidence that these are some of our most vulnerable children and young people. Within early years, a CAF is always required as part of the evidence for decision-making in relation to 2 year old funding for nursery care for disadvantaged children.

A CAF assessment cannot take place without the involvement and consent of the parent (or young person, if appropriate) and there must be agreement for sharing information with relevant agencies that can provide support. A copy of all completed CAFs needs to be sent to the Wiltshire Council DCE Coordination Team at County Hall, Trowbridge, BA14 8JN for registration. The Coordination Team should also be informed when a CAF is closed, following intervention and a successful outcome or referral to Level 3.

The person who completes the CAF should then arrange a Team Around the Child meeting (TAC). The CAF Coordinators may be able to provide advice on who to involve and to help arrange this meeting if the CAF completer has any difficulty with this task. The CAF Team can be contacted on 01225 713884. The initial TAC meeting should be held as soon as possible after completion of the CAF and preferably within 15 working days of completion of the CAF. The CAF completer acts as the Lead Professional until the TAC meeting at which point the role may be re-allocated.

Parents/carers and the child/young person should be invited to attend the TAC meeting. The focus of the initial meeting should be on developing an intervention plan with/for the family, including agreement on what the family wishes to change and how progress will be measured. The initial TAC meeting should also clarify who is best placed to act as the Lead Professional. TAC meetings should be held regularly (every 6 – 8 weeks) to ensure the intervention plan is meeting the identified needs. When an intervention plan has been in place for six months, the TAC members and parent/young person will need to agree if the identified needs have been addressed, whether the plan needs to be amended or if a referral should be made to the Gateway Panel or advice sought from the Social Care Referral and Assessment Team.

A parent has the right to refuse support. It is important to record in your own agency that a CAF was offered and the parent or young person refused to consent to the process. The practitioner should continue to monitor the child's progress, and if the concerns are not addressed should contact the CAF Team for advice.

Where there have been three CAF enquiries to the CAF Register about a child who has no recorded CAF, the CAF Co-ordinator will seek advice from a Duty Manager in the Social Care Referral and Assessment Team to decide whether statutory intervention is necessary.

Role of the Gateway Panels

The main purpose of the Gateway panels is to discuss children and young people where:

- A CAF has been completed, but the CAF Completer/Lead Professional is finding it difficult to identify appropriate agencies to help, or those identified agencies are unwilling or unable to provide support or
- TAC meetings have been held, but there are still unmet or escalating needs and the Lead Professional and agencies involved want additional support and advice to ensure that the child or young person's needs are met. This may include input from another service.

The CAF completer or lead professional will therefore need to identify children and young people to be discussed at Gateway Panels and contact the CAF Team.

The Gateway Panels will operate on the basis of the four hubs across Wiltshire – North, South, East and West. The Panels will meet on a fortnightly basis and will be attended by Managers from local authority children's services, community health services, the voluntary sector and the police. Representatives from schools are welcome to attend Gateway Panels. It is helpful if the person who initiated the CAF attends or sends a representative (although it may be possible to hold a telephone conference call). A senior manager will be nominated to chair each Gateway Panel (this is likely to be on a rotating basis and the Chair could be from any agency involved).

The administration of the Gateway Panels will be undertaken by the CAF Coordinators. The person sending in the CAF will receive an email acknowledgement (referring to the child or young person by their initials) and information on the date the child or young person's needs will be discussed.

All Gateway Panels will operate to an agreed protocol and will record the outcomes of discussions on a standard decision-sheet. This will be signed off by the Chair of the Gateway Panel, with a copy sent to the CAF completer/Lead Professional. A copy of the completed decision-sheet will also be held on the CAF Register alongside the completed CAF assessment.

Interface between CAF and Children's Social Care

The Common Assessment Framework (CAF) is a national tool to support early identification of a child's/family's needs that cannot be met within universal services (Level 1) and to ensure that there is a co-ordinated response where several targeted services (Level 2) are involved in providing support. Effective use of the CAF and improved integrated working by targeted services should ensure that Children's Social Care (Levels 3 and 4) are able to focus resources on those children and families with the highest levels of need.

Wiltshire has produced a protocol (see Appendix 3) covering how the Referral and Assessment Team within Children's Social Care needs to work closely with the CAF Team to ensure that support is provided at the most appropriate level and that children and families do not slip through the net between targeted services (level 2) and Children's Social Care (levels 3 and 4). CAF Co-ordinators will liaise regularly with the Referral and Assessment Team to promote a better understanding of each other's roles and to enable this protocol to become embedded.

There is now a single Referral and Assessment Team based at Browfort in Devizes. The team can be contacted on 01380 733567 or by email on referrals@wiltshire.gov.uk. It is always helpful to contact a Duty Social Worker to discuss your concerns before making a referral to Children's Social Care. This will allow for a speedier response and enable the Referral and Assessment Team to gather all information required or to assist the referrer in obtaining support if the matter does not meet the threshold for social care.

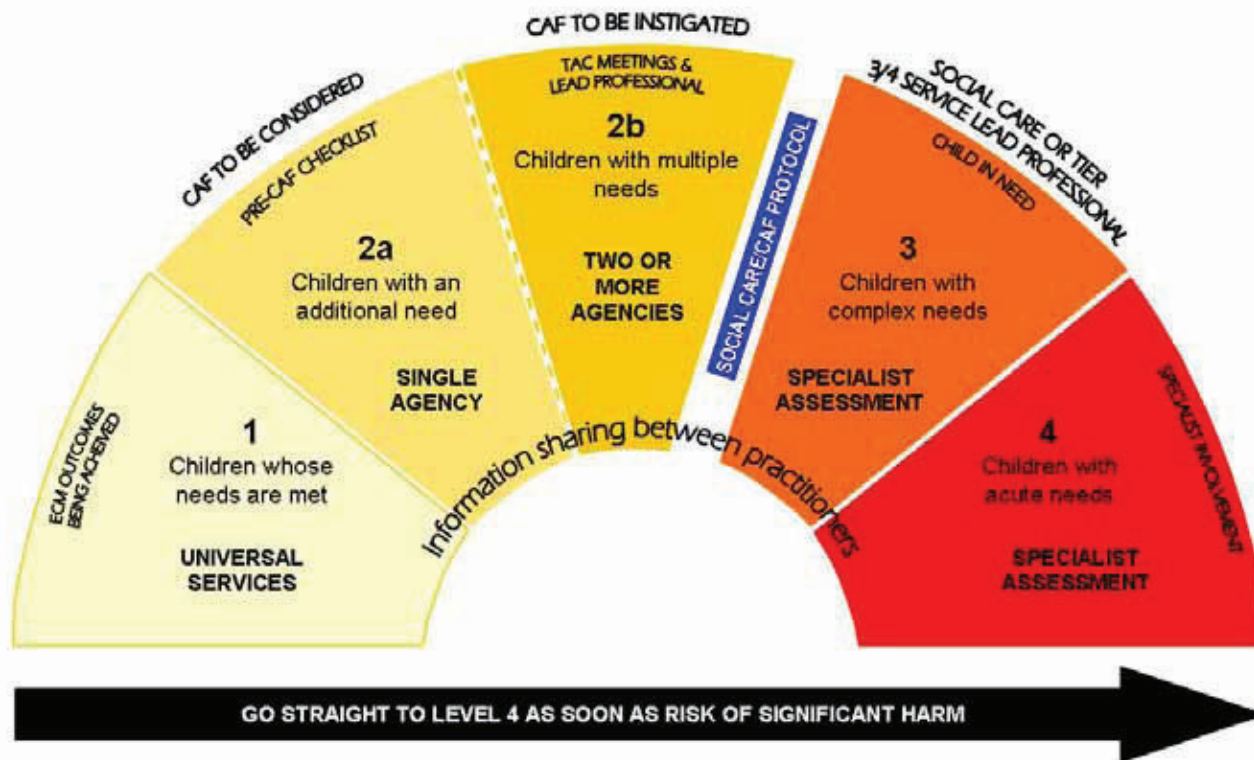
Risk Management Panels

These Panels will focus on how we can more effectively manage high risk and vulnerability/safeguarding for a ‘critical few’ young people in Wiltshire. The Risk Management Panels will take a multi-agency approach to manage the risks presented by a small number of vulnerable adolescents at risk of significant harm to themselves through severe self-harm, offending, sexual exploitation, substance misuse, mental health difficulties, lack of family support, chaotic living arrangements and absconding. Young people will only be referred to the Risk Management Panel when they have already been allocated to a Level 3 service through Youth Offending, the Substance Misuse and Harm Reduction Service (Motiv8), specialist Child and Adolescent Mental Health Services or Children’s Social Care. Some young people may be immediately allocated a Level 3 service without being subject to CAF and Team Around the Child. For further information about the process of referring young people to the Risk Management Panel, please contact the Head of Service – Integrated Youth within Wiltshire Council (mal.munday@wiltshire.gov.uk).

