

AGENDA

Meeting: Children's Select Committee
Place: [Access the online meeting here](#)
Date: Tuesday 6 July 2021
Time: 2.30 pm

Please direct any enquiries on this Agenda to Matt Hitch, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 718059 or email matthew.hitch@wiltshire.gov.uk

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

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Membership:

Cllr Jon Hubbard (Chairman)	Cllr Antonio Piazza
Cllr Jacqui Lay (Vice-Chairman)	Cllr Mike Sankey
Cllr Helen Belcher	Cllr James Sheppard
Cllr Mary Champion	Cllr Caroline Thomas
Cllr Carole King	Cllr Jo Trigg
Cllr Kathryn MacDermid	Cllr Mark Verbinnen
Cllr Kelvin Nash	

Substitutes:

Cllr Trevor Carbin	Cllr Sam Pearce-Kearney
Cllr Daniel Cave	Cllr Martin Smith
Cllr Adrian Foster	Cllr Iain Wallis
Cllr Jack Oatley	Cllr Mary Webb

Non-Elected Voting Members:

Dr Mike Thompson	Clifton Diocesan RC Representative
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Non-Elected Non-Voting Members:

Nikki Barnett	Further Education Representative
Ms Sarah Busby	Secondary Head Teacher Representative
John Hawkins	School Teacher Representative
Maisy Humphrey	Children & Young People's Representative

Declan Kiely

Children & Young People's Representative -
Substitute

Catriona Williamson

Primary Head Teacher Representative

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AGENDA

Pre-meeting information briefing

The meeting will be preceded by a presentation starting at **2.00pm**, on Microsoft Teams.

Topic: Wiltshire Virtual School (information available on: [Virtual school - Wiltshire Council](#))

All members and substitutes of the Children's Select Committee are welcome to attend.

PART I

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

1 **Apologies**

To receive any apologies or substitutions for the meeting.

2 **Minutes of the Previous Meeting** (*Pages 9 - 16*)

To approve and sign the minutes of the previous meeting held on 8 June 2021.

3 **Declarations of Interest**

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

4 **Chairman's Announcements**

To receive any announcements through the Chairman.

5 **Public Participation**

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 on the front of the agenda 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 on the front of this agenda no later than 5pm on **Tuesday 29 June 2021** in order to be guaranteed of a written response. In order to receive a verbal response questions must be submitted no later than

5pm on **Thursday 1 July 2021**. Please contact the officer named on the front 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 **Regular updates**

Updates on information valuable for the committee, but unlikely to require a decision.

Members of the committee are therefore invited to indicate in advance of the meeting if they would like further information or have questions on these regular updates, so that relevant officers can be invited to attend the meeting.

6a **Update from Wiltshire Youth Voice Representative**

An update including a summary of recent activities of the Wiltshire Youth Union (WYU) and Children in Care Council (CiCC).

6b **School Ofsted Judgements**

An update including information regarding the most recent Ofsted Inspection reports, presenting an ongoing view of the effectiveness of schools as seen by Ofsted Inspection.

6c **DfE Changes - Update from Department for Education**

An update on developments relating to children's services arising from the Department for Education.

7 **Supporting Families** (*Pages 17 - 32*)

The Supporting Families (previously Troubled Families) Programme was developed to radically transform the lives of families with multiple issues.

The committee is invited to consider a report presenting the work undertaken to meet the outcomes of the Supporting Families Programme.

8 **Evaluation of the Youth Consultant role** (*Pages 33 - 42*)

In 2019, Wiltshire Council commissioned Community First to develop a new role for children and young people in Wiltshire as part of a pilot project to enhance and strengthen the voice of young people.

The committee is invited to consider a report presenting the outcome of an evaluation of the two year period, April 2019 to April 2021, to see how successful the project was at meeting the goals and key performance indicators that were set.

9 **Adoption West Joint Scrutiny Panel - annual report** (*Pages 43 - 66*)

This item was deferred from the last meeting (8 June 2021)

The committee considered the draft annual report at its 2 March 2021 meeting and agreed to receive the finalised report after the May 2021 elections.

In future it is planned for the annual report, to be considered by the Children's Select Committee alongside any other reports relating to adoption performance that the council would consider.

The committee is invited to suggest:

- areas of focus for the scrutiny panel in 2021-22;
- the contents that should be included in the scrutiny panel's annual report in future; and
- formatting and presentation of the information to ensure ease of reading.

10 **Forward Work Programme** (Pages 67 - 82)

As part of the [areas of good practice](#) the committee approved at its last meeting (8 June 2021), the committee is invited to establish its Working Group to consider annual reports as explained in the extract below.

11. Linked to efficient use of time at meetings the committee also explored the idea of reports such as annual updates being reviewed by a small group of committee members ahead of the committee meeting, with the working group's findings being reported to the committee (akin to a rapid scrutiny exercise but without involvement from service officers). Questions could also be submitted in advance by all committee members for the working group to explore.

12. If there was no opportunity for a working group to be set up or meet ahead of the committee meeting, then members of the committee could be invited to submit questions in advance. Officers could then provide answers either in writing or at the meeting.

The Committee is also invited to consider the attached proposed areas of work and to indicate which they would like to see as priorities for the committee for 2021-2022; including the best way to receive the Corporate Parenting Panel annual report (September).

11 **Date of Next Meeting**

To note that the next scheduled meeting is due to be held on Tuesday 7 September 2021 at County Hall, Trowbridge, starting at 2.30pm.

12 **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 SELECT COMMITTEE

MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 8 JUNE 2021 AT ONLINE.

Present:

Cllr Helen Belcher, Cllr Mary Champion, Cllr Jon Hubbard, Cllr Carole King, Cllr Jacqui Lay, Cllr Kathryn Macdermid, Cllr Kelvin Nash, Cllr Antonio Piazza, Cllr Mike Sankey, Cllr James Sheppard, Cllr Caroline Thomas, Cllr Jo Trigg and Cllr Mark Verbinnen

Also Present:

Cllr Richard Clewer, Cllr Jane Davies, Cllr Johnny Kidney, Cllr Dominic Muns and Cllr Christopher Williams

1 Apologies

There were no apologies from Councillors for the meeting. Corporate Director of People Lucy Townsend, Director of Joint Commissioning Helen Jones and Chief Executive Terence Herbert did offer their apologies.

2 Election of Chair 2021-22

Resolved:

To elect Cllr Jon Hubbard as Chairman for the forthcoming year.

3 Election of Vice-Chair 2021-22

Resolved:

To elect Cllr Jacqui Lay as Vice-Chairman for the forthcoming year.

4 Minutes of the Previous Meeting

The minutes of the meeting held on 2 March 2021 were presented for consideration, and it was,

Resolved:

To approve and sign the minutes as a true and correct record.

5 **Declarations of Interest**

Declarations of interest were made by Cllr Mary Champion who declared that she was a foster carer. Cllr Katherine MacDermid declared that she worked for Virgin Care.

6 **Chairman's Announcements**

The Chairman welcomed committee members to their first meeting since the election and encouraged them to raise issues that they would like to see on the agenda. He also mentioned the idea of using recorded online briefings to help provide additional support.

It was noted that there would not be a report on Department for Education (DfE) changes, which normally provides an update on developments relating to children's services, as recent updates have been linked to the Covid-19 pandemic.

7 **Public Participation**

There were no questions or statements submitted.

8 **Covid-19 Update**

The Committee was invited to consider the latest Covid-19 update provided to Cabinet on 1 June 2021 (and also considered by the Overview and Scrutiny Management Committee on 25 May 2021).

Helean Hughes, Director Education and Skills, gave a verbal update on changes since the written update, noting that the overall number of Covid-19 cases had continued to decline. She praised the resilience of staff and provided detail on multi agency support targeted at improving the attendance of children. It was stated that the Holiday and Activity Fund was in place to ensure holiday club provision across the summer break. Post -16 education was also identified as an area of concern with the Careers Hub actively taking measures to ensure that children did not fall into a situation where they were not in education or training (NEET). Given that there had been two years without statutory assessment, she explained that work was being done with schools to offer moderation and ensure standardisation.

Director Families and Children, Martin Davis, also provided a verbal update praising the work of staff during the pandemic. Given the restrictions during lockdown, concern was expressed about the rise in potential number of domestic violence cases, especially given the less public setting of these offences. In addition, he expressed concern that there had been fewer referrals from schools and GPs leading to a reduction in the number of children subject to child protection plans. It was stated that the number of cases had started to rise as lockdown measures were lifted but that initiatives were being put in place to mitigate the impact of this increased demand, including working closely with the police. It was also reported that the Fostering Excellence Campaign

had set a target of increasing the number of in-house carers for children looked after by Wiltshire Council.

During the course of the discussion the following points were made:

- Queries were submitted asking how best councillors could help support the work of the Council's teams, particularly given the strain currently placed on staff and the number of new Members on the Committee.
- The issue of staff wellbeing and retention were also raised. It was explained that therapeutic peer support was being provided and that contingency funding was available. It was noted that the turnover of Headteachers was lower than the previous year. The hybrid working model, with council staff working partly from home once Covid-19 restrictions had eased, was also discussed.
- The Council's Thrive Hub Programme, designed to support children's mental wellbeing, was still operating in schools, but the Single Point of Access (SPA) offer was not currently available. Discussions were underway with the Child and Adolescent Mental Health Service (CAHMS) about the SPA programme in light of recent guidance from the DfE.
- In order to help children with underlying health conditions return to school, a multi-agency team was being brought together so that schools could raise concerns with the Education Welfare Service.
- The pressures in making additional places available to children with special educational needs and disabilities (SEND) created by Covid-19 were also noted.

Resolved:

- **To note the contents of the report as well as express appreciation for the dedication shown by officers during the pandemic.**

9 Performance Monitoring Report

Tamsin Stone, Head of Performance Outcomes and Quality Assurance for Children's and Adult Services, provided an update to enable the Committee to consider actions taken by the Council towards achieving an 'outstanding' Ofsted rating in Family and Children's Services. It was noted that the previous report in January 2021 lacked comparative data, so this was the first full report.

It was explained that the far greater use of data in recent years had enabled the Council to highlight instances of where results did not fall within expected parameters. A traffic light system (red, amber, green) was in place to help identify areas of concern. Overall, the Council was seen to be in a strong position, comparing favourably on most benchmarking indicators, with relatively few red cases. However, to move from a good to outstanding position, it was noted that a laser focus was required on the red areas. Areas of concern identified were:

- The number of referrals within 12 months of a previous referral.
- The growing demand for family key workers in relation to the number of support cases open.
- A reduction in the number of cases coming forward during Covid-19 meeting 'Child in Need' criteria, those in need of local authority services to maintain a reasonable standard of health, prevent further harm or are disabled. It was noted that numbers were starting to creep up as lockdown measures were eased.
- The percentage of assessments completed within 10 days was off target due to the increasing range and complexity of cases coming through.
- An increase in the number of children subject to a Child Protection Plan with fewer cases being closed.
- The low number of children looked after (CLA) with a small percentage of children placed in residential care homes, hostels and schools.
- The recording of CLA annual health checks.

During the course of the discussion the following points were made:

- The Committee praised the usefulness of the traffic light (RAG rating) system and noted that red scores were exception reporting identifying areas which needed attention but were not necessarily evidence that something had gone wrong.
- Concerns were expressed at the lack of young people on child protection plans and the number of potentially hidden cases. It was noted that auditing had been undertaken and found that the correct decisions were being made. It was also explained that certain types of cases, such as neglect, take longer to come through. The hypothesis that preventative measures taken to reduce the number of cases being referred may also have had an impact.
- Discussion about the presentation of the data and the expected changes to the data as a result of new initiatives took place. It was announced that a more user-friendly software package was being adopted.
- Given that the number of children looked after was below the anticipated range but the number in residential homes was above the anticipated range, it was asked if capacity would be available were the number of children looked after to increase to the expected level. Officers noted that they shared this concern and explained that the increased level of need associated with complex cases did make it hard to find suitable placements for some children, especially as the independent fostering agency marketplace had contracted. It was explained that work was ongoing to see what could be done to grow the number of fostering placements in order to avoid unnecessary residential placements in children's homes.