Overview of levels of need

Wiltshire’s Children’s Trust has agreed a framework for helping professionals to identify which level of need a child/family is likely to meet.

Fig. 2. Thresholds of Need (the “Windscreen” diagram)



Level 1 These are children and young people who make overall good progress in all areas of their development. These children are likely to have a protective environment where their needs are recognised and well met. These children require **no additional support beyond that which us universally available**. A common assessment is not needed for these children.

Level 2a A child or young person would fall within this band if they can be defined as **needing some additional support from a single service without which they would be at risk of not meeting their full potential**. The support they need may relate to their health, educational, or social development. If ignored these issues may develop into more worrying concerns for the child or young person under level 2 or 3.

Level 2b Children and young people who fall into this band would be defined as **having needs that are complex in range, depth, and significance**. It is likely that if these needs are not met their health, social development, or educational attainment may be significantly impaired and they may have poor long term outcomes. Children in this band may be very vulnerable or living in considerable adversity. A child in this band will need the support of more than one professional. A CAF will be completed and the **lead professional** will ensure that support and services for a particular child are coordinated and provided in an integrated, effective way (through putting in place a Team Around the Child – TAC).

Level 3 A child or young person who falls into this band is defined as **requiring specialist help**. It is likely that for these children their needs and care are at present very significantly compromised. Only a small proportion of children will fall within this band. These children will be those who are highly vulnerable or living in the greatest level of adversity. Children at

this level will require specialist assessment and support from statutory services, for example social care, CAMHS, Youth Offending Service, SEN.

Level 4 represents children and young people with acute needs – this will require a specialist or statutory integrated response. This is also the level at which child protection intervention is necessary and in many cases a joint social worker and police investigation is required (Section 47 Children Act 1989) followed by multi-agency protection planning.

It is inevitable that children will move from one level of need to another. As the children and family's needs increase additional services may be required and in some instances delivered within a legal framework. The transition from one level of service to another should happen seamlessly to ensure that information is shared appropriately – this applies equally to children and families moving 'downwards' from Level 3 or 4 to Level 2 support. It is crucial that the 'baton' is never dropped between different levels of service.

Descriptor Tables

The descriptors that follow are designed to assist professional judgement in working out at which level a child/young person's needs should be met. They are not a checklist to be used mechanically. In some cases, the interpretation and significance of the descriptor clearly depends on the age of the child/young person.

For children and young people with special educational needs, the Wiltshire Indicators and Provision Document (July 2011) provides more detailed information about appropriate levels of support in accordance with the SEN Code of Practice.

Note: The tables are an illustrative rather than comprehensive list of indicators.

Fig. 3. Development of Child or Young Person 1 - Health

		Children & Young People who need additional help		
Level 1 – Requires universal services only		Level 2 (a and b)	Level 3	Level 4
General health	<ul style="list-style-type: none"> Physically well Adequate diet/hygiene/clothing Developmental checks/immunisations up to date Regular dental/optical care Health appointments are kept 	<ul style="list-style-type: none"> Concerns re diet/hygiene/clothing Defaulting on immunisation/checks Starting to default on health appointments Not registered with GP/dentist Overweight/underweight Encopresis/enuresis Low level substance misuse A&E attendance giving cause for concern Failure to access adequate health care Pregnancy in young person 	<ul style="list-style-type: none"> Significant failure to thrive Chronic health problems with a severe impact on everyday functioning Persistent excessive alcohol consumption, smoking or other substance misuse Serious mental health issues, including significant self-harm and suicide attempts Multiple A&E attendances causing concern 	<ul style="list-style-type: none"> Class A/serious drug misuse Acute mental health issues Suspected non-accidental injury/abuse/neglect Non-organic failure to thrive
Health – physical development	<ul style="list-style-type: none"> Developmental milestones met in relation to fine and gross motor skills and vision and hearing Age appropriate involvement in physical activity 	<ul style="list-style-type: none"> Slow in reaching developmental milestones 	<ul style="list-style-type: none"> Serious developmental delay Significant physical disability 	
Speech, language & communication	<p>Age appropriate development in relation to:</p> <ul style="list-style-type: none"> Willingness to communicate Verbal and non verbal comprehension Language structure and vocabulary and articulation Fluency of speech and confidence 	<ul style="list-style-type: none"> Reluctant communicator Not understanding age appropriate instructions Confused by non verbal communication Difficulty listening for an appropriate length of time Immature structure of expressive language Speech sounds immature 	<ul style="list-style-type: none"> Severe disorder and impairment in understanding spoken language Communication difficulties have a severe impact on everyday life Requires alternative or augmented means of communication 	

Fig. 4. Development of Child or Young Person 2 – Behaviour etc				
Level 1 – Requires universal services only		Children & Young People who need additional help		
		Level 2 (a and b)	Level 3	
Emotional/Social development	<ul style="list-style-type: none"> Feelings and actions demonstrate appropriate responses Good quality early attachments Able to adapt to change Able to demonstrate empathy Involved in leisure and other social activity 	<ul style="list-style-type: none"> Finds it difficult to cope with anger or frustration Difficulties in relationships with peer group and/or with adults Overfriendly or withdrawn with strangers Finds coping with change difficult even with support Difficulties expressing empathy 	<ul style="list-style-type: none"> Suffers from periods of depression Relates to strangers indiscriminately without regard for safety or social norms Disordered attachments that have a severe impact Reaction to change triggers prolonged inability to cope Phobias & other psychological difficulties 	
Behavioural development	<ul style="list-style-type: none"> Appropriate self-control Appropriate social behaviour Appropriate sexual development and activity 	<ul style="list-style-type: none"> Disruptive/challenging behaviour, including in school or early years setting Concerns about sexual development and behaviour 	<ul style="list-style-type: none"> Extreme disruptive/challenging behaviour at school, in neighbourhood and at home Sexual development and behaviour which may be indicative of abuse 	<ul style="list-style-type: none"> Regularly involved in antisocial/criminal activities/violent behaviour Sexual exploitation Regularly puts self or others in danger through reckless activity
Identity, self-esteem/ image	<ul style="list-style-type: none"> Positive sense of self and abilities Demonstrates feelings of belonging and acceptance An ability to express needs 	<ul style="list-style-type: none"> Shows lack of self esteem Vulnerable to bullying, discrimination or harassment Limited insight into how appearance & behaviour are perceived 	<ul style="list-style-type: none"> Seriously affected by persistent discrimination, e.g. on the basis of ethnicity, sexual orientation or disability Subject to severe bullying 	
Family & social relationships	<ul style="list-style-type: none"> Aware of personal and family history Stable and affectionate relationships with caregivers Good relationships with siblings Positive relationships with peers Age-appropriate friendships 	<ul style="list-style-type: none"> Limited support from family and friends Lacks positive role models Serious conflicts with peers/siblings Difficulties sustaining relationship 	<ul style="list-style-type: none"> Significant family breakdown Child or young person is main carer of family member or of own child 	<ul style="list-style-type: none"> Subject to physical, emotional or sexual abuse or neglect

Self care skills & independence			
<ul style="list-style-type: none"> • Growing level of competencies in practical and emotional skills • Good level of personal hygiene • Gaining confidence and skills to undertake activities away from family 	<ul style="list-style-type: none"> • Friendships & relationships inappropriate for age • Not always adequate self-care, e.g. poor hygiene • Slow to develop age-appropriate self-care skills • Failing to develop confidence and skills for independence • Lacking opportunities to manage risk 	<ul style="list-style-type: none"> • Young person living independently and not coping • Persistent and severe poor self-care for age, including hygiene. 	<ul style="list-style-type: none"> • Neglects self care because of alternative priorities e.g. substance misuse • Neglect of own child