Resolved:

To delegate authority to Chairman and Vice-Chairman to meet with officers to:

1. explore the information available and the format in which it could best be presented to CSC in future.

2. Set pre-meeting briefings on Performance Data.

10 **Child and Youth Voice Team**

Sara James, Service Manager, Quality Outcomes for Children and Families, gave an update on the Child and Youth Voice Team, which launched in April 2021 following a move from the Commissioning Service.

Details were provided about various aspects of their work including the launch of the Youth Consultant Scheme designed to allow children to scrutinise the services, as well as the establishment of a Cultural Diversity Inclusion Task Force. It was reported that work has been undertaken to maximise the voice of young people in meetings of the Children in Care Council (CICC), such as the CICC ambassador scheme. Information was also provided about the launch of the Mind of My Own app, designed to make it easier for children to provide feedback, as well as a scheme to allow young people to meet senior leaders at the Council.

During the course of the discussion the following points were made:

- Members welcomed the update about the new team and questioned what was being done on a local level to better engage young people. It was stated that the team were engaging with community youth groups, reaching out to Area Boards, schools and strengthening the Youth Union.
- The team's involvement in the Child Wellbeing Survey was also queried and the Committee were informed about efforts to speak to harder to reach children such as those not attending school. It was stated that as the prominence of the team grows, and networks are established, they will be in a better position to identify gaps where greater resources are needed.
- Members did express frustration that there had previously been excellent systems of engaging young people, but these had been scrapped and were now only being partially replaced. However, they were excited by the work of the team and were keen to look at ways that Scrutiny could support the team, particularly at a local level.

Resolved:

For the Committee to delegate authority to the Chairman and Vice-Chairman to determine further scrutiny activity (such as item to committee, rapid scrutiny or task group) based on the information the

Chairman and Vice-Chairman will receive in an in-depth briefing on the action plan.

The date and time of the briefing will be set based on the Chairman, Vice-Chairman and relevant officers' availability but members of the Committee will be welcome to attend as well.

For an evaluation of Youth Consultants to be made available to the committee.

11 School Ofsted Judgements

Louise Lewis, Head of School Effectiveness, notified the Committee that Ofsted inspections had been suspended during part of the pandemic, but online inspections had been phased back in from January 2021, albeit without formal judgements. The focus of inspections was the delivery of remote education and supporting vulnerable pupils. It was reported that face to face Section 8 inspections had resumed from the summer term.

Although it was difficult to identify trends due to the nature of the inspections, a key strength identified was that schools were still focusing on improvement. It was found that schools were very curriculum focussed and had a particular focus on phonics, even within secondary schools.

Resolved:

To note the update.

12 Adoption West Joint Scrutiny Panel - annual report

Due to time pressure it was decided to defer this item until the next meeting on 6 July so that it could be given proper consideration.

Resolved:

To defer to the next meeting.

13 Overview and Scrutiny work priorities and approach: Recommendations from the 2017-21 council

A Review of Overview and Scrutiny (OS) 2017-2021 was undertaken at the end of the previous council and the outcomes were presented to OS Management Committee on 9 March 2021.

OS Management Committee used the information from the review to establish work priorities and OS approach at its meeting on 25 May 2021. The recommendations from that meeting were attached to the meeting agenda and discussed at the Committee.

Concerns were raised about the name and remit of the Children and Adolescent Mental Health Services (CAHMS) task group, as previous reports were seen as lacking information on wider mental health provision for young people. Members noted that CAHMS should be seen as a last resort and support was required before that stage.

Members suggested that Children and Young People's Mental Health Task Group would be a more appropriate name for the task group and have the benefit of being able to look at the early help available.

There was a brief discussion about the benefits of starting up a Whole Life Pathway task group. The role of young carers was also identified as an important area of focus and it was suggested that a virtual briefing on the subject could be arranged before a discussion on taking forward scrutiny activity.

Resolved:

- 1. To note this council's agreed core values for its OS function.**
- 2. To note OS's key strengths and development areas as highlighted by the previous council and Management Committee's resolution to include these in any review of OS's approach and effectiveness in the new council.**
- 3. To note the forward work programme (*Appendix 1*) agreed by Management Committee, delegating authority to the Chair and Vice-chair to develop this further (including the timing of activities), with proposals brought back to committee.**
- 4. To support early discussion between the Chair and Vice-Chair with cabinet members, portfolio-holders and directors to gain a more informed understanding about executive priorities, with outcomes reported back to committee.**
- 5. To note this committee's task group/panel structure at the conclusion of the previous Management Committee as follows:**
 - Adoption West Joint Scrutiny Panel**
 - Children & Adolescent Mental Health Services (CAMHS) Task Group**
- 6. To approve continuation of the above task groups/panels and memberships, and to authorise the Chair and Vice-Chair to name councillors to fill vacancies on these and other ad hoc activities following an opportunity for expressions of interest from all non-executive councillors.**
- 7. To delegate authority to Chair/Vice-Chair to agree with their counterparts in the Health Select Committee a date to commence the work of the joint Whole**

Life Pathway task group, as approved in March 2020 and endorsed by the Management Committee in May 2021;

8. To agree the areas of good practice (*Appendix 2*) the Committee wishes to implement and delegate authority to Chair/Vice-Chair to develop and dovetail these with the forward work programme.

- Pre-meeting briefings
- Joined up working (including joint training and information sessions)
- Embedding the voice of children and young people in the work of the Committee.
- Working group for annual reports

9. Rename the CAMHS task group to “Children and Young People’s Mental Health” and review its terms of reference before it starts its work to ensure a more holistic approach. Delegate to Chair and Vice-Chair to meet with the Health Select Committee Chair and Vice-Chair to set the terms of reference.

10. Arrange the Young Carers Chair’s briefing with all members (and especially members of Children’s Select Committee)

14 **Date of Next Meeting**

The date of the next meeting was confirmed as 6 July 2021.

15 **Urgent Items**

There were no urgent items.

PART II

None

(Duration of meeting: 2.30 - 5.10 pm)

The Officer who has produced these minutes is Matt Hitch of Democratic Services, direct line 01225 718059, e-mail matthew.hitch@wiltshire.gov.uk

Press enquiries to Communications, direct line (01225) 713114/713115

Wiltshire Council

Children's Select Committee

6 July 2021

Subject: Supporting Families Programme

Cabinet Member: Councillor Laura Mayes, Cabinet Member for Children, Education and Skills

Executive Summary

The Supporting Families (previously Troubled Families) Programme was developed to radically transform the lives of the country's most challenging families with multiple issues. The aim is for families to make Sustained Significant Progress so that they do not need support from specialist statutory services. Wiltshire has a Payment by Results target to successfully support 347 families this year.

Purpose of Report

1. This report outlines the work undertaken to meet the outcomes of the Supporting Families Programme.

Relevance to the Council's Business Plan

2. The programme is relevant to the following priorities and objectives laid down within the Council's Business Plan:
 - Safe Communities
 - Reduction in Anti-Social Behaviour
 - Improved support for those with Mental Health or Learning Disabilities support into employment
 - A workforce with the right skills to ensure we keep unemployment figures below the national average
 - Proactive Early Help and Children's Centres' services
 - Improved support for those with Mental Health or Learning Disabilities

As it is a cross partnership programme it also meets outcomes for the Police and Crime Plan:

- Protecting children, young people and vulnerable adults from harm
- Ensure those in mental health crisis get the help they need
- Preventing offenders from reoffending
- Tackle domestic abuse and sexual offences

Background

3. The programme was initially aimed at the most challenging families with multiple needs and was named 'Troubled Families'. The negative connotations of this name have been recognised and it has never been used directly in Wiltshire to identify the families. The Government recognised this issue and the programme was renamed 'Supporting Families' in 2021 with a focus on supporting families earlier so that they do not require the more costly specialist services.
4. For a family to be part of the Supporting Families Programme they must meet the criteria for at least two of the following indicators:
 - Parents and children involved in crime or anti-social behaviour.
 - Children who have not been attending school regularly.
 - Children who need help: children of all ages, who need help, are identified as in need or are subject to a Child Protection Plan.
 - Adults are out of work or at risk of financial exclusion, or young people are at risk of worklessness.
 - Families affected by domestic violence and abuse.
 - Parents and children with a range of health problems.
5. Every family should have an identified Key Worker and a Family Plan so that activities can be co-ordinated and paperwork reduced.
6. The funding for the programme comes in two parts – Service Transformation funding which is a fixed amount, and a Payment by Results element which is reliant on families making positive progress. To successfully make a claim every child in a family will need to have achieved at least 90% school attendance.

There are two ways to make a claim:

- A family has achieved significant and sustained progress, compared with all their areas of concern at the point of engagement, or
- An adult in the family has moved off benefits and into continuous employment.

Supporting Families in Wiltshire

7. Wiltshire has been very successful since the programme's inception in 2012, and we have achieved 100% success rate, making successful claims for a grand total of 2833 families. This means that positive outcomes have been delivered for all 2833 families as outlined above, improving the life chances and opportunities of the children and families involved.

Phase and year ending	Target No. of Families	No of Families Claimed
First Phase 2012 - 2015	510	510
Second Phase 2016 - 2020	1990	1990
Second Phase Extension 2021	333	333
Extension 2022	347	90 (so far)
Total	3180	2833

8. Each family will be included in the programme by meeting at least 2 of the indicators listed below. There have been a total of 6,306 positive improvements for families and children across the entire programme, and each indicator is measured below.

Outcomes by indicator:

Financial Year	Indicator 1 crime	Indicator 2 School attendance	Indicator 3 Children who need help	Indicator 4 Employment	Indicator 5 Domestic Abuse	Indicator 6 Physical and Mental Health
2015/16	4	9	13	9	5	5
2016/17	33	119	246	177	104	121
2017/18	22	72	160	102	81	96
2018/19	37	121	656	159	325	458
2019/20	46	154	848	142	484	516
2020/21	12	39	273	40	188	201
2021/22	7	12	71	18	53	68
Total	161	526	2267	647	1240	1465

9. Most families who are a part of the programme are engaged with the Support and Safeguarding Service or the children’s centres so will generally meet the criteria for indicator 3 (children who need help) (n.2267). The next most successful claim is 6 (n.1465), which is for families who have adults or children with mental health issues, drug and alcohol problems, or poorly managed medical conditions (e.g. diabetes). Indicator 5 shows the positive progress that has been made in relation to Domestic Violence, with 1,240 families seeing an improvement.
10. As well as being employed full time for at least six months, Indicator 4, Employment progress, includes parents who are volunteering or undertaking training to enable them to return to work, as well as children who are no longer ‘Not in Education, Employment or Training’ (NEET).
11. Families are identified through close working with the Support and Safeguarding Service (SASS) and children’s centre services.
12. The Department for Work and Pensions fund two Employment Advisers who are co-located with Wiltshire Council who support parents to return to work, or progress to work through volunteering and work preparation courses (see below on impact of COVID on this offer).
13. The funding from the programme is used for a variety of activities to improve outcomes for families including:

- Family Group Conferencing
- Splitz (domestic abuse support)
- Parenting courses
- 2x Education Support Workers (helping children to increase school attendance)
- Vulnerable Adolescent Exploitation Worker
- Get Connected (supporting SEND Young People with independence)
- Navigator role in MASH (increasing community support and parental independence)
- Police Data Officer (provide information and data for police related claims)
- Support for Wiltshire Race Equality Council

14. The co-ordination of the programme is held in the Families and Children's Commissioning team, and the success of the programme is due to a range of factors. These include partnership working, the relentless focus on gathering and recording the claims where success is evident, a commitment from the leadership in the Council to prioritise the evidence gathering, and good quality work with families across a range of services.

15. Quarterly feedback of progress is provided to the Ministry of Housing, Communities and Local Government (MHCLG) who are responsible for the programme, and regular audits are carried out by the South West Audit Partnership (SWAP) to ensure that claims are valid, and meet the criteria of the programme.