Fig. 5. Development of Child or Young Person 3 - Learning

Children & Young People who need additional help			
	Level 2 (a and b)	Level 3	Level 4
Level 1 – Requires universal services only	<ul style="list-style-type: none"> Milestones for cognitive development are met Demonstrates a range of skills and interests 	<ul style="list-style-type: none"> Milestones for cognitive development are not met Has an assessed moderate learning difficulty 	<ul style="list-style-type: none"> Severe and profound and multiple learning disability Serious developmental delay
Understanding, reasoning & problem solving	<ul style="list-style-type: none"> Access to educational provision appropriate to age and ability Access to employment (including work based learning) appropriate to age and ability Regularly attends education or training, or in full-time work 	<ul style="list-style-type: none"> Poor school/early years' attendance/punctuality Behaviour likely to lead to risk of exclusion Has no school placement and meets hard to place criteria Gaps in schooling/learning due to pregnancy Multiple changes of school/early years setting No access to early education No access to employment (including work based learning) 	<ul style="list-style-type: none"> Multiple changes of school without notification Not in education, employment or training and displaying serious employability/engagement deficits and high support needs
Participation in education or work	<ul style="list-style-type: none"> Acquiring a range of skills and interests No concerns about achievement or cognitive development Access to books/toys, play 	<ul style="list-style-type: none"> Requires adapted curriculum and timetable Identified learning needs – on Early Years or School Action/School Action+ Clearly under-performing in opinion of teacher, parent or practitioner Limited access to resources for learning at home (e.g. books/toys) 	
Progress & achievement in	<ul style="list-style-type: none"> Well motivated and self-confident 	<ul style="list-style-type: none"> Not always engaged in learning – poor concentration, low motivation and interest 	
Aspirations			

Fig. 6. Parents and Carers

Children & Young People who need additional help			
	Level 2 (a and b)	Level 3	Level 4
Level 1 – Requires universal services only	<ul style="list-style-type: none"> Parent requires advice on parenting issues Parent is struggling to provide adequate care Professionals beginning to have concerns about child's physical needs being met Clothing is regularly unwashed Exposure to household hazards or risks Parental stresses starting to affect ability to ensure child's safety 	<ul style="list-style-type: none"> Neglect/scapagoating suspected Young child regularly left alone or unsupervised Parents/carers unable to protect from danger or significant physical or emotional harm (including risk of sexual harm), in the home and elsewhere Parent's mental health problems or substance misuse significantly affect care of child 	<ul style="list-style-type: none"> Parents unable to provide 'good enough' parenting that is adequate and safe Parents unable to care for previous children Continual instability and violence in the home Child not protected from sexual exploitation Parents involved in serious person-related crime
<ul style="list-style-type: none"> Provide for child's physical needs, including appropriate clothing, medical and dental care Protect from danger or significant physical or emotional harm (including risk of sexual harm), in the home and elsewhere 	<ul style="list-style-type: none"> Inconsistent responses to child by parents Difficult parent/child relationship Key relationships with family members/significant others not always kept up Has a number of different carers Starting to demonstrate difficulties with attachments Frequent changes of home base or educational placement 	<ul style="list-style-type: none"> Child/parent relationship at risk of breakdown Has unplanned multiple carers Privately fostered 	<ul style="list-style-type: none"> Parents inconsistent, highly critical or apathetic towards child Parent has rejected, or is threatening to reject, the child Has no carer, abandoned child or unaccompanied minor Missing child/child persistently running away
<ul style="list-style-type: none"> Show warm regard, praise and encouragement Ensure that secure attachments are not disrupted Provide consistency of emotional warmth 	<ul style="list-style-type: none"> Parent offers inconsistent boundaries Behaviour problems not recognised and addressed by parents Spends considerable time alone e.g. watching television Not receiving positive stimulation – lack of new experiences or activities Parents do not value education Home not conducive to play/education 	<ul style="list-style-type: none"> Parent offers a negative role model e.g. by behaving in an antisocial way Erratic or inadequate guidance provided No constructive leisure time or guided play 	<ul style="list-style-type: none"> No effective boundaries set by parents Beyond parental control
<ul style="list-style-type: none"> Provide guidance so that child can develop an internal model of values and conscience Facilitates cognitive development through interaction and play Enable child to experience success 			