16. Appendix A is the Families Outcome Plan, which is produced for Central Government to demonstrate how Wiltshire Council will assess outcomes in 2020/21 to ensure that there is national compliance with the updated Financial Framework. This is the latest version of the document, which is updated as the programme changes. It is expected that the programme will change next year (2022 / 23) as indicated by Central Government.

COVID-19

17. COVID-19 has produced challenges to working with families. This has been managed remotely and then more face to face meetings have been introduced, including doorstep visits. We have maintained successful outcomes through out the pandemic, but it is acknowledged that more families will need support around the residual issues of prolonged lockdown.

18. As schools were closed for part of 2020 and 2021 achieving and evidencing at least 90% attendance at school was not possible. Measures which reflected attendance of home learning were in place as well, to ensure that claims could still be made and that children were getting a meaningful education. Therefore this helped to meet the positive outcome measure of school attendance for these children.

19. The volatility of the job market during COVID-19 presented challenges with work opportunities and volunteering. This has meant that fewer successful Continuous Employment claims are possible. The Employment Advisers continued to work with parents to prepare them for work.

20. The Employment Advisers were originally employed full time and were redeployed back to the Job Centre for 6 months during COVID. In September 2020 they have returned on only 2 days per week, therefore reducing their capacity to work with families. We are continuing to speak to the DWP regarding the return of the advisors on a full-time basis.

Financial Considerations

21. Every time a claim for Payment by Results is made, the cases are audited against the Financial Framework produced by the national Supporting Families team at MHCLG. The table below shows the available funding for 2021 / 22 which is similar to previous years.

Available Supporting Families Funding	2016/2020 (Average)	2020/21	2021/22
Service Transformation Funding - funding for providing intensive family support services and increasing the maturity of the Early Help system	£200,000	£400,000	£599,000
Attachment Fees	£398,000	£200,000	£0*
Payment by Results (347 families)	£318,400	£266,400	£277,600
Total	£916,400	£866,400	£876,600

*(changed due to COVID, and included in service transformation for 21/22)

Conclusions

22. Wiltshire continues to have a successful Supporting Families Programme and families are accessing support in a timely way.

23. The successful Payment by Results (PbR) outcomes for families enable a variety of support packages to be provided for families to prevent them from requiring more costly specialist services.

24. Continued cross partnership working with the police and other partners ensure a joined-up package of support for families.

**Lucy-Anne Bryant (Supporting Families Co-ordinator)
Commissioning Programme Lead**

Appendix A : Families Outcome Plan

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Wiltshire Families Outcome Plan April 2020

‘All residents to have a good start in life, enjoying healthy and fulfilling lives through to a dignified end of life. We will provide people with the opportunities and skills to achieve this by investing in early intervention, prevention and promoting community inclusivity.’

Wiltshire Business Plan 2017-27

The aim of working with identified families is to change lives and develop better services. By offering a more joined up approach of working with the family it should be possible to sustain improvement.

Families eligible for review under this model are those who have at least two of the following indicators:

- 1. Staying safe in the community: Parents or children involved in crime or anti-social behaviour**
- 2. Getting a good education and skills for life: Children who have not been attending school regularly**
- 3. Improving children's life chances: Children of all ages who need who need additional support, from the earliest years to adulthood**
- 4. Improving living standards: Families experiencing or at risk of worklessness, homelessness or financial difficulties**
- 5. Staying safe in relationships: Families affected by domestic abuse**
- 6. Living well, improving physical and mental health and wellbeing: Parents and children with a range of health problems**

The minimum of two indicators required for eligibility can be contributed by either one or multiple household members. It is likely that a family will have more than two indicators and every identified indicator must be monitored as a part of the programme. Some family problems may not be evident at the point of identification and only become apparent when trust has been established with the family (e.g. domestic violence and abuse) the relevant outcomes within the Families Outcomes Plan should be revisited at this later point, when a fuller picture of the family is known.

In addition to the indicators and monitoring against this plan the following principles must apply:

- there will have been an assessment that takes into account the needs of the whole family;
- there is an action plan that takes account of all (relevant) family members (Early Support Assessment, DART, Support Plan, CiN Plan CP Plan);
- there is a lead / key worker for the family that is recognised by the family and other professionals involved with the family; and
- the objectives in the family action plan are aligned to those in this Families Outcomes Plan.

1. Staying safe in the community: Parents or children involved in crime or anti-social behaviour

Strategic outcomes:

- Safe Communities
- Reduction in Anti-Social Behaviour Wiltshire Business Plan

Business Plan

Police and Crime Commissioner

	Entry Criteria	Significant Improvement	Sustained progress
1a	An adult who has committed a proven offence in the previous 12 months	33% reduction in offending	6 months compared to previous 6 months
1b	A child who has committed a proven offence in the previous 12 months	Youth Intervention Team intervention with successful outcome	6 months compared to previous 6 months
1c	An adult who has received an anti-social behaviour intervention in the previous 12 months	33% reduction in anti-social behaviour in the last 3 months, in comparison to the previous 6 months	6 months
1d	A child who has received an anti-social behaviour intervention in the previous 12 months	33% reduction in anti-social behaviour in the last 3 months, in comparison to the previous 6 months	6 months
1e	A family member (adult with parenting responsibilities or sibling) who has been released from prison in the last 6 months who is currently subject to licence or supervision in the community	Successful completion of Community Based Order or licence.	6 months
1f	An adult currently serving a community order or suspended sentence, who has parenting responsibilities	Successful completion of Community Based Order or licence.	6 months
1g*	An adult or child involved in a gang; county lines linked crime and exploitation; and serious violence (including offensive weapon crime such as knife crime, gun crime and robbery) in the last 12 months (either as a victim or a perpetrator)	Engagement and working with local provider of a relevant programmes No further referrals	6 months
1h*	Adults and children nominated by professionals because of their potential to offend or offending behaviour is of concern, for instance where family members are at risk of radicalisation.	Successful work undertaken with CHANNEL co-ordinators	6 months

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2. Getting a good education and skills for life: Children who have not been attending school regularly (This outcome is

mandatory to claim a result even if all other outcomes have been met) Strategic outcomes:

- All children and young people are equipped with skills knowledge opportunities and attitudes to make successful transition to adulthood
- **More vulnerable children and young people are able to achieve outcomes and progress in line with their peers**

Children and Young People's Plan

	Entry Criteria	Significant Improvement	Sustained progress
2a	A child whose average attendance over the last six consecutive terms has not been regular: <ul style="list-style-type: none"> • Where the absence has not been explained by statutory exceptions (including authorisation for exceptional circumstances). • Where the level of absence – even where it is covered by statutory exceptions – is a cause for concern. 	All children in the household who access education have had <ul style="list-style-type: none"> - fewer than three fixed term exclusions; - less than 10% unauthorised absences A child is receiving a suitable home education that is approved by a Local Authority Case Worker	6 consecutive terms
2b	A child who has received at least 3 fixed term exclusions in the last 3 consecutive school terms; or a child at primary school who has had at least 5 school days of fixed term exclusion in the last 3 consecutive terms; or a child of any age who has had at least 10 days of fixed term exclusion in the last 3 consecutive terms.		
2c	A child who has been permanently excluded from school within the last 3 school terms.		
2d	A child who is neither registered with a school, nor being educated in an alternative setting.		
2e	A child who has achieved less than 40% attendance and is monitored by the Children Missing Out on Education Panel	A child has made significant progress in school attendance and achieves 50% attendance minimum with distance travelled at least 40% (e.g. at start attendance is 25% this to become a minimum of 65% across 3 terms. Or if less than 10% at outset then a minimum of 50% attendance must be achieved, with authorised absence no more than 10%.)	6 consecutive terms
2f	A child who has a SEND EHC Plan.	The child receives a suitable education and has <ul style="list-style-type: none"> - fewer than three fixed term exclusions; less than 10% unauthorised absences in the last 6 consecutive terms <u>so</u> are no longer in the persistent absence category.	6 consecutive terms
2g	A child is not attending Early Years provision to which they are entitled.	A child is accessing their Better2gether or Three and Four Year Old Free Entitlement at a quality childcare setting.	2 funding periods

3. Improving children’s life chances: children who need additional support, from the earliest years to adulthood

Strategic outcomes:

- More children and young people are able to remain with their families when safe to do so
- All children and young people are safeguarded from abuse or neglect
- All children and young people make the best possible start in life
- The risk of going missing and /or sexual exploitation is reduced
- More vulnerable children and young people are able to achieve outcomes and progress in line with their peers

Children and Young People’s Plan

	Entry Criteria	Significant Improvement	Sustained progress
3a	A child who has a ‘Common Assessment Framework’ or SEND/ Support Assessment	Successful closure or engagement in a CAF or SEND/ Support Assessment and no rereferral for support Early help assessment tool e.g. Outcomes Star evidences improvement in presenting issues after a 6 month period.	6 months
3b	A child ‘in need’ under section 17, Children Act 1989.	Step-down from ‘Child in Need’ plan <u>AND</u> No further formal escalation	6 months
3c	A child who has been subject to an inquiry under section 47, Children Act 1989. A child subject to a Child Protection Plan	Section 47 enquiry does not find concerns to be substantiated Or Step-down from ‘Child Protection Plan <u>AND</u> No further formal escalation	6 months
3d	A young person is living in a house with inter-parental conflict which is affecting the well-being of the child and the family.	Engagement and working with local provider of a relevant programme - Within My Reach Family Check Up Triple P transitions Webster Stratton Incredible Years	6 months
3e	Families where a child has been identified by the police as having at least three missing episodes	Reduction in missing episodes in 6 month period compared to previous 6 month period. or Reduction in period of time a young person is missing	6 months
3f	A child who has been identified as being at risk of sexual exploitation (CSE) in the last 12 months	Report from child sexual exploitation panel/risk management panel having reduced risk for 6 months (SRE tool/risk matrix).	6 months
3g	A child who is subject to a Family Group Conference	Successful Family Group Conference and child stays in care of family unit	6 months
3h*	A child who was previously looked after	Child is safely reunited with family and remains in family home	6 months
3i*	A child with SEND, including social, emotional and mental health needs.	An EHCP is in place and the management of the needs or disability is improved	6 months
3j*	A child who did not achieve a Good Level of Development at age 5	Successful work with support services to improve outcomes in communication and language; physical development; personal, social and emotional development; literacy and mathematics	6 months

4. Improving living standards: families experiencing or at risk of worklessness, homelessness or financial difficulties.

Note – *if a family achieves continuous employment then this criterion alone will override all other measures and a successful claim can be made without meeting the other 5 criteria.*

Strategic outcomes:

- Improved support for those with Mental Health or Learning Disabilities support into employment
- Provision of highly skilled jobs
- A workforce with the right skills to ensure we keep unemployment figures below the national average
- Economic determinants of health and wellbeing are improved.
- More children and young people live above the poverty line and actions are taken to improve the life chances of children living in poverty

Business Plan

Children and Young People's Plan

	Entry Criteria	Significant Improvement	Sustained progress
4a	An adult in receipt of out of work benefits (Employment and Support Allowance, Incapacity Benefit, Carer's Allowance, Income Support, Job Seekers Allowance and Severe Disablement Allowance)	13 weeks consecutive employment or self employment (or 26 out of last 30 weeks for JSA) Or Job ready progress to work including e.g. maximising childcare opportunities, attending work club, engaging with advisor, volunteering, or work experience. Completion of Get Set for Work course	13 or 26 weeks depending on the benefit previously claimed
4b	An adult who is claiming Universal Credit and subject to work-related conditions.	Reach the Average Earning Thresholds (AET)14 or above continuously for 26 weeks out of the last 30 weeks.	13 weeks
4c	Not in Employment Education or Training (NEET) (age 16-18) Or A child who is about to leave school, has no / few qualifications and no planned education, training or employment.	Employment (as per above), or Higher or Further education for at least an academic year, or training and / or apprenticeship for at least 13 weeks or Formal volunteering for 13 weeks, undertaken over a substantial part of the week, in a role that helps in progressing towards work.	Measured using IYSS as not NEET for 3 months
4d	Owes more than their total monthly income in unsecured debt (i.e. unmanageable debt), rent arrears or work poverty	Debt management plan agreed with approved advisor and plan implemented for at least 13 weeks. Distance travelled measure on reduction in difficulties associated with personal finances evidenced by key worker	6 months
4e	Threat of eviction from home	Threat of eviction lifted	6 months
4f*	Family Homelessness or living in accommodation which it is not reasonable for them to continue to occupy	Provided with adequate, suitable housing	6 months