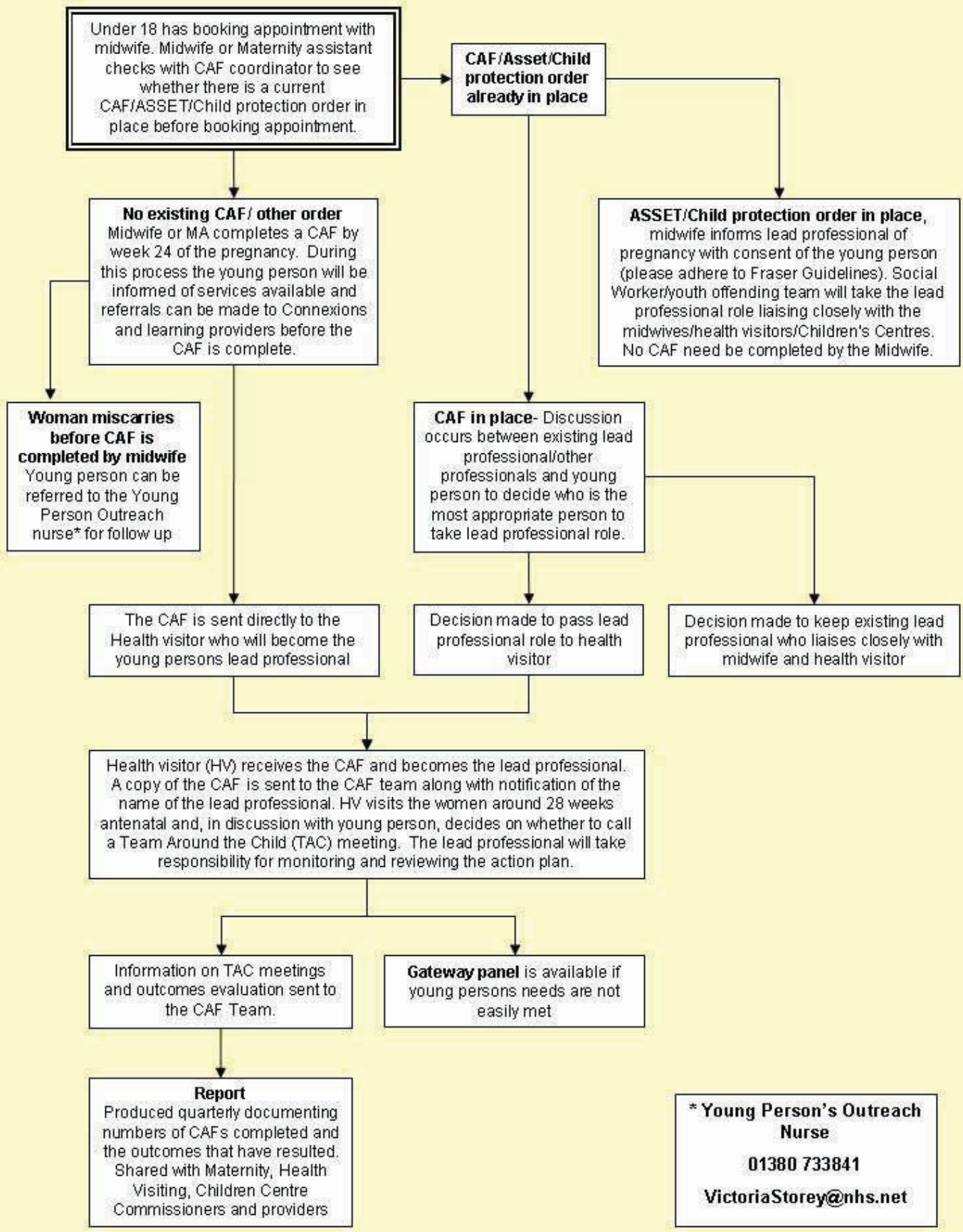
Fig. 7. Family & Environmental Factors

		Children & Young People who need additional help		
Level 1 – Requires universal services only		Level 2 (a and b)	Level 3	Level 4
Family history, functioning & wellbeing	<ul style="list-style-type: none"> Family relationships provide positive sense of wellbeing for all family members Few significant changes in family 	<ul style="list-style-type: none"> Parents have frequent conflicts or difficulties that impact on the child Risk of domestic violence Has experienced loss of significant adult, e.g. through bereavement or separation Parental physical/mental health problems Low level substance misuse Sibling with significant problem (health, disability, behaviour) Acrimonious divorce/separation 	<ul style="list-style-type: none"> Incidents of serious domestic violence Family functioning significantly affected by problems of physical or mental health or substance misuse Parent has received custodial sentence Child has caring responsibilities that significantly affect education/development 	<ul style="list-style-type: none"> Persistent domestic violence ‘Adults who present a risk to children’ living in the family Relationships between siblings severely affect child’s development Severe mental or physical health problems or substance misuse such that vital parenting roles are not undertaken
	<ul style="list-style-type: none"> Sense of larger familial network Support for child and parents from family and friends 	<ul style="list-style-type: none"> Pressures from wider family Family receives limited support from friends 	<ul style="list-style-type: none"> Destructive involvement from extended family and/or ‘friends’ 	<ul style="list-style-type: none"> Physical accommodation places child in danger Extreme poverty/debt impacting on ability to care for child Lack of adequate food, warmth or essential clothing
Housing, employment & finances	<ul style="list-style-type: none"> Accommodation has basic amenities Sufficient income to meet the family’s essential needs, used appropriately 	<ul style="list-style-type: none"> Inadequate/poor/overcrowded housing Family seeking asylum or refugees Periods of unemployment of the wage earning parent(s) Low income Parents find it difficult to obtain employment due to poor basic skills 	<ul style="list-style-type: none"> Overcrowded or poor quality housing likely to impair health or development Homeless family in temporary housing Chronic unemployment that has severely affected the parents Serious debts/poverty impact on ability to have basic needs met Living independently as teenage parent Vulnerable homeless young person 	

<p>Social & community elements</p>	<ul style="list-style-type: none"> • Good health, education, social and community services in the neighbourhood • Positive peer groups 	<ul style="list-style-type: none"> • Disadvantaged neighbourhood • Experiencing harassment/discrimination • Socially or physically isolated • Lack of a support network • Poor access to available services • Community not conducive to play or education • Lack of play facilities outside the home • Child's peers involved in antisocial behaviour in the neighbourhood 	<ul style="list-style-type: none"> • Family chronically socially excluded • No supportive network • Involved with peers in antisocial behaviour • Social isolation resulting from teenage parenthood 	
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Appendix 1: CAF Pathway for expectant young mothers

A CAF Pathway Model for all expectant Young Mothers under 18 at the point of conception in Wiltshire



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Appendix 2: Single Agency Referral Form (SARF)

SINGLE AGENCY REFERRAL FORM (SARF) GUIDANCE NOTES

1. WHEN THE FORM SHOULD BE USED

1.1 The SARF should be used to access a single service. The services that can be accessed through the SARF are:

- Behaviour Support
- Educational Psychology (EPS)
- Education Welfare
- Ethnic Minority Achievement Service (EMAS)
- Sensory Service (visual and hearing impairment)
- Specialist SEN Service (SSENS) – bringing together Learning Support, Physical Impairment, SEN ICT and Primary SOCIT
- Traveller Education Service
- Speech and Language Therapy
- Integrated Youth Service, focusing on young people aged 10 – 17, including:
 - accommodation and housing support
 - employment, training and education
 - prevention and reduction of offending and anti-social behaviour
 - substance misuse (including concerns about problematic parental substance misuse).

Note: The Integrated Youth Service comprises Connexions staff, Youth Offending, the Youth Development Service, Motiv8 (substance misuse), and Youth Inclusion Support Project.

1.2 The SARF should **not** be used if:

- A child or young person has a mental health difficulty. Healthy Minds provide a single point of access for routine referrals to all Child and Adolescent Mental Health Services (psychiatric emergencies should always be discussed with the relevant Clinical Team Manager for specialist CAMHS). The integrated threshold criteria and referral forms for Healthy Minds and specialist CAMHS are attached at Appendix 4.
- A child/young person's needs are not well understood (use Common Assessment Framework - CAF)
- The help of two or more services is needed (also use CAF)

The SARF should not be used for the Early Intervention Team and the wider Early Years Childcare Team. Young children with difficulties will be picked up by the Early Intervention Team in regular discussions with early years settings and other professionals.

If there are child protection concerns, the Local Safeguarding Children's Board procedures should be followed immediately.

2. COMPLETING THE FORM

2.1 A SARF should focus on one child.

2.2 It is important to clarify that completion of the SARF cannot offer a guarantee that services will be delivered.

2.3 Information sources should be clear and comments attributed and clearly explained, for example, the comment “Mum said...”

2.4 Confidential information, e.g. health information, should only be recorded on the SARF with the explicit consent of the child/young person and /or parent – see section 3.

3. CONSENT

3.1 When completing a SARF, the completing worker is responsible for ensuring that they have the permission of individuals on whom personal information is provided for that information to be shared (except in circumstances where a child or young person may be placed at risk of further harm if consent is sought).

3.2 Consent must be ‘informed’ – this means that the person giving consent needs to understand why information needs to be shared, who will see their information, and the implications.

3.3 Consent can be ‘explicit’ or ‘implicit’. Obtaining explicit consent is good practice and it can be expressed either orally or in writing, although written consent is preferable since that reduces the scope for subsequent dispute. Probably the easiest way to do this is via a signature on the SARF.

For more information on Information Sharing go to <http://www.wiltshirepathways.org/whattodo.asp> and click on the link entitled “Knowing what information I can share”.

4. WHAT TO INCLUDE IN DIFFERENT SECTIONS OF THE FORM

Explanations for some of the fields are detailed below.

Parent / Carer info - full names are needed here and details about siblings

SEN Status – refers to whether the child/young person has special educational needs at School Action, School Action Plus or has a Statement.

School attendance – this field should contain details (if known) of the child/young person’s attendance at school either as a percentage or a description. For children with attendance issues, please attach school action to date, including letters, meetings.

Level of attainment – this field should be used to describe approximately what academic levels the child/young person is reaching in terms of thresholds and grades. You should describe:

- National Curriculum levels/P levels in English and Maths.
- Reading and spelling age (name of test and date used).
- Progress with unaided writing.

Child Protection Plan – this is only relevant if the child/young person has social care involvement

Disability – Please describe type and level of disability.

‘Looked after’ refers to whether the child is being looked after by a Local Authority

Ethnicity – it is advised to use the CAF form ethnic groupings– as listed in the table following:

Where you would use a starred grouping (*) please specify

White British	Caribbean	Indian	White & Black Caribbean	Chinese
White Irish	African	Pakistani	White & Black African	Any other ethnic group*
Any other White background*	Any other Black background*	Bangladeshi	White & Asian	Not given
Gypsy/Roma	Traveller of Irish Heritage	Any other Asian background *	Any other mixed background*	

Reason for referral – Please put as much information in here as possible, including:

- Any concerns about child’s general health, including physical development and hearing and vision
- Any issues relating to concerns about the child’s emotional and social development, eg, risking/actual self harm, coping with stress, motivation, confidence, relationships with peers
- Any issues affecting the parents/carers ability to protect or care for the child, eg, family and social relationships, difficulties faced by parents, homelessness

For some services there is specific information you should include in the reason for referral or specific information that should be attached to the referral.

For a referral to the Speech and Language Therapy Service, please state whether the child has a formal diagnosis of Autistic Spectrum Disorder, special needs or learning disabilities, a medical diagnosis or a hearing impairment. If the child has had a recent hearing test, please give date and result. Please also describe:

- School’s main cause for concern and the level of concern (mild to significant)
- Attention and listening skills
- Understanding spoken language, eg, following instructions
- Expressive language, eg, putting words together in sentences, telling stories
- Speech sounds, eg, immature speech
- Stammer
- Voice problems
- Social communication skills and ability to relate to others
- Child’s preferred means of communication (if not speech, then signing/makaton, picture/symbols, pointing, leading, etc) and whether they are a willing communicator
- Their first language
- Whether child is able to link sounds to letters (age appropriate question)
- Whether child is reading and writing at age appropriate level
- Impact of the above on the child’s behaviour

With a referral to Speech and Language Therapy, please enclose copies of relevant reports/IEPs. It is essential to enclose WIPD information from any of the 4 SEN areas relevant to the referral (Cognition and Learning, Speech and Language, Social and Communication, and Behavioural, Emotional and Social). A referral cannot be processed without this information. It is most important to include:

- The ‘Quickchecker’
- Steps 4, 5 and 6 for a child at School Action (for each relevant SEN area)
- Steps 9,10 and 11 for a child at School Action Plus (for each relevant SEN area)

For a referral to the Integrated Youth Services please complete the checklist on the final page of the Single Agency Referral Form (see appendix 2)

Please ensure the following information is provided within the SARF or sent as an attachment for Education Support Services:

Educational Psychology	<ul style="list-style-type: none"> ▪ Reviewed provision map/IEPs ▪ Reading and spelling age and the tests used ▪ Any diagnostic information the school has gathered, eg, the class teacher’s Assessment Pack, WESforD
Specialist SEN Service (SSENS) Former Learning Support, Physical Impairment, SEN ICT, Primary SOCIT	<ul style="list-style-type: none"> ▪ Reviewed provision map/IEPs ▪ Reading and spelling age and the tests used ▪ Any diagnostic information the school has gathered, eg, the class teacher’s Assessment Pack, WESforD ▪ Sample of unaided writing (if relevant) ▪ Any relevant medical reports or assessments
Ethnic Minority Achievement Service (EMAS)	<ul style="list-style-type: none"> ▪ Any overseas paperwork, eg, school reports, assessments
Traveller Education Service (TES)	Note: As Gypsies, Romas, Travellers and Showmen can be highly mobile, schools can contact the TES immediately on 01225 757901 to discuss needs.
Sensory Service	<ul style="list-style-type: none"> ▪ Details of medical contacts ▪ Any supporting information from medical professional
Primary Behaviour Support (including Primary Tuition Service)	<ul style="list-style-type: none"> ▪ Reviewed provision map/IEPs ▪ Behaviour ABCs or similar ▪ For Primary Tuition Service, PEX notification and Consultant’s letter
Education Welfare Service	<ul style="list-style-type: none"> ▪ Up to date accurate registration certificate ▪ Information about school action taken ▪ Information on any medical needs (attach any evidence from Medical Practitioner) ▪ Evidence of minimum of two School Attendance Meetings where clear targets have been set ▪ How pupil travels to school ▪ Record of Fixed Term Exclusions ▪ Allegations of bullying ▪ Absence for religious observance ▪ <u>For children missing from education</u> – please note date the child last attended school and give details of attempts made to trace the pupil, the date of most recent letter sent to parent regarding the pupil’s absence, and details of any known circumstances which might have a bearing on the pupil being missing (eg, bullying or family issues).. For children missing from education, there will obviously not be parental consent. <p>Please use Fast Track Procedure/Issue Fixed Penalty Notice Referral Form where appropriate (instead of SARF)</p>



**PERSONAL INFORMATION – PLEASE KEEP SECURE
WILTSHIRE SINGLE AGENCY REFERRAL FORM (SARF)**

Please refer to guidance prior to completion - you only need fill out those sections that are applicable.
Please complete in **black ink**.

Referral to: (Name of Service)		Date:
Referrer's Name:		
Referrer's Role		
Referrer's Agency:		
Email:		
Address &		
Tel No:		
Signature of Referrer:		Date:

Child/Young Person's Details					
Surname:		First Name:		AKA / previous names:	
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Date of Birth / Year Group	Contact Tel. No:
Current address					
Name(s) of parents/carer or other household members				Parents/carer's address (if different from above):	
Who has Parental Responsibility:				GP Surgery:	
				Tel No:	
Child/Young Person's ethnicity (including Traveller status):					

School/Educational Setting	
School (or early years setting) attended:	
Levels of attainment:	
School attendance record:	
SEN Status:	

PERSONAL INFORMATION – PLEASE KEEP SECURE

Does the child have a Child Protection Plan?		Is the child Looked After?	
--	--	----------------------------	--

Does the child have a disability? If so, please describe.

Reason for Referral:

Why is the referral being made? Please refer to guidance notes on relevant information to include.

What does the parent, carer or child/young person expect to happen as result of this referral?

What support or strategies prior to referral have been implemented?

What actions have you taken to date? Please refer to guidance notes on supporting information required for each service.

PERSONAL INFORMATION – PLEASE KEEP SECURE

Other services the child/young person has previously been referred to or is currently in contact with (if known):

Service/Name of professional	Contact Details	Date Referred	Outcome

Consent for information sharing to support this referral

- ◆ We/I understand the information that is recorded on this form and that it will be shared and used for the purpose of providing services to the child/young person
- ◆ We/I give consent to the involvement of the identified Service to liaise with other professionals and to carry out assessment and intervention as appropriate
- ◆ We/I are/am aware of this referral

Parent /Carer Name:

(If appropriate)

Signature of Parent/Carer:

Date:

Child/Young Person Name:

(If appropriate)

Signature of Child/Young Person:

Date:

Please send this form plus relevant additional / requested documents to the Wiltshire Council DCE Coordination Team, County Hall, Trowbridge, Wiltshire BA14 8JN.

PERSONAL INFORMATION – PLEASE KEEP SECURE

Please complete if referring to Integrated Youth Services. Tick all that apply.

LIVING AND FAMILY ARRANGEMENTS		STATUTORY EDUCATION	
Not living with mother		Not in mainstream education	
Not living with father		Regularly truanting / absent	
Members of family involved in Crime / ASB		Statement of Special Educational Needs	
Significant bereavement / loss		Bullied at school	
Poor relationship with parents		Bullying at school	
Parents feeling loss of control		Not on school roll	
Inadequate / crowded housing		Currently excluded	
		History of exclusions	
NEIGHBOURHOOD AND FRIENDS		SUBSTANCE USE	
Lack of appropriate facilities		Known to drink alcohol	
Known pro-criminal peers		Known to smoke tobacco	
Isolated location		Known to take drugs / misuse substances	
Non constructive spare time		Sees substance use as a positive part of life	
Few age-appropriate friends			
PHYSICAL AND MENTAL HEALTH		PERCEPTION OF SELF AND OTHERS	
Has a condition that effects everyday life		Does not trust others	
Physically immature for age		Discriminatory towards others	
Emotionally immature for age		Victim of discrimination	
Self harms		Low self esteem	
Suicide attempts		Does not believe s/he commits anti-social acts	
THINKING, BEHAVIOUR AND ATTITUDES		MOTIVATION / POSITIVES	
Acts impulsively		Understands problems in life	
Gets easily bored		Can think problems through	
Easily led by others		Has some pro-social friends	
Denies part in anti-social behaviour		Supportive family / adults	
Lacks an understanding of consequences of actions		Good use of spare time	
CHILD'S VULNERABILITY		RISK OF HARM BY CHILD	
Due to the behaviour of other people		Has caused actual serious harm to somebody	
Due to circumstances / offence		Has said they would cause serious harm to somebody	
Due to their own behaviour (including self harm)		Concerns expressed by others about serious harm issues	

Appendix 3: Protocol for managing the interface between CAF and Children's Social Care

Introduction

The Common Assessment Framework (CAF) is a national tool to support early identification of a child's/family's needs that cannot be met within universal services (Level 1) and to ensure that there is a co-ordinated response where several targeted services (Level 2) are involved in providing support. Effective use of the CAF and improved integrated working by targeted services should ensure that Children's Social Care (Levels 3 and 4) are able to focus resources on those children and families with the highest levels of need.

This Protocol refers to how the Referral and Assessment Team within Children's Social Care need to work closely with the CAF Team to ensure that support is provided at the most appropriate level and that children and families do not slip through the net between targeted services (level 2) and Children's Social Care (levels 3 and 4). CAF Co-ordinators will spend a day a week with the Referral and Assessment Team to promote a better understanding of each other's roles and to enable this protocol to become embedded.

1. Point of Referral

- 1.1 Where contact/referrals come into the Referral and Assessment Team (R&A Team) or direct to Children with Disability Teams (CWD Teams) and the referral does not meet social care thresholds (ie, it is not Child Protection - which includes serious self-harm - a situation of imminent family breakdown or a child in need), then the R&A or CWD team will:
 - Recommend to the referrer that they obtain consent from the parent to complete a CAF.
 - Offer support, through the CAF Team, on completing the CAF along with ensuring the referrer has details of the CAF Co-ordinator.
 - Inform the CAF Co-ordinator of this decision and record the contact/referral appropriately on Carefirst.
 - Confirm that a CAF is required in writing to the referrer; the referrer's manager and send copy of this to the CAF Co-ordinator for their records.
- 1.2 If the contact with the R&A / CWD Team is made by the parent or young person and it is assessed by the duty Social Worker that another service might meet the specific identified need, the duty Social Worker will explain the benefits of a CAF and agree with the family who amongst services already involved could initiate the CAF. The duty Social Worker will follow up this service and this will be recorded on Carefirst as a Contact/Referral
- 1.3 Where the referrer has not undertaken the Integrated Working Training (access through the Pathways website), they should be advised to consult with the designated manager or practitioner within their agency about how to progress the CAF. They should also be advised to contact the CAF Co-ordinator for support.
- 1.4 If the duty Social Worker is in any doubt about this course of action then the Duty Manager should be consulted.
- 1.5 The referrer needs to be advised to inform the child / young person and family that they have consulted with Children and Families R&A / CWD team and that a CAF has been recommended.