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5. Staying safe in relationships: families affected by domestic abuse

Strategic outcomes:

- Protect and support those at risk of harm, and those who have been harmed by sexual abuse and violence
- Support awareness and earlier identification of domestic abuse with young people

Police and Crime Commissioner

Children and Young People's Plan

	Entry Criteria	Significant Improvement	Sustained progress
5a	A young person or adult known to local services has experienced, is currently experiencing, or is at risk of experiencing domestic <u>or</u> sexual abuse (<u>as a victim</u>) To include a child identified at risk as a result of domestic or sexual abuse (witnessing and/or present in the household)	A reduction of risk: No repeat referrals (since case closed) to specialist DA support services in 6mth period No repeat MARAC referrals (of the victim) in rolling 6mth period Less than 5 police call-outs to a household subject to DA in a rolling 6mth period (victim led) Successful engagement with a victim support programme (in identified time frame – i.e. previous 6 months)	6 months
Page 28	Incidents of adolescent to parent abuse <u>or</u> a young person or adult who is known to local services as having <u>committed</u> an incident of domestic or sexual abuse in the last 12 months	Engagement and working with local provider of perpetrator programmes Less than 5 police call-outs to a household subject to DA in a rolling 6 month period (<i>perpetrator-led</i>)	6 months
	The household or a family member has been subject to a police call out for at least one domestic incident, specifically so called 'honour-based' abuse, in the last two months. Or A young person or adult who is known to local services as having perpetrated an incident of so-called 'honour-based' abuse in the last 12 months. Or The household or a family member have been subject to a police call out for at least one domestic incident, including for so-called 'honour-based' abuse, in the last 2 months	Engagement and working with local provider of a relevant programmes Less than 5 police call-outs to a household subject to DA in a rolling 6mth period (victim led)	6 months

6. Living well, improving physical and mental health and wellbeing: Parents and children with a range of health needs

Strategic outcomes:

All residents to have a good start in life, enjoying healthy and fulfilling lives

- Improved support for those with Mental Health or Learning Disabilities
- More children and young people benefit from a healthy lifestyle
- Ensure children have the best possible health and wellbeing outcomes
- Support for pregnant women and new mothers who are experiencing poor mental health, and ensure that support is provided to promote good attachment between parents and babies and young children.

Business Plan

Children and Young People's Plan

	Entry Criteria	Significant Improvement	Sustained progress
6a	An adult with mental health problems who has parenting and responsibilities	i. Continued engagement with AWP or other mental health support/ case closure; ii. Engagement with IAPT/ case closure; iii. Engagement with a programme/ plan that improves mental health	6 months
6b	A child with mental health problems	ii. Continued engagement with CAMHS / case closure; iii. Engagement with a programme/ plan that improves mental health	6 months
6c	An adult with parenting responsibilities or a child with a drug or alcohol problem	Adult engages with Wiltshire Substance Misuse Service/ successful completion of treatment; Young person engages with Motiv8 and completes treatment successfully; There is a notable reduction in alcohol or substance use as recorded by key worker	6 months
6d	Expectant or new parent who has a mental health or substance misuse problem or other health factors associated with poor parenting.	Engagement with IAPT and children's centre Completion of Outreach work parenting programme with children's centre leading to an improvement in parenting at a 6 month follow up meeting	6 months
6d	Adults with parenting responsibilities or children who are nominated by health professionals as having any mental and physical health problems, including unhealthy behaviours resulting in problems like obesity, malnutrition or diabetes.	Engagement with Health Trainer, and successful change in behaviours that were having a negative impact on health Completion of healthy eating programme at children's centre All age appropriate vaccinations are received Completion of Empowering Parents Empowering Communities (EPEC) parenting programme or equivalent	6 months
6e	Child suffering from any mental health issues relating to events in their life	Depression due to environmental issues is improved by successful therapeutic input as reported by CAMHS	6 months
6f	Child with poorly managed medical conditions e.g. diabetes, ADHD	Condition is managed so that child is able to manage day to day life without negative effect	6 months
6g	Adult or /and Children are not registered with a dentist	Registration with a dentist and regular 6 month check ups for children and adults	Current
6h*	A family who are eligible for Family Nurse Partnership (FNP) or Baby Steps	Following the birth of the baby where family are supported by Family Nurse Partnership (FNP) they remain engaged and achieve the key outcomes as identified through individual needs analysis or Family complete Baby Steps Course and children's centre or Health Visitor verify positive improvement	6 months

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	Families and Children Commissioning		
Reviewed by	Gary Binstead		
Prepared by	Dexter Chipeni	Version	4
Status	Final Draft	Create Date	4 th May 2021

Youth Consultants Pilot Evaluation

SRO: Helen Jones, Director Commissioning

1. Executive summary

In 2019, Wiltshire Council commissioned Community First to develop a new role for children and young people in Wiltshire as part of a pilot project to enhance and strengthen the voice of young people. The value of the contract was £35,000 per year, and the consultants were employed for around 100 hours per month in addition to the management and co-ordination of the service. The Youth Consultant role was an important addition to the local youth voice and demonstrated a further commitment to co-production and youth engagement in Wiltshire. For many years Wiltshire Council has embedded youth voice in key decision making about services for children and young people. Whilst vulnerable children and young people had been represented amongst existing youth fora like the Children in Care Council, the Youth Consultant role represented an opportunity to extend this further, ensuring a wider range of youth voices were heard.

Co-production and youth engagement are important factors in decisions about services for children and young people. The Youth Consultant role aimed to ensure that young people in Wiltshire were actively involved in co-producing the services they use, and that resources are targeted appropriately. The Youth Consultant project also aimed to support young people to feel engaged in local democracy and decision making, as well as delivering on the Ofsted requirement for youth-led activities and services.

The expectation for youth consultants was to work closely with existing Wiltshire partners which includes, Schools, CAMHS User Participation group, Wiltshire Police, Healthwatch Wiltshire and Local Area boards. We also wanted youth consultants to contribute to local funding decisions for youth activities and bring knowledge and understanding to the relevant groups for discussion.

7 youth consultants were recruited and immediately became regular attendees of Wiltshire Council's Youth forum groups including Wiltshire Youth Union, Children in Care Council and the Care Leavers Forum. The consultants ranged from 17 to 23 years old, and one of the Youth Consultants was a care experienced young person. They all completed a programme of training and skills development in key areas including listening, relational building and safeguarding. The youth consultants used their time at the various meetings to share updates on the work they had been doing and also to gather the views of the young people in attendance for their projects.

2. Background to Evaluation

The ambition for youth consultants was to increase the reach of youth voice participation and co-production opportunities. Various projects were commissioned by a range of services across the Council to inform policy, decision making and recruitment.

The evaluation will look at the two-year period from April 2019 to April 2021 to see how successful the project was at meeting the goals and key performance indicators that were set. The initial agreement with Community First was for a 12-month pilot, with regular contract management and review meetings. Wiltshire Council included an option in the contract that would allow a further 1-year extension beyond the initial term, which was triggered in 2020, meaning the Youth Consultant project continued to the end of March 2021 (2 years in total).

3. Youth Consultant Projects

During the 2-year period, 15 projects were commissioned which are summarised in the table below. As you can see there has been significant input from the Youth Consultants, who have worked with a range of partners and groups, influencing and informing a number of service decisions. Some projects were also suggested by the Youth Consultants themselves, who were encouraged and empowered to make suggestions for service reviews. Any engagement with individuals or groups of children and young people were called 'listenings', as they were an opportunity to listen to the views of others.

Project Summary	Requested by	What did the Youth Consultants Do?	What Difference did it make?
Wiltshire Council SEND Services & Commissioning	Nicolas Breakwell Head of Service SEND Wiltshire Council	Youth Consultants were asked to support the SEND & Commissioning teams in engaging children/ young people linked to the development of a new SEND strategy. As part of the redevelopment, Wiltshire Council wanted to consult with Children and Young People to understand what is important to them and support them to feel included within their school environment and community. Particularly for those students who have additional needs	A summary of the listening sessions with 21 children and young people was sent back to Head of Special Schools Transformation to inform their review of the SEND strategy.
Youth services	The Youth Consultants	<p>The youth consultants contacted youth clubs across the county. They wanted to listen to young people across the county after all the training that they had received and start to make a difference to young people.</p> <p>They emailed the clubs, explaining who they are and asking if they could go along to youth clubs to listen to young people, asking what it is like living in Wiltshire for a young person, but also including questions about Wiltshire council services, (eg, what services do they use/access and how/what are these services like). This would help to inform future service development.</p> <p>The consultants also promoted the Wiltshire Youth union, asking if young people would like to become a</p>	<p>The Youth consultants thoroughly enjoyed this piece of work and realised how rewarding listening to young people can be, also supporting them to open up and have a conversation about something that is important to them. The young people didn't think that their opinion mattered at the start of the meetings, but by the end of the listenings, all the young people were really keen to chat with the youth consultants, some really opening up, appreciating the opportunity for their voices to be heard.</p> <p>The team had some positive feedback from the leaders of the four different clubs that they attended. The consultants were praised for the way they engaged with the young people at</p>

		<p>member. The consultants listened to a total of 167 young people across four areas of the county. Two videos were produced, one being 'a safe place' to play and the other was 'being smoke free'.</p>	<p>youth club. Two videos were produced by the young people attending the youth clubs which were shown to other young people to try and influence more positive behaviour in regard to safety and smoking.</p> <p>These listenings helped to raise awareness of issues facing young people across the county and built the confidence of the Youth Consultants and the young people involved, leading to improved engagement. It was evident how important transport, open spaces and leisure activities were for young people, and their desire to have more youth provision available for all age groups.</p>
Young Carers	Jen Salter & Gary Binstead Wiltshire Council	Wiltshire Council wanted to understand better the experiences of young carers and their families in accessing Young Carers services	<p>31 young carers were listened to. 70% of young carers said they felt no improvements were needed, the other 30% made suggestions to improve the young carers service. Awareness of the service has been raised across Council teams, schools and partners to try and identify and support more Young Carers.</p> <p>Unfortunately, referrals remain low, although this could be also as a result of the COVID pandemic where pupils have spent considerable time out of school, however Young Carers are now able to self-refer to the service as well.</p>
Victims of crime	Youth Consultants & Lynn Gibson (Community First)	<p>Following on from the review of Young Carers, the consultants reviewed services to young victims of crime through a new programme which supports victims through positive activities. This is funded through the Police and Crime Commissioner.</p> <p>Listening was carried out with young people, to understand their experiences of the programme. Also, what they value about it, and what can be improved.</p>	<p>The Youth Consultants were only able to listen to 3 victims of crime as the young people were not ready to talk about their experiences.</p> <p>No further work was carried out on this project due to the lack of engagement and willingness of young people to share their experiences.</p>