- 1.6 A standard letter should be sent to the referrer confirming the above and advising that if at any stage in the process of completing the CAF any child protection concerns arise they should refer to the R&A / CWD Team. A copy of the standard letter should also be sent to the CAF Co-ordinator so that the process can be tracked and supported.
- 1.7 If a CAF has been completed and a referral needs to be made to R&A / CWD Team, the CAF form will inform the Initial Assessment.

2. After Completion of an Initial Assessment

- 2.1 Where an Initial Assessment has been completed and additional needs are identified, but a decision has been made not to offer a service from Social Care on the basis that the presenting needs do not meet the threshold, the Social Worker should:
- Contact the service with whom the family has the most contact (with the consent of the family) and ask that service to offer the family the opportunity to participate in a Team Around the Child meeting (TAC). If the family accept, then the receiving service should contact the CAF Team to co-ordinate a TAC meeting, so that the child/young person needs can be addressed in an integrated way.
 - Record the action on Carefirst.
- 2.1 At the TAC meeting, a Lead Professional from the agencies contributing to the action plan will be agreed.
- 2.3 The Lead Professional will update the delivery plan and review using the CAF paperwork.
- 2.4 Where necessary the CAF Co-ordinator will attend to support the family and/or professional.

3. At the Conclusion of a Child in Need Plan

- 3.1 Where a Child in Need plan (CIN) comes to an end but additional needs remain which could be met by targeted services, the Social Worker will:
- Convene a CIN Review Meeting inviting the relevant targeted services in order to ensure continuing support for the family. The Social Worker should arrange the meeting in consultation with the CAF Co-ordinator who will attend.
 - Summarise the outstanding issues and desired outcomes using the CAF Delivery Plan and Review, which can then be given to the newly appointed Lead Professional.
 - Share Initial/Core Assessments, with agreement from the family, with the services invited to the CIN Review Meeting. If the family do not agree to share the complete Initial/Core Assessment, the Social Worker should agree with the family the relevant content to share with the targeted services that will continue to support the family.
- 3.2 The Lead Professional will be a practitioner from the services now contributing to the Action Plan, ie, not the convening Social Worker because there is no need for further statutory involvement.
- 3.3 It should be noted that the family will need to agree to work with targeted support services on offer, as there is no compulsion by Court Order or legal requirement.

(Updated July 2011)

Referral criteria for Wiltshire CAMHS community services

Summary

This document provides an overview of the referral criteria for the child and adolescent mental service that will be screened through the single point of access in Wiltshire.

- These include:
- **Healthy Minds**
 - **Specialist CAMHS Community Service**
 - **Outreach Service for Children and Adolescents (OSCA)**
 - **CAMHS Learning Disability Service**

Referral criteria for: Healthy Minds

These teams will offer an intervention to any child that has an identified emotional, mental health or behavioural concern and:

- there is evidence that first line early interventions (ie parenting program) have been put in place
- and there is not the experience/relevant expertise or skills to pick this up by those services who currently know the child
- and it is not appropriate to signpost on the case to other local services
- and the team considers it can make a positive impact with a short term intervention

Consultation will be provided by Healthy Minds to:

- Help support cases that do not meet the criteria within universal services
- Advise referrers on the most appropriate service for the child/young person

Referral criteria for: **Specialist CAMHS**

The core business of Specialist CAMHS is:

The specialist assessment and treatment of serious mental health disturbances and associated risks in young people under the age of 18 years.

Access

Access to this service will require completion of a comprehensive CAMHS referral form to Healthy Minds.

Emergency referrals will need to be immediately routed through to this Specialist CAMHS team via a phone consultation in the first instance.

Emergency criteria

To be discussed with the Duty Clinician for the Specialist CAMHS team and assessment arranged as is clinically indicated and as a maximum within 24 hours.

- Presentation of symptoms of severe depression with suicidal ideation
- Presentation of severe psychotic symptoms
- Presentation of anorexia with severe physical signs (e.g. BMI below 15)
- Significant risk of harm to self or others

Urgent criteria

To be discussed with the Duty Clinician for the Specialist CAMHS team and assessment arranged as is clinically indicated and as a maximum within 7 days.

- Severe symptoms of depression with or without suicidal ideation
- Symptoms of anorexia with a BMI of 18 or below and /or low physical observations
- Severe unexplained deterioration in emotional state and behaviour at home and school not thought to be due to drugs, alcohol or physical illness.
- Assessment following deliberate self harm and presentation at accident and emergency services

The referrer needs to identify the level of urgency of the case. If in doubt the referrer should contact the Specialist CAMHS Duty Clinician.

Standard criteria

There will be an emphasis on the need for assessment to ascertain presence or not of severe mental ill health and Specialist CAMHS contribution to management of complex cases. Factors to consider include: severity, complexity, enduring difficulties over time, difficulties in one or more domain, impairment of function at home, school or socially.

Attention Deficit Hyperactivity Disorder & Autistic Spectrum Disorder

- For initial assessment and diagnosis, follow the local multi-agency protocol
- Complex ADHD cases with co-morbidity should be referred to Specialist CAMHS

Eating Disorders

- Anorexia – At least 10-15% deficit from ideal weight
- Bulimia – Engaging in binge and purge behaviour
- Eating Disorders Not Otherwise Specified (EDNOS)

Psychotic Illness

- Positive symptoms – Paranoia, delusional beliefs, abnormal perceptions (hallucinations on all sensory modalities)
- Negative, symptoms – deterioration in self care and daily personal, social and family functioning
- Disinhibited behaviour, overactivity, risk taking, with pressure of speech and agitation
- Severe depression with psychomotor retardation, social withdrawal, suicidal ideation

Anxiety Disorders

- Anxiety panic attacks
- Separation anxiety
- Phobias including phobic anxiety related to school

Depression

- Physical symptoms – poor sleep/appetite/ libido
- Cognitive symptoms – negative thoughts about self/others/world
- Suicidal ideation – level of intent, current thought, etc
- Co-morbidity – depression often occurs concurrently with other presenting mental health problems

Post Traumatic Stress Disorder

- Symptoms occurring more than 3 months after a recognised traumatic event
- Intrusion and avoidance of thoughts and memories about the trauma
- Hyper-vigilance, hyper-arousal and emotional numbing

Obsessive Compulsive Disorder & Tourettes

- Obsessions and/or compulsions with functional impairment
- Tourettes Syndrome with complex motor and vocal tics, particularly with co-morbidity with OCD and rage

Deliberate Self Harm

- If accompanied by significant suicidal ideation
- If presenting with a pattern of emotional dysregulation, interpersonal difficulty and maladaptive coping strategies

Attachment Disorders

- If presenting with a persistent pattern of abnormal functioning in interpersonal relationships

Specialist CAMHS will also see individuals with the following presentations if there is evidence of co-morbidity with a serious mental health condition

- Drug and alcohol problems
- Conduct disorder
- Children with learning disabilities
- Obesity
- Enuresis/Encopresis
- Chronic fatigue /somatisation syndrome

Referral criteria for: Outreach Service for Children and Adolescents (OSCA)

Overview

The primary role of OSCA is to work intensively with children and young people experiencing a complex range of behavioural, emotional and mental health needs to prevent escalation of at risk behaviours, and to work towards recovery. **The key objectives are to:**

- Support children/young people in stable placements, either at home or in care
- Reduce the numbers of children requiring to be accommodated by the local authority
- Reduce the need for out of county placements

OSCA will deliver a number of therapeutic interventions ranging from high intensity DBT, family work, CBT, solution focused therapy, parenting support, engagement work etc., to the following groups of children:

Specialist CAMHS: children and young people with a clear mental health diagnosis

OSCA will offer care to children and young people who have already met specialist CAMHS criteria, (i.e. have been diagnosed with a serious mental health disorder) where:

- The child/ young person is at risk of placement breakdown and failed to engage with or disengaged from specialist CAMHS services
- Where the intensity of an intervention required to support a child in placement is greater than the resources available within specialist CAMHS, and there is a history of the child and young person failing to engage with these services

Where a mental health diagnosis is less clear

OSCA will care coordinate complex cases that meets at least one of the following criteria:

- The child/ young person is looked after, adopted or under a child protection plan
- The young person is significantly involved in the criminal justice system/ or has major substance misuse issues
- The young person is statemented, and educated within specialist educational provision

And where:

- Significant emotional, behavioural, or mental health concerns that have been identified through the CAF, YOT Asset assessment, school statement, or DOH Framework for Assessment

And where a minimum of two of the following criteria apply:

- The child or young person is at risk of placement breakdown (either home or a care placement)
- The child and young person's needs cannot be met by the range of professionals currently involved with the case
- A standard primary mental health intervention is **CLEARLY** not sufficient to meet the child's needs
- A range of other primary mental health interventions have already been tried and have proved unsuccessful/ or there is a history of failure to engage

Inappropriate referrals

Referrals for the following presentations are not usually appropriate for OSCA where there is a primary diagnosis of:

- Significant learning disabilities and an absence of mental illness
- Primary social/housing needs
- Uncontainable risks/risk management in the community

Consultation and support to frontline professionals

OSCA will provide named workers to support the following agencies:

- Looked after children's services
- Youth offending and substance misuse services
- Special schools for children with emotional difficulties

OSCA will provide support, advice and consultation to frontline children services to ensure that children and young people are:

- Appropriately supported at the right level of care
- Ensure timely access into additional services when required

How to access OSCA

Direct through consultation (LAC and other specialist teams)

- Specialist teams including looked after teams, YOT and substance misuse will be able to access services delivered by OSCA directly through consultation

Healthy Minds

- Referrals through the Comprehensive CAMHS Referral form and via the single referral point
- Expectation that all cases have had a prior assessment, either a CAF, Asset, Substance Misuse, Initial or Core Assessment, or Looked after Children's Plan

Specialist CAMHS access to OSCA

- Cases will be negotiated directly between team managers/clinical team leaders. Specialist CAMHS will need to provide a clear rationale for OSCA involvement

Referral criteria for: CAMHS Learning Disability Service

Access into the CAMHS Learning Disability Service

Access to the service is via the single point of entry or existing cases transferred across from specialist CAMHS or OSCA.

Referral criteria

We will offer a service to children and young people who fulfil the following criteria:

- Have an identified emotional, mental health or behavioural difficulty
- Have a diagnosed learning disability or significant impairment of intellectual & social/adaptive functioning, using C-GAS or other outcome measures
- Assessment indicates that other services involved with the child are unable to meet their current need if there are not the skills or competence available

Children with Learning Disabilities (LD) often present mental health differently from that of children without LD. Therefore, in addition to the criteria for mental health listed this service will also address:

- Challenging behaviours of sufficient severity to destabilize placements, including physical and verbal aggression & self injurious behaviours
- Severe disturbances in eating, self-care, toileting, relationships
- The capacity of families and schools to contain and manage such behaviours

Strengthening the care pathway

The CAMHS Learning Disability Team will offer the following types of support to other agencies:

- telephone consultation
- supervision and joint working
- delivering joint assessments
- group supervision
- single and multi-agency training

Our aim is to ensure that children are supported at the correct point of the pathway by the most appropriate resource available.

How do I refer?

Complete a Comprehensive CAMHS Referral (CCR) or a Brief CAMHS Referral (BCR) if accompanied by a CAF



Notes for use: If you are completing form electronically, text boxes will expand to fit your text.
Where check boxes appear, insert an 'X' in those that apply.

Wiltshire Comprehensive CAMHS Referral (CCR)	Telephone Consultation You may wish to telephone Healthy Minds for a consultation before making a referral.
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For emergency or urgent referrals you will need to contact the Duty Clinician for your local Specialist CAMHS Team: Melksham 01225 905050 Salisbury 01722 336262 ext 2778 Marlborough 01672 684111
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Healthy Minds (North) 357 Hungerdown Lane Chippenham Wiltshire SN14 0UY Tel: 01248 444321 Fax: 01248 446959	Healthy Minds (East) Wiltshire Council Browfort Bath Road Devizes SN10 2AT Tel: 01380 735777 Fax: 01380 735771	Healthy Minds (South) Riverside Children's Resource Centre 29 Churchfields Road Salisbury Wiltshire SP2 7HH Tel: 01722 333552 Fax: 01722 422052	Healthy Minds (West) Lowbourn House Lowbourn Melksham Wiltshire SN12 7DX Tel: 01225 709777 Fax: 01225 790488
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Name of child/young person:

Please indicate if you desire a specific service:

<input type="checkbox"/> Healthy Minds	<input type="checkbox"/> Specialist CAMHS	<input type="checkbox"/> Outreach Service for Children and Adolescents (OSCA)	<input type="checkbox"/> CAMHS Learning Disabilities Service
--	---	---	--

Completing this form does not guarantee a service

To be completed by office personnel
Person screening case:
Decision made:
Date:
Comments:

Section 1: Child/young person and family details

I(a) About the child/young person

Given name		Current educational setting name and address <i>(if not referrer)</i>	
Family name			
Also known as			
Date of Birth			
Age		Telephone or contact details	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>		
Ethnicity		Current General Practitioner name and address <i>(if not referrer)</i>	
First language			
Home address <i>(including postcode)</i>			
Postcode		Telephone or contact details	
Telephone or contact details		NHS no:	
		Child/young person aware of the referral?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Child/young person consent for this referral?	Yes <input type="checkbox"/> No <input type="checkbox"/>

I(b) About the parents/carers

Name	Relationship	Contact details	Parental Responsibility?
			Yes <input type="checkbox"/> No <input type="checkbox"/>
			Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 2: Identify needs and concerns (please refer to CAMHS criteria)

2(a) The referrer

Why are you making this referral?

2(b) Child/young person

What do you want to happen as result of this referral?

2(c) Parents/carers

What do you want to happen as result of this referral?

Section 3: Other agencies involved

3(a) Please tick if working with/have worked with child/young person/family

<input type="checkbox"/> Nursery/Pre School	<input type="checkbox"/> CAMHS/Healthy Minds	<input type="checkbox"/> Connexions PA	<input type="checkbox"/> Health Visitor
<input type="checkbox"/> School Nurse/ LD Nurse	<input type="checkbox"/> Youth Offending Team	<input type="checkbox"/> Education Psychologist	<input type="checkbox"/> Social Worker
<input type="checkbox"/> Inclusion/Learning Support	<input type="checkbox"/> Educational Welfare Officer	<input type="checkbox"/> Behaviour Support Services	
<input type="checkbox"/> Other <i>please state</i>			

3(b) For each agency currently working with the child/young person/family please provide the following details. Use 2nd sheet if necessary.

Start Date	Agency	Name and Role	Tel Contact Nos

Section 4: Referrer's details

Name	
Job title	
Agency	
Address	
Postcode	
Contact details	
Signature	
Date of referral	

4 (a) Has this form been copied to parents/carers?

Yes <input type="checkbox"/> No <input type="checkbox"/>
--

4 (b) Has this form been copied to the young person?

Yes <input type="checkbox"/> No <input type="checkbox"/>
--

Section 5: Consent **IMPORTANT: Please complete**

We would like your consent to contact any one of the agencies listed on the front sheet and refer on as appropriate. We may also want to contact other agencies that know you, such as your school or GP, to help us provide a better service to you.

We will ensure that your personal information is kept confidential, unless there are specific concerns that require us to share your details. You will be told of this.

5(a) I agree to information being shared between agencies to help me/my child:

Name of child/young person	
Signature	
Date	
Signature parent / carer	
Date	

5(b) If no consent please state why:

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Wiltshire Council

Children's Services Select Committee
27th September 2011

Task Group updates

1. Further Education in the Salisbury Area Task Group

Membership: Cllr Richard Britton
Cllr Mary Douglas
Cllr Jon Hubbard
Cllr Bill Moss
Cllr Jacqui Lay
Dr Mike Thompson (Chairman)

This Task Group has not met since the Committee meeting in July. It is scheduled to meet on 14th October and 9th November and a meeting with post-16 providers in Hampshire is also currently being arranged to discuss this issue.

2. Major Contracts Task Group

Membership: Cllr Peter Colmer
Cllr Jon Hubbard
Cllr Jacqui Lay
Cllr Bill Moss (Chairman)
Cllr Carole Soden

This Task Group met on 2nd September and Cllr Moss was re-elected as Chairman.

Members received an update on the latest position with the Council's contract with Quarriers who provide residential placements for children and young people. The contract has recently been resized to a block contract of 5 placements, providing a saving of £400k. This reduction has been possible due to the increasing emphasis on finding alternatives to residential home placements. Members resolved to receive further updates on this contract at their meetings in December and March.