		This could include a review for young people who have been bullied to understand what their view was about how it was dealt with by schools and support agencies, and what could have been done better	
Family Led Review Children in Care Independent Review NEET Services COVID 19	Sara James Service Manager Wiltshire Council	The Quality and Outcomes team in Wiltshire Council asked the consultants to set up consultations with children over the age of 10, for a family led review with young people in care, regarding their Looked After Children reports, and their participation in their review. Views were also sought regarding how the Independent Reviewing Officer writes the reports.	<p>These consultations confirmed that children and young people prefer reports being written to them rather than about them and underlined the importance of using child-friendly language.</p> <p>As a result of these consultations we are changing the child's review consultation form, and children in care will have the option to have a letter from their IRO summarising their review as well as the full report.</p> <p>This consultation also underlined the importance of children being prepared for a child protection conference and having access to independent advocacy. Recommendations from this review include working with the social work teams and advocacy service to ensure children are more consistently prepared for these types of meetings and are referred to opt out of independent advocacy where requested.</p>
Contextual Safeguarding	Lisa Colombi Team Leader Wiltshire Council	Youth consultants engaged with a range of young people including young carers, young people who access SEND support at school and young people who attend youth clubs. Youth consultants carried out 21 listening's with young people who accessed support for special education needs and/or disability in Wiltshire schools, 147 listening's with young people who engage in youth club provision and 31	<p>New approach to contextual safeguarding is being designed as part of a pilot project with Bedfordshire University and the consultation with young people supported the restorative approach we plan to take as part of the family-led review of CP Conferences.</p> <p>This also helped to inform the implementation plan for improving safety of public spaces.</p>

		listening's with young people looking after a parent or family member	
Discussion with Community Engagement Team	Rhys Schell Specialist Manager Wiltshire Council	Youth consultants met with a Wiltshire council community engagement manager who wanted advice on the best way Wiltshire Council can reach out to young people and spread awareness about Covid-19	The feedback given by the youth consultants was incorporated into the implementation plan, so the voice of young people was part of the project moving forward
Reviewing report for Bath North East Somerset, Swindon & Wiltshire CCG	Myfi Champness CCG Commissioner & Elly Mills Operational Lead Wiltshire Council	CCG asked the youth consultants to review the Children and Young People annual report	The feedback from the youth consultant was well received and provided some valuable insight. The comms team were informed of the feedback and used it to change their approach to engaging with a younger audience
Review the all about me documents & review proformas	Bryony Gales Social Worker & Elly Mills Operational Lead Wiltshire Council	The youth consultants were asked to review the 'all about me' document and 'my review' proformas, four different documents	The consultants provided some very useful feedback in terms of making the documents more user friendly. The young people involved in the initial listening project have been informed that changes were being made to the forms as a result of their engagement.
Referral Order Reports/Document	Karen Golden Social Worker Wiltshire Council	Youth consultants were asked to review the referral order report document used by social workers to see if it was suitable for young people	Due to the feedback these forms were made more child friendly and accessible
Designing and Logo	Elly Mills Operational Lead Wiltshire Council	The youth consultants were asked to design a new logo for the children in care council	This work is ongoing
Review MASH forms & answer phone scripts for young people	Shan Searl Team Manager & Elly Mills Operational Lead Wiltshire Council	The youth consultants were asked to review some MASH procedures and processes	This work is ongoing

4. Feedback from Youth Consultants

The Youth Consultants have valued and thoroughly enjoyed their time listening to young people across Wiltshire and feel a great sense of pride that they have helped to promote the voices of children across the county. **Appendix 1** records the views of some of the Consultants in their own words.

5. Summary

The Youth Consultants have delivered a wide range of projects and been involved in many interviews over the last 2 years, helping to inform service design and delivery as detailed in the table above. This has helped to improve the outcomes of children across the county, including those in receipt of statutory services. Through co-production with children and young people, making sure that their voice is heard, the Council has been able to better respond to the needs of children and young people across Wiltshire.

This work informed a move within the new Youth Voice team to deliver new projects in a similar way which is detailed within their plan, but through Youth Ambassadors who will be recruited directly by the Youth Voice team instead of commissioning the service externally. This will ensure that the voice of children and young people continues to inform service design and delivery, and that we continue to co-produce and co-design services together.

After the initial pilot phase of this project, it was agreed that there would be additional benefits to Wiltshire Council if the service was delivered through an in-house model. These were to increase and maximise the engagement of children and young people across Wiltshire in the Youth Union, Children In Care Council (CICC) and Care Leavers Forum through direct involvement with operational social care teams, Special Educational Needs and/or Disability (SEND) teams and other colleagues.

A strategy and operational plan were developed by the new Youth Voice team to support Wiltshire Council to further develop a culture of participation by ensuring children and young people are listened to and their voice is at the heart of all services delivered to them. A small team has been recruited who are themselves experts by experience and we are developing the role of youth consultant so that young people who use services can help scrutinise these and help shape the way in which they are delivered.

6. Recommendations

It is critical that engagement with children and young people continues to inform service design and delivery, which will be used to improve services for them.

It is recommended that :

- a) Children and Young People continue to be engaged and consulted regarding service design and delivery within the Council
- b) Children and Young People are involved in interviews for staff and leadership appointments within the Council where possible
- c) Children and Young People continue to help to co-design and co-produce services in the Council
- d) The Youth Voice team ensure that sufficient Youth Ambassadors, children and young people are recruited to deliver these projects

Report Author : Dexter Chipeni – Commissioning Support Assistant
Gary Binstead – Head of Commissioning – Families and Children

Appendix 1

Feedback from the Youth Consultants

TF

The Youth Consultants Projects have allowed myself and others to be the advocate for young people within Wiltshire. This has been a great privilege, and something which I am proud to see continuing within Wiltshire Council. This thereby promotes anti-discriminatory and empowerment practice within this statutory setting. As a result, the project has propelled the local community into the 21st century, keeping the voices of young people at the forefront of any service.

I am greatly honoured to have been a part of this starting block and to have listened to a variety of young people with different needs and issues. This project has allowed young people to feel listened to once again, and that in itself is the greatest power anyone could have, the power to listen. Each project has benefited the young people within the Wiltshire area immensely, as I shall demonstrate below.

Through feedback on all about me forms, we have been able to make them more accessible to young people with a variety of needs, and hereby make the process of referral a much simpler and easier one. Hopefully this shall reduce some of the anxieties that they may have and create an easier transition.

Through improving the missing forms, it has allowed the process to be less traumatic and heightened with emotions, by editing the wording of questions and the style in which they are asked. Much similar to all about me forms, our main goal here was to make these more accessible to a variety of young people.

The creation of logos has injected youth back into the CIC and made sure that young people are represented by their issues first and foremost. The logos have enabled young people to understand more on what the CIC is about and how it can help them, as well as recruiting new members to the Council.

CT

Working as a Youth Consultant has been really amazing. It has given me clear insight on what it is like to work with young people and has made my future career goal so much more accessible through all the experience that I have gained. It has helped me to be more suited to working with children both by, the training that we have completed and the interaction we have had between children. Despite there being some challenges with COVID and working online, the Youth Consultants persevered and were able to listen to so many more young people.

I like to think that the youth consultants have helped young people in Wiltshire Council by giving them a new and different person for them to talk to. This has allowed for more people to open up and speak more freely about issues that they have gone through and how Wiltshire Council can change this for the better. Getting young people to talk to young people has been such a mind opening experience for the people involved because it shows just how many more people we can reach when a child feels more comfortable to the person that they are talking to.

To summarise, the Youth Consultant project has made Wiltshire better for young people by, giving them someone who can relate to talk to, making services offered by Wiltshire council more 'child friendly' for more ages up to 18 and, have informed young people of all the services that are available to them. This has allowed young people to have confidence in Wiltshire council that they are doing all they can, to make young people feel secure, happy and protected.

MAG

Over the course of the Youth Consultant Project, we've listened to 300+ young people from over 12 Wiltshire towns and villages, representing 18 local schools. We have spoken with children and teens at an array of youth clubs spanning across the county and relayed their feedback about council services to Wiltshire Council. Other major projects completed include Contextual Safeguarding consulting young people across Wiltshire on the safety of their local environments – as well as working with children in care, and young people on child protection plans to identify how services they've experienced could be improved. We've also worked with young carers and victims of crime, similarly, gathering feedback about the support they've received.

I'm also really proud of the work we've completed for external parties that have come to us for advice, including Wiltshire Police, NHS, Community Engagement Team, Wiltshire Youth Offending Team, Missing Children Coordinating Team, and Multi Agency Safeguarding Hub. We've provided each with youth perspectives and helped them make their services and documents more accessible for young people.

Overall, I think our work as Youth Consultants has been successful in championing young voices seldom heard, so that positive changes to youth life in Wiltshire can be made. Youth Consultancy has produced meaningful outcomes for many young people, and has been an informative, enriching, and rewarding experience throughout.

adoption west

Adoption West Joint Scrutiny Panel

2020-2021
Annual report



*“sometimes superheroes
reside in the hearts of
children fighting huge battles”*



Bath & North East
Somerset Council



Wiltshire Council



Foreword by the chair of Adoption West Board

Although the Adoption West Joint Scrutiny Panel does not fall under the banner of 'Overview and Scrutiny' as defined by the Local Government Act 2000, it clearly still provides a needed and valued scrutiny function, as evidenced in its first annual report.

The scrutiny arrangements as described in the terms of reference were thoroughly reviewed by each local authority and unanimously agreed by the Adoption West Board.

There is a strong belief, shared by the overview and scrutiny councillors involved at the time the panel was first thought of, and members of the Adoption West Board that more and better can be achieved through this joint approach; more depth to the joint scrutiny as it benefits from each local authority's councillor representative's skills, knowledge and input, better use of the finite time available to Adoption West's management to meaningfully engage with independent scrutiny of the Regional Adoption Agency's work.

I have no doubt that members of the joint scrutiny panel have been on a very steep learning curve in this first year, but I can also see that they have engaged with enthusiasm and really committed to developing their knowledge and understanding of Adoption West and its work, which I feel will be even further supported by developing the membership of the panel.

Looking at the joint scrutiny panel's forward work programme, I see a busy year ahead! It will be particularly interesting for the Adoption West Board to see the outcome of the review of adoption support and the review of the evaluation of the Regional Adoption Agencies.

I am also pleased to see that a key area of work for the panel in 2021-22 will be to work with all six local authorities to develop a process to ensure that reporting on adoption is co-ordinated as best as possible.

Much of my work over the past 15 years has been in building and sustaining partnerships and strategic relationships, so it is naturally important for me that there is a clear line of sight between the joint arrangements and local scrutiny functions and that the Adoption West Board remains open to enhancing those links as we move forward, albeit without creating parallel or duplicate processes.

As chair of the Adoption West Board, I am looking forward to engaging with the joint scrutiny panel in the year ahead to carry on developing robust and effective oversight and scrutiny of the work and management of Adoption West, whilst ensuring it remains an independent and democratically-led scrutiny process.

Andy Dempsey

Director of Partnerships and Strategy, Gloucestershire County Council

Chair of the Adoption West Board of Directors

Foreword from the chairman of the scrutiny panel

Right from when the plans were first spoken of for the new Regional Adoption Agency, Adoption West, it was my strong personal belief that any new body should include an effective overview and scrutiny involvement provision, and I could not have wished for it to go any better than it has for its first year (2020-21).

The panel members have seen real commitment and willingness to learn from the scrutiny panel's input from all six Local Authorities and I would like to take this opportunity to thank them all for their engagement with this work.

I'd like to take this opportunity to thank the members of the panel who have demonstrated a keen interest in the issues we have addressed and a willingness to learn and participate. I would especially thank Alana Buckingham, the chair of the Adoption West Adoption Advisory Board, who recently joined the scrutiny panel. There is incredible value in bringing in the voice of people for whom adoption is a day-to-day reality, not just a data-set. There are further ambitions for the scrutiny panel to develop its membership to include representatives from the "adoption triangle" (e.g. adoptive parent, adopted young person, adopted adults, birth family member, etc.) and I dare say this would bring invaluable strength and depth to the scrutiny panel's work.

I am pleased that Adoption West recognised the benefits that come from scrutiny by lay members and the value that can be added, and committed to openness and transparency. As a scrutiny panel, we have seen this at every meeting through the cooperation and engagement from Alison Lewis, Service Director for Adoption West. The scrutiny panel would like to recognise Alison's commitment to this process, but furthermore her evident commitment to adoption and making Adoption West a success – for the right reasons!