Members also received updates on the other contracts they had been monitoring previously:

- Sodexo School Food – there is no longer a corporate contract for providing school food. The contract was terminated due to low take-up from schools.

- White Horse Education Partnership (PFI schools) – it was agreed that the Task Group would meet to consider the Partnership’s annual report on the three PFI schools on 15th December.
- Sure Start Children’s Centres – savings had been made through the reduction to the the number of providers (and contracts) to four. It was agreed that members would visit children centres in various community areas and would receive further updates on the contracts in March.

3. Placements for Looked After Children (LAC) Task Group

Membership: Cllr Peter Colmer
Cllr Andrew Davis
Cllr Jon Hubbard (Chairman)
Rev Alice Kemp
Cllr Bill Moss
Cllr Helen Osborn

This Task Group have not met since the Committee’s meeting in July. Its next meeting is scheduled for 14th November, when it will consider the Children in Care Commissioning Strategy, with any conclusions being referred for endorsement by the Select Committee at its meeting on 24th November. If appropriate, they will then be referred to Cabinet who will approve the final Strategy on 15th December.

4. Special School and Post-16 SEN Task Group

Membership: Cllr Carole Soden
Rev Alice Kemp
Cllr Graham Payne (Chairman)
Cllr Anthony Trotman

This Task Group will meet on 21st September. An update will be provided at the meeting.

Paul Kelly – Designated Scrutiny Officer and Scrutiny Manager

Report author: Henry Powell, 01225 718052, henry.powell@wiltshire.gov.uk

Forward Work Programme – Children’s Services Select Committee

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Officer Contact	Wiltshire Council Business Plan 2011-15 reference
24th November 2011						
Coalition Changes - Update from Department for Children and Education	A standing item detailing recent changes made by the Coalition Government.	-	-	Cllr Lionel Grundy OBE lionel.grundy@wiltshire.gov.uk	Lynda Cox lynda.cox@wiltshire.gov.uk Tel: 07500 605299	Summary of Legislative Change (Page 11)
Budget & Performance Monitoring	A standing item reporting the latest budget and performance monitoring information for the Department of Children & Education.	-	-		Henry Powell henry.powell@wiltshire.gov.uk Tel: 01225 718052	
Report of the Placements for LAC Task Group on the Children in Care Commissioning Strategy	The Placements for LAC Task Group intends to receive the draft Strategy in mid-November, with conclusions and recommendations referred to the Committee for endorsement and if appropriate, referral to Cabinet. The Children in Care Commissioning Strategy is scheduled to go before Cabinet on 15 th December.	-	-	Cllr Lionel Grundy OBE lionel.grundy@wiltshire.gov.uk	Henry Powell henry.powell@wiltshire.gov.uk Tel: 01225 718052	Business Plan: Protect – Invest – Save (Page 52) Financial Plan: Protecting & safeguarding vulnerable children (Page 13)

Forward Work Programme – Children’s Services Select Committee

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Officer Contact	Wiltshire Council Business Plan 2011-15 reference
Final Report of the Further Education in the Salisbury Area Task Group	To present the conclusions and recommendations of the Task Group.	-	-	Cllr Lionel Grundy OBE lionel.grundy@wiltshire.gov.uk	Henry Powell Henry.powell@wiltshire.gov.uk 01225 718052	
26th January 2012						
Coalition Changes - Update from Department for Children and Education	A standing item detailing recent changes made by the Coalition Government.	-	-	Cllr Lionel Grundy OBE lionel.grundy@wiltshire.gov.uk	Lynda Cox lynda.cox@wiltshire.gov.uk Tel: 07500 605299	Summary of Legislative Change (Page 11)
Budget & Performance Monitoring	A standing item reporting the latest budget and performance monitoring information for the Department of Children & Education.	-	-		Henry Powell henry.powell@wiltshire.gov.uk Tel: 01225 718052	
Pupil Performance figures	Annual report on educational attainment.	-	-	Cllr Lionel Grundy OBE lionel.grundy@wiltshire.gov.uk	Stephanie Denovan stephanie.denovan@wiltshire.gov.uk	

Forward Work Programme – Children’s Services Select Committee

Item and Meeting Date	Purpose of Report	Consultation	Supporting Documents	Responsible Cabinet Member	Officer Contact	Wiltshire Council Business Plan 2011-15 reference
Ofsted Children’s Services Rating 2011		-	-	Cllr Lionel Grundy OBE lionel.grundy@wiltshire.gov.uk	Carolyn Godfrey carolyn.godfrey@wiltshire.gov.uk	
29th March 2012						
31st May 2012						
26th July 2012						
27th September 2012						

Forward Work Programme – Children’s Services Select Committee

Task Groups	Terms of Reference	Next meeting	Chairman	Officer Contact	Business Plan 2011-15 reference
<p>Further Education in the Salisbury Area Task Group</p>	<p>a. To identify the number of young people from the Salisbury area who travel out of county and for long distances to access 16-19 education provision.</p> <p>b. To identify why those young people travelling long distances to access provision do so, the quality of life and employment implications, and the financial and environmental impact.</p> <p>c. To seek young people’s perception of the 16-19 education provision available in the Salisbury area, both in and out of county.</p> <p>d. If a gap is identified in the provision of 16-19 education in Salisbury area, to make constructive, workable recommendations as to how that gap might be filled.</p>	<p>11.00am, 14th October, Bourne Hill</p> <p>2.30pm, 9th November, Bourne Hill</p>	<p>Dr Michael Thompson</p>	<p>Henry Powell</p> <p>Senior Scrutiny Officer</p> <p>01225 718052</p> <p>Henry.powell@wiltshire.gov.uk</p>	
<p>Major Contracts Task Group</p>	<p>a. to hold contractors to account for the delivery of public services – in relation to those contracts which fall within the remit of the Children’s Services Select Committee</p> <p>b. to carry out mid-year and annual reviews of major contracts</p> <p>c. to investigate areas of poor performance and concerns arising from contract reviews and to make recommendations for improvement as appropriate</p> <p>d. to establish links with the relevant procurement boards so as to ensure appropriate involvement in the build up to contract renewal</p> <p>e. to periodically report into the Children’s Services Select Committee on matters arising from the task group’s activities during the year</p> <p>f. to produce an annual report for the Children’s Services Select Committee on the main findings and recommendations arising from the work of the task group.</p>	<p>11.00am, 15th December, CR7, County Hall</p> <p>(closed to public)</p>	<p>Cllr Bill Moss</p>		

Forward Work Programme – Children’s Services Select Committee

Task Groups	Terms of Reference	Next meeting	Chairman	Officer Contact	Business Plan 2011-15 reference
<p>Placements for Looked After Children (LAC) Task Group</p>	<p>a. To monitor and scrutinise the implementation of the Placements for LAC Commissioning Strategy and its impact upon a) outcomes for Wiltshire’s looked after children and their families/carers, and b) the Placements for LAC budget.</p> <p>b. To consider issues that have particular relevance to looked after children, including, but not limited to, accommodation and homelessness, fostering and adoption processes, educational support for looked after children, and support for their parents/carers and families.</p> <p>c. To monitor and scrutinise how the Council addresses the Family Placements Service as a key priority within the Business Plan 2011-15, including the specific objectives listed under this priority.</p> <p>d. To meet four times per year, with meeting dates agreed in advance where possible.</p>	<p>11.30am, 14th November, CR7, County Hall</p> <p>(closed to public)</p>	<p>Cllr Jon Hubbard</p>		<p>Business Plan: Protect – Invest – Save (Page 52)</p> <p>Financial Plan: Protecting & safeguarding vulnerable children (Page 13)</p>
<p>Special School and Post-16 SEN Task Group</p>	<p>a. To establish the strengths and weaknesses of current special school and post-16 SEN provision in Wiltshire, taking into account the views of service users, parents and other stakeholder groups;</p> <p>b. To consider examples of best practice in special school and post-16 provision in Wiltshire and other authority areas;</p> <p>c. To make recommendations with respect to how special schools and post-16 SEN provision can be developed to ensure improved outcomes for Wiltshire residents with SEN.</p>	<p>2.30pm, 21st September, CR8, County Hall</p>	<p>Cllr Graham Payne</p>		<p>Business Plan: Invest in: children’s attainment (Page 60)</p> <p>Financial Plan: Investment in children’s attainment (Page 19)</p>

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