May 2021 elections notwithstanding, I believe there is great work to be achieved by the scrutiny panel and a key piece of work for 2021 could be the review of adoption support. I believe this is an area of work where the scrutiny panel could add so much, by reviewing support offers across the country and helping create a clearer picture of the support that would be most beneficial for families supported by Adoption West.

I'll conclude with a wish. I hope the work of the scrutiny panel will carry on improving, for all councillors in all six Local Authorities, their understanding of the importance of Adoption West and the role it plays in the adoption journey, but never forgetting that adoption remains an integral part of all our Children's Services.

I wish that in time this scrutiny panel is seen as a natural extension of the overview and scrutiny we all undertake of our Children's Services.

*Cllr Jon Hubbard, Wiltshire Council
Chair of the Adoption West Joint Scrutiny Panel (2020-2021)*

Purpose of the report

1. This report is written to:
 - a. publicly present the work undertaken by the Adoption West Joint Scrutiny Panel (thereafter referred to as the “scrutiny panel”) from May 2020 to March 2021 to the following committees:
 - Children, Adults, Health & Wellbeing Policy Development & Scrutiny Panel, Bath and North East Somerset Council
 - People Scrutiny Commission, Bristol City Council
 - Children and Family Overview and Scrutiny Committee, Gloucestershire County Council
 - Children and young people’s services policy and scrutiny panel, North Somerset Council
 - Scrutiny Commission, South Gloucestershire Council
 - Children’s Select Committee, Wiltshire Council
 - b. enable the Adoption West (AW) Board to monitor the efficiency of the scrutiny panel.
 - c. invite suggestions from the scrutiny committees (as listed in a. above) and the AW board on:
 - areas of focus for the scrutiny panel in 2021-22;
 - the contents that should be included in the scrutiny panel’s annual report in future; and
 - formatting and presentation of the information to ensure ease of reading.

Background

2. Adoption West (AW) started operating on 1 March 2019, as a Regional Adoption Agency (RAA) created by Bath and North East Somerset Council, Bristol City Council, Gloucestershire County Council, North Somerset Council, South Gloucestershire Council and Wiltshire Council as a response to the government’s plans, published in June 2015, to regionalise adoption services across England and Wales.
3. Adoption West is a local authority trading company which is owned by the six local authorities and commissioned by them to provide adoption services. Adoption West is registered with Ofsted as a Voluntary Adoption Agency. Further information can be found on its [website](#).
4. The primary aim of this regionalisation was to deliver an adoption service which offer improved outcomes for both children and those who want to adopt.
5. The scrutiny panel (Adoption West Joint Scrutiny Panel) has been created to act as a critical friend, providing independent scrutiny of the work of AW and making constructive recommendations to ensure that AW meets its

performance targets and expectations. The terms of reference for the scrutiny panel are included as Appendix 1.

6. The scrutiny panel is an essential element of assuring democratic accountability for the use of public funds; although it does not fall under the banner of 'Overview and Scrutiny' as defined by the Local Government Act 2000 in that it is not a body jointly formed by the six participating councils.
7. The scrutiny panel reports directly to the AW Board. The AW board will monitor the efficiency of the scrutiny panel, including through this annual report.

Membership

Elected Voting Member

Cllr Michelle O'Doherty, Bath and North East Somerset Council
 Cllr Carole Johnson, Bristol City Council
 Cllr Dr Andrew Miller (Vice Chairman), Gloucestershire County Council
 Cllr Wendy Griggs, North Somerset Council
 Cllr Nic Labuschagne, South Gloucestershire Council
 Cllr Jon Hubbard (Chairman), Wiltshire Council
 Cllr Suzanne Wickham, Wiltshire Council

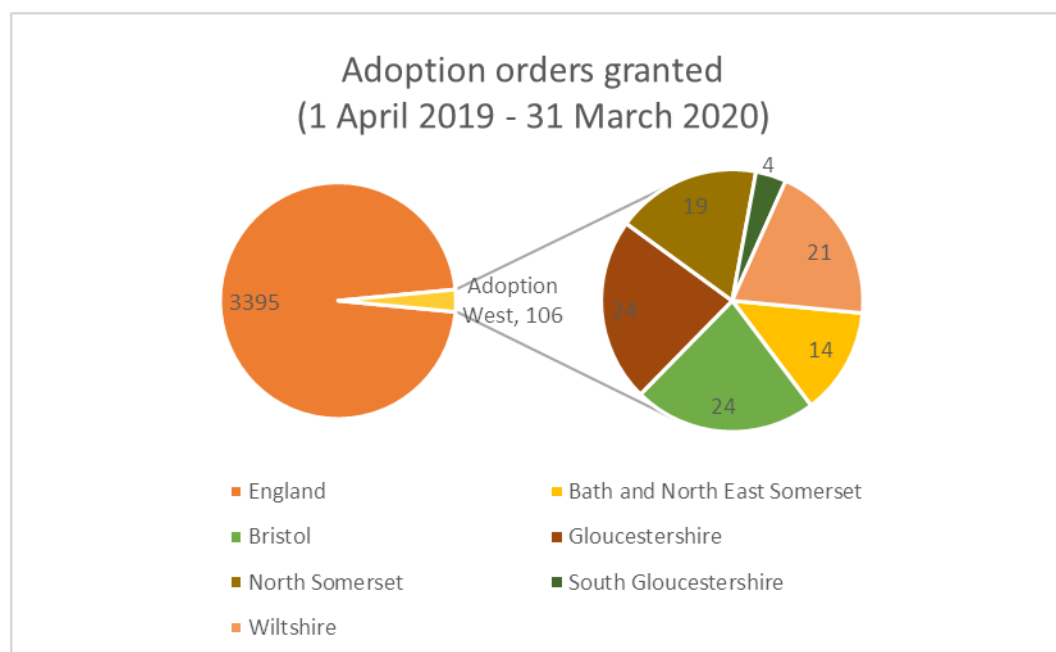
Advisor (non-voting)

Alana Buckingham, Chair of Adoption West Adopter Advisory Board, Adoption UK

Snapshot

	Looked after children (as at 31 March 2020)	Number of children adopted (1 April 2019 – 31 March 2020)	Adoptions as % of average number of Children Looked After between 2016 and 2019
	<i>(per 10,000 children and young people)</i>		
Bath and North East Somerset	181 (50)	14 (4)	22.58%
Bristol	623 (66)	24 (3)	10.72%
Gloucestershire	731 (57)	24 (2)	15.02%
North Somerset	230 (53)	19 (5)	17.70%
South Gloucestershire	210 (35)	4 (<i><1</i>)	11.11%
Wiltshire	458 (43)	21 (2)	20.53%

Number of Adoption West children adopted - within a national context



Work undertaken

8. Between May 2020 and January 2021, the scrutiny panel held four meetings (virtual meetings to comply with Covid-19 regulations).
9. From the time the scrutiny panel was created, it was accepted that its first year would be a steep learning curve for its members as the world of adoption is often shrouded in mystery or media and movie-led misconceptions for anyone but those either working in that field or personally touched by adoption.
10. It was therefore also accepted that a significant portion of its work, in the first year, would be gathering knowledge and developing an understanding of both adoption and the implementation of the RAAs (regional adoption agencies).

May 2020 meeting - Understanding "Adoption West"

11. At its first meeting the scrutiny panel reviewed the process that led to the establishment of AW, AW's purpose, structure and current governance.
12. The scrutiny panel also established which elements of the adoption process were within its remit, as each Local Authority retains responsibility for the permanence planning for looked after children and continues to report to Government on performance in that area. Appendix 2 illustrates the split of responsibility between AW and the local authorities.
13. Finally, the scrutiny panel focused on performance monitoring by considering the October 2019 to March 2020 6-months performance report for AW, as well as the Scorecard data for 2015-2018.

14. The scrutiny panel resolved that some of the priorities identified by AW would also be areas of focus for its work:
- Adopter sufficiency (also a national focus) – having the right number of adopters, but also adopters matching the children awaiting adoption (e.g., sibling groups, older children, BAMES (black, Asian, and minority ethnic), etc.);
 - Adoption support - developing clearer adoption support that engages with families as early as possible (rather than at crisis point) and with a focus on preventative actions.

July 2020 – performance monitoring

15. The scrutiny panel considered both the AW annual report (2019-20) and development plan (January-March 2020).
16. The scrutiny panel suggested a number of additions to the AW annual report to enable easier and more robust comparison of data (either against national figures, with statistical neighbours or for “year on year” comparison).

November 2020 – performance monitoring and reporting

17. The scrutiny panel focused its third meeting on understanding the performance monitoring process followed by AW. This included finding out what data is collected, how it is collected, who it is reported to, and how AW compares nationally (RAA scorecards).
18. The scrutiny panel also reviewed performance monitoring reports previously taken to each of the local authorities forming AW, to consider how this can best be undertaken to develop consistency across AW members.
19. The scrutiny panel resolved to consult with officers in each of the local authority to develop a common “core” report template, which each authority could then expand upon to include information that may be specific to that authority, for processes within adoption that remain the responsibility of the local authorities (Appendix 2 refers).
20. Developing a common template as described in the above paragraph remains an area of work for the scrutiny panel; it is also hoped that the pattern / timing of reporting to each authority could be aligned to ensure that all information on adoption is presented in / around May to all local authorities forming AW, including:
- Local authority’s performance report with regards to adoption;
 - AW’s annual report;
 - This scrutiny panel’s annual report.
21. This would ensure consistency across AW members, which in turn would enable robust year on year performance monitoring and more robust scrutiny of adoption performance by having all relevant information available at the same time (enabling triangulation of evidence).

January 2021 - performance monitoring and adopters' views

22. At its January 2021 meeting, the scrutiny panel considered the April to September 2020 AW's report and made recommendations on content to be included to ensure that effective scrutiny could be carried out (e.g., identifying trends, including comparator data, etc.); although it was recognised, and appreciated, that earlier recommendations made by the scrutiny panel on the format and contents of the AW's reports had been integrated in this report.
23. The scrutiny panel also considered the Adoption UK Adoption Barometer (2020) which offered an insight into the issues faced by adoptive families and how they were feeling with regards to processes and support offered to them.
24. The scrutiny panel noted that adoptive families reported increasing difficulties in adolescence and early adulthood and resolved to focus some of its work on this area (support for adolescent and young adults) in 2021-22. Adoption UK would focus some of its 2021 Adoption Barometer survey on the same topic.
25. The panel then considered this annual report and funding arrangements and resolved to develop its working relationship with AW Board in 2021-22.

Covid-19 impact

26. At each meeting throughout the year the scrutiny panel monitored the measures put in place to comply with government's guidelines with regards to Covid-19, whilst enabling delivery of services.
27. The scrutiny panel would like to express its recognition of the work undertaken by AW officers to ensure that after an initial (and understandable) short period of delays (March to May 2020), services have carried on being delivered at a high standard and with minimum delays.
28. It was also noted that AW had made the decision to maintain its quoracy for its adoption panels, wherever possible, which the scrutiny panel felt demonstrated a commitment to quality, and AW quickly implemented and supported online meetings to avoid delays in the adoption panels work.

Ambitions for 2021-2022

29. There were a number of membership changes before the third meeting of the scrutiny panel, and with three of the local authorities within AW holding elections in May 2021, there could be a further significant change in membership.
30. This reinforces the scrutiny panel's commitment to developing its membership to include up to five stakeholders within the "adoption triangle", such as (but not limited to) adoptive parent, adopted young person, adopted adult, birth family member. This would have the dual benefit of deepening the scrutiny

panel's understanding of adoption and, hopefully, enable continuity of work through continuity of membership.

31. Having developed an understanding of both adoption and Adoption West over its first year, the scrutiny panel has set its work for 2021-2022 (Appendix 3 – forward work programme). Significant changes of membership could make it difficult for the scrutiny panel to complete its forward work programme (as new members would likely need time to develop their understanding of adoption and Adoption West).
32. A key area of work for the panel in 2021-22 will be to work with all six local authorities to develop a process to ensure that reporting on adoption is co-ordinated as best as possible to enable robust scrutiny (paragraphs 21 to 25 refer).

Conclusion

33. The establishment of the joint scrutiny panel itself is an achievement for 2020-21 and reflects the commitment from the AW Board and from each local authority within AW to independent, and democratically led, scrutiny of the use of public funds.

Proposal

For the scrutiny committees (as listed in paragraph 1.a. above) and the AW board to:

34. Note the annual report 2020-21 of the scrutiny panel and make suggestion on contents to be included for future annual reports, and formatting and presentation of the annual report to ensure ease of reading;
35. Note the forward work programme for the scrutiny panel for 2021-22 (Appendix 3) and suggest any amendments or additional areas of focus for the scrutiny panel in 2021-22;

For the scrutiny committees (as listed in paragraph 1.a. above) to note that:

36. The scrutiny panel would like to invite all councillors to read the Adoption Barometer 2020 to gain some understanding of the difficulties and issues faced by adoptive families, as this is likely to inform the support offered, and financed, by adoption agencies (including AW). The Adoption Barometer 2020 can be accessed here, alongside information on the 2019 and 2021 surveys: [Adoption Barometer](#).

Cllr Jon Hubbard, Wiltshire Council, Chairman of the Adoption West Joint Scrutiny Committee

Date of report: 11 March 2021

Report author: Marie Gondlach, Senior Scrutiny Officer, Wiltshire Council

Appendices

Appendix 1 – terms of reference of the Adoption West Joint Scrutiny Panel
Appendix 2 – Split of responsibilities between Regional Adoption Agency and Local Authority
Appendix 3 – forward work programme

Adoption West – Joint Scrutiny Panel

Terms of Reference

General

1. These terms of reference set out the membership, remit, responsibilities and reporting arrangements of the Adoption West (AW) Joint Scrutiny Panel (also referred to as the panel in this document).

Background

2. Following the general election in May 2015 and the publication of 'Regionalising Adoption' (July 2015), in which the government set out their proposals to move to Regional Adoption Agencies (RAA) by the end of the Parliament in 2020, AW was formed and started operating on 1 March 2019.
3. AW is a RAA commissioned to deliver adoption services by six local authorities:
 - a. Bath and North East Somerset Council
 - b. Bristol City Council
 - c. Gloucestershire County Council
 - d. North Somerset Council
 - e. South Gloucestershire Council
 - f. Wiltshire Council
4. AW is a company limited by guarantee and is registered with Ofsted as a Voluntary Adoption Agency (VAA).
5. The respective Directors of Children Services for the six local authorities are the registered owners of the company with ultimate responsibility for organisational performance and appointment / dismissal of directors, which they discharge to the AW Board (see Appendix 1 - AW governance structure).
6. There are a number of documents underpinning the operating of AW, including:
 - a. A Members' Agreement, which clearly sets out the purpose of the collaboration, assigns roles and responsibilities to each of the participating authorities and deals with governance and issues such as dispute resolution;
 - b. Commissioning agreement.
7. Service delivery is defined by a contract that sets out specific performance measures and the reporting requirements of the RAA.
8. The service operates from three hub premises, each comprising a multidisciplinary team of recruitment, assessment, matching and support staff. There is one Adoption / Permanence Panel (see Appendix 2 - AW structure chart).

Effective scrutiny

9. The Centre for Public Scrutiny has previously identified four Effective Scrutiny Principles, in that it:
 - a. Provides critical friend challenge to decision-makers;
 - b. Enables the voice and concerns of the public and its communities;
 - c. Is carried out by independent minded governors who lead and own the scrutiny process; and
 - d. Drives improvement in public services.

10. Some key concepts for the panel to consider are that scrutiny should:
 - a. Be independent of the AW Board;
 - b. Be inclusive, structured, non-adversarial and cross-party;
 - c. Offer constructive challenge to prompt AW Board reflection;
 - d. Make recommendations which are evidence based;
 - e. Be part of a wider web of accountability, which may include partners and the public;
 - f. Not unnecessarily duplicate other assurance activity;
 - g. Be appropriately challenging and use effective questioning techniques;
 - h. Ensure value for money; and
 - i. Provide high levels of assurance.

Purpose of the AW Joint Scrutiny Panel

11. It should be noted that the AW Joint Scrutiny Panel does not fall under the banner of 'Overview and Scrutiny' as defined by the Local Government Act 2000 in that it will not be a body jointly formed by the six participating councils. Although it will not have the power to call in a decision or summon officers to attend, the panel will still provide a scrutiny function led predominantly by democratically elected councillors.

12. It should also be noted that as part of the division of roles between AW and the local authorities, each local authority has retained case management responsibility for the child until the making of the Adoption Order. The local authorities remain responsible for all statutory functions including but not limited to: Statutory Visits, Management and supervision of contact between child and family members, Supervision, administration and finance of foster placements and communication with foster carers (including Fostering for Adoption placements).
 These responsibilities will be monitored by each local authority through its chosen scrutiny mechanism, although the panel will make every effort to notify a local authority if issues within the local authority's responsibility are identified by the panel.

13. The panel will act as a critical friend, providing independent scrutiny of the work of AW. It is an essential element of assuring democratic accountability for the use of public funds.

14. The objective of the panel is to make constructive recommendations to ensure that AW meets its performance targets and expectations. The focus of the panel will be on the Region (not each individual local authority – *paragraph 11 refers*) and members of the panel will work in partnership to focus on performance for the Region overall.
15. The role of the panel is to enhance good decision-making process and it will be able to make recommendations for improvement and make its conclusions public but will not have the power to delay decision-making by AW.
16. Through the panel, and its annual report, each local authority will have an opportunity to demonstrate its commitment to democratically-led scrutiny of AW, without duplicating the workload for either officers or elected members for the six local authorities. It is therefore expected that each local authority would commit to engaging with the work of the panel, either as elected councillor(s) on the panel or as witnesses attending meeting of the panel to provide requested information and answer questions.

Responsibilities

17. The panel will foster and encourage an inclusive, structured, non-partisan and non-adversarial approach which is reliant on evidence rather than anecdote, to perform all scrutiny function on behalf of the Region in respect of AW.
18. The panel will produce an annual report for the AW Board, which will also be presented to the relevant Overview and Scrutiny Committee, or any other Committee the local authority has chosen to review the work of the panel, for each of the authorities by its councillor representative on the panel and, if required, its officer representative on the AW Board.

AW Joint Scrutiny Panel membership

19. Membership: The panel will have a membership of a maximum of 14, made up of:
 - a. 7 non-executive councillors: 1 from each local authority + 1 chair;
 - b. Up to 6 stakeholders within the “adoption triangle”, such as (but not limited to) adoptive parent, adopted young person, adopted adults, birth family member, etc.
Consideration will have to be given to a balance between the different roles, as well as geographical representation of the Region;
 - c. The chair of the Adoption Advisory Board (AAB) will be appointed as advisor to the panel, to regularly inform the committee of the work undertaken by the AAB, as well as share relevant feedback from adopters collected through AAB’s engagement activities.

No substitutions are permitted for the panel. Members of the panel will gain an in-depth understanding over a series of meetings before reaching conclusions and it would therefore be difficult (and potentially disruptive) for a new member to enter the arena partway through the process.

20. Appointment: the relevant Overview and Scrutiny Committee (or any other committee the local authority has chosen to review the work of the panel) for each authority will appoint its respective non-executive councillor(s). The panel will invite applications from stakeholders and appointments will be made by the Chair of the Panel in consultation with the AW Service Director.
21. Term of office: each non-executive councillor will be appointed for 2 years, and consideration should be given to local election patterns where appropriate. Stakeholders will also be appointed for an initial period of 2 years from the date of joining the panel.
22. Chair: the chair will be a non-executive councillor elected by the panel on a 2-year rotating basis, at the panel's discretion. Once a chair has been elected by the panel, the local authority the chair of the panel belongs to will be invited to appoint a further non-executive councillor to the panel. The Chair of the panel will act solely in the interest of the Region and focus on the role of chair, whereas the second non-executive councillor will represent his or her local authority and undertake associated reporting duties.

The panel will appoint a chair from its first meeting until May 2021. After May 2021 the chair will be appointed for a 2-year period. This is designed to avoid conflicts with local election patterns and to allow some continuity for membership of the panel.

23. The Chair has the following duties:
- a) To have a holistic view of performance for the whole Region and to act on behalf of the Region;
 - b) To work with the AW Service Director to develop an Annual Work Programme for the panel, having regard to the advice of support officers
 - c) To set the Agendas for meetings, having regard to the advice of the AW Service Director and of support officers;
 - d) To ensure that the panel's annual report is presented to each relevant committee for each local authority, or delegate representation to another member of the panel where required;
 - e) To facilitate the smooth running of each meeting;
 - f) To ensure that Members of the Panel have an equal voice and an opportunity to discuss and debate items of interest;
 - g) To ascertain the sense of the meeting and ensure realistic recommendations are developed;
 - h) To resolve any dispute in meetings through the exercise of his/her powers;
 - i) To lead the panel in its role as critical friend; and
 - j) To be a champion for the scrutiny role.
24. Quorum: the meeting will require three members, at least two being non-executive councillors, to be attending the meeting, either physically or remotely (online or by phone), to be quorate.

25. Attendance: non-executive councillors are expected to attend, either physically or remotely, all meetings of the panel. Issues with attendance will be reported to the AW Board and the relevant Committee.
26. Voting rights: only non-executive councillors will have voting rights; however, it will be at the chairman's discretion to invite all members of the panel to express their views and opinions on a decision or recommendation being put to a vote.

Meetings of the AW Joint Scrutiny Panel

27. The Joint Scrutiny Panel will meet no less than four times a year and no more than six times a year, unless an additional meeting is either requested by the AW Board to undertake a specific scrutiny exercise or under exceptional circumstances as requested by at least three members (two of which must be elected councillors) of the Joint Scrutiny Panel.
28. Meetings will be set on a pattern taking into accounts the meetings of AW Board and at a day and time to suit members of the panel and will be reviewed on a yearly basis; or following significant membership changes.
29. Meetings format: Members of the panel would be expected to attend pre-meeting briefings (usually 30minutes to 1 hour – just before the meeting), meetings (usually 1.5 to 2 hours) then “wash-up” sessions (usually 30 minutes – straight after the meeting).
30. Meetings can be attended either in person or remotely (online / telephone) to take into account the geographical distances between members of the panel. However, one meeting a year will be set to be attended in person by all members of the panel.

Witnesses

31. The panel will identify the areas it wishes to scrutinise and will request the Service Director (or any officer the Service Director delegates this role to) to identify relevant witnesses and arrange their attendance.
32. The panel can operate flexibly, taking any approach it considers necessary to inform its deliberations, including:
- a. Meeting with members and officers
 - b. Meeting with external agencies, interest groups and service users
 - c. Considering existing evidence e.g. performance reports
 - d. Gathering new evidence e.g. through surveys, site visits or research ***
 - e. Undertaking or commissioning analysis ***
 - f. Visiting relevant sites or organisations ***
 - g. Learning from other local authorities and areas

*** It should be noted that financial agreement may have to be sought from the local authorities prior to undertaking d, e or f listed above.

Agendas and minutes for the AW Joint Scrutiny Panel

33. Agendas and minutes for the AW Joint Scrutiny Panel will be supported by Wiltshire Council's Overview and Scrutiny team and accessible to all members of the Joint Scrutiny Panel.
34. Agendas and minutes will also be circulated directly to the members of the panel and any witness presenting evidence at the meeting.

Closed meeting and confidentiality

35. To ensure a full and frank discussion of the issues and evidence, the meetings of the panel will not be public meetings. On occasion, the panel may have a specific reason for holding an open meeting, for example to enable wider consultation with interested members of the public. This would have to be a decision made by the panel.
36. Members of the Panel are required to respect confidentiality of specific topics discussed at the meeting as well as the confidentiality of the agendas and minutes for the meetings of the panel.
37. However, the Annual report from the panel will be a public document and considered in public forums.

Reporting and Monitoring

38. The Joint Scrutiny Panel reports directly to the AW Board. The AW board will monitor the efficiency of the Joint Scrutiny Panel, including through its annual report.
39. The panel's annual report will also be presented to the relevant Overview and Scrutiny Committee (or any other Committee the local authority has chosen to review the work of the panel) for the six local authorities by its elected councillor representative on the Joint Scrutiny Panel and, if required, its officer representative on the AW Board.

Review of the Joint Scrutiny Panel

40. At a minimum the terms of reference will be reviewed annually to ensure that they remain aligned with government policy around accountability and transparency and OFSTED guidance.
41. These may be reviewed sooner, either at the AW Board or Panel's request, should there be significant changes to government policy, recommendations from an OFSTED inspection or if the Terms of References set are preventing the Joint Scrutiny Panel from fulfilling its purpose.
42. Any proposed changes to the Terms of Reference will also be presented to the six local authorities' relevant Overview and Scrutiny Committee, or any

other Committee the local authority has chosen to review the work of the panel, for consideration.

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Appendix 2 - Split of responsibilities between the Regional Adoption Agency and a Local Authority

Function	Regional Adoption Agency	Local Authority
RECRUITMENT AND ASSESSMENT		
Marketing and Recruitment Strategy	✓	
Adopter Recruitment and Enquiries	✓	
Assessment of Prospective Adopters – all Stage One and Stage Two functions	✓	
Completion of Prospective Adopter Report	✓	
Agency Decision Maker for approval of adopters		✓
Post approval training	✓	
Matching	✓	
Post Placement training for Prospective Adopters	✓	
PERMANENCE PLANNING		
Early identification of a child possibly requiring adoption		✓
Tracking and monitoring the child possibly requiring adoption	✓	✓
Support and advice to childcare social worker on the adoption process	✓	✓
Sibling or other specialist assessments		✓
Direct work to prepare child prior to placement	✓	
Preparation of the Child Permanence Report		✓
Agency Decision Maker for “Should be placed for Adoption” decisions		✓
Case management for the child		✓
MATCHING AND PLACEMENT		
Family finding	✓	
Looked After Child reviews	✓	✓
Shortlist and visit potential families	✓	
Organising child information meeting	✓	
Ongoing direct work to prepare child prior to placement		✓

Adoption Panel administration and management	✓	
Agency adviser role	✓	
Agency Decision Maker for Matching prospective adopters and child		✓
Placement Planning meeting administration and management of introductions	✓	
Support to family post placement and planning and delivery of adoption support	✓	
Ongoing life story work and preparation of Life story book		✓
Statutory visits pre adoption order and Early Permanence		✓
Independent Review Officer monitoring of quality of child's care and care plan		✓
Support prospective adopters in preparation and submission of application for Adoption Order – including attending at court	✓	
Preparation of later life letter		✓
NON-AGENCY ADOPTIONS		
Partner adoption (Step Parent) assessments	✓	
Intercountry adoption assessments and post approval and post order support	✓	
ADOPTION SUPPORT SERVICES		
Assessment for adoption or special support	✓	
Developing and delivering adoption and support plans	✓	
Management and administration of all aspects of the Adoption Support Fund	✓	
Adoption support delivery including: <ul style="list-style-type: none"> • Support groups • Social events • Post adoption training • Independent Birth Relative services • Management and support of ongoing birth relative contact (letterbox and direct) • Specialist Life Story practitioners • Adoption counselling and training 	✓	

Appendix 3 - Adoption West Joint Scrutiny Panel Forward Work Programme

2020-21	Topic	Witnesses / presenter
Wednesday 4 November	<p>BRIEFING – Adoption UK’s Adopter Advisory Board (AAB)</p> <p>What / who is AAB and its relationship with Adoption West (conduit for communication, monitoring of services from a “customer” perspective, etc.).</p>	AAB’s chair (who attends AW Board Meetings to feedback)
	<p>Key Performance Indicators</p> <ul style="list-style-type: none"> - Review reports that have been received by each LAs in the past 2 to 3 years and the KPIs in these (this should also identify statistical neighbours); - Review what can be provided by CHARMS (software); - DfE scorecards; - How are other RAAs reporting performance; 	
Wednesday 20 January	<p>BRIEFING: AUK adoption Barometer (personal / emotional – case studies and quotes)</p> <p>AUK – Covid emergency scheme report</p>	
Page 61	Funding arrangements – outcome of review as undertaken for the Board	
	Adoption West – 6 months report (April to September)	
	Amended Terms of Reference (membership to include chair of the AAB as non-voting member of the panel)	
	Annual report for the AW Joint Scrutiny Panel	
Wednesday 17 March	<p>BRIEFING – internal.</p> <p>Animation – adoption from a young person’s experience (AW website)</p>	
	<p>Develop knowledge of the AW adoption panels (e.g. approval of adopters, matching, etc.)</p> <ul style="list-style-type: none"> - Membership of the panels - Adoption Panel Six Monthly Report (including quality assurance) 	an adviser to explain the work of the panel, and

		a panel member to talk about experience.
	<p>Recruitment of adopters / adopter sufficiency (Q3 data)</p> <ul style="list-style-type: none"> - feedback and “lessons learnt” from national campaign (currently planned for September 2020); - current number of adopters for AW and “anticipated demand” - how AW does recruit and assess potential adopting families, and how the “supply” matches “demand”. 	
	<p>Service / Covid-19 update</p> <p>To receive a verbal update on work under current restrictions (and impact) but also plans for “recovery” - including areas considered for changes in ways of working (e.g. better use of technology, virtual meetings avoiding the need for childcare, etc.) and aspirations for Adoption West for the year ahead.</p>	
	<p>Review the work of the joint scrutiny panel – lessons learnt and legacy (pre 2021 elections)</p> <p>Finalise annual report</p>	n/a
Page 67 2021-22		
Wednesday 14 July 2021	BRIEFING – Adoption from an adopter’s perspective - focusing on adoption support	Adopters
	Meet the chairman of the Adoption West board	
NB – to remain single substantive item to allow time for consideration	<p>Adoption support - delving deeper into what is meant by “Adoption Support” and develop understanding of the ASF (Adoption Support Fund)</p> <p>Regarding the ASF:</p> <ul style="list-style-type: none"> - Process to apply (including criteria / what can be applied for) - Issues raised by adopters and Adoption Agencies regarding year-on-year funding - Adoption UK’s review of the covid emergency scheme (and any update from government since) <p>regarding support:</p>	

	<ul style="list-style-type: none"> - National blueprint for adoption support – how does AW compare (internal review taking place from February 2021) - Is there any support that is mandatory? - Overall support offered by AW showing universal support / on-demand - Funding of support (and monitoring of spend and efficiency) - Evaluation of need – how are adoptive families consulted / any other evaluation - The development of “early support” (priority for AW mentioned at the May 2020 meeting) 	
	Adoption West - 6 months report (October to March)	
Wednesday 13 October 2021	BRIEFING – adoption from an adopter’s perspective – focusing on the process to become an adopter.	Adopters
Page 63	<p>Adoption process The adoption process for the child (from a child being identified as “at risk”, being removed, being in care, etc. all the way to the adoption order). If possible, a diagram showing the process and the different decision-making stages (and decision makers).</p> <ul style="list-style-type: none"> - AW’s animation “I am Tia” <p>The adoption process for adopters – expanding on something like this https://www.first4adoption.org.uk/the-adoption-process/</p>	Adoption social worker / Legal Services
	Adoption UK Barometer 2021 (should be published in September) NB focus on support for adolescent and young adults (key issue from Adoption Barometer 2020 as identified at January 2021 meeting)	Adoption UK rep?
	Update / progress on the AW development plan [NB may be superseded by update on chosen KPIs]	
Wednesday 12 January 2022	BRIEFING - tbc	
	Evaluation of RAAs – should come out September / November 2021 Already 4 reports published as at 01.03.2021 DfE - Evaluation of regional adoption agencies - GOV.UK (www.gov.uk)	
	Adoption West – long term vision (may be in 6 months report) Permanency planning – progress and plans	
	Annual review of terms of reference (last reviewed 20 January 2021)	

	Update on arrangements / work to date with all 6 local authorities to “co-ordinate” reporting on adoption	
	Review the scrutiny panel’s annual report (DRAFT) For each member of the panel to consult with his / her overview and scrutiny committee on the draft report	
	Adoption West – 6 months report (April to September)	
Wednesday 13 April 2022	BRIEFING -	
Page 64	Annual review - Recruitment of adopters / adopter sufficiency <ul style="list-style-type: none"> - current number of adopters for AW and “anticipated demand” - Quarter x Data - AW performance in recruitment of adopters compared to national (CoramI stats) - how the “supply” matches “demand” (e.g. sibling adopters, older child adopter, BME adopter, etc.) - how AW currently advertises / recruits adopters (key “selling points” for adopters to sign up with AW rather than other RAA or VAA) - AW compliance with national requirement / targets for processing of adopters’ applications + matching + etc. (all scorecard data linked to adopters) - feedback and “lessons learnt” from any national campaign / drive to recruit adopters 	
	Finalise scrutiny panel’s annual report	

Repeat items:

January / February: annual review of terms of reference

February / March / April: produce the panel’s annual report (to be presented in / around May in conjunction with AW’s annual report and LAs performance reports)

June / July: Adoption West – 6 months report (October to March), produced in May

December / January: Adoption West – 6 months report (April to September), produced in November

Appendix 1 – Recommended ongoing Overview and Scrutiny (OS) work under the new Council (and suggested format)

Children’s Select Committee (CSC) - overview and scrutiny work programme			
Suggested format: Meeting for the Chair and Vice-Chair (meetings / communication with Chair and Vice-Chair of other committees or bodies, relevant officers and Executive members)			
Topic / activity	Date	Brief Explanation	Reason for Inclusion
Young Carers in Wiltshire	tbc	That the Chair and Vice-Chair meet with relevant officers to review the scope of a potential task group or rapid scrutiny – to consider how to best promote the service and ensure that Young Carers and their families access the support on offer.	Agreed - 21 January 2020 CSC meeting (but did not take place due to Covid-19)
Forward work planning - engage with respective Chair and Vice-Chair	Annual	<ul style="list-style-type: none"> • Corporate Parenting Panel; • Schools Forum; • Health Select Committee; • Safeguarding Vulnerable People Partnership (SVPP); • FACT programme boards; • SEND Local Area Board; • Wiltshire Council’s Health and Wellbeing Board. 	To strengthen joined-up working.
Embedding the voice of children and young people	Annual	Meet with the young people who form the Wiltshire Youth Union (WYU), which includes Children in Care Council (CiCC), Members of the Youth Parliament (MYP’s), and the Care Leavers Forum – this may be arranged by the Youth Voice team – to understand their priorities and key concerns for the year ahead. This would also be an opportunity to review ways of working to ensure that there is a good level of communication between CSC and WYU.	To strengthen joined-up working.
Budget	January / February	Meet / communicate with the Chair and Vice-Chair of Schools Forum (alternatively attend Schools Forum meeting) to discuss the budget.	To strengthen joined-up working.

Children's Select Committee (CSC) - overview and scrutiny work programme			
Suggested format: Information Briefings (Information briefings held prior to meetings where the information is of use to members, but no formal resolutions are needed, to provide members with useful information to develop their knowledge and understanding of Children's Services, underpinning the work of the committee. Some briefings may be set in the hour before a committee meeting)			
Topic / activity	Date	Brief Explanation	Reason for Inclusion
School Funding	January	To have a pre-meeting briefing on school funding ahead of council's budget setting (typically February).	Agreed - 10 March 2020 CSC meeting
FACT (Families and Children Transformation Programme) – the journey so far		To receive information on the FACT programme including: <ul style="list-style-type: none"> • a 3 to 5 years plan or roadmap showing the FACT programme's journey to date (including its original objectives), • the current aims and objectives of FACT (at the time the committee will receive the briefing), • and how the council is planning to deliver these. <p>NB This briefing would underpin the work of the proposed task group.</p>	To develop the committee's understanding of services
MASH and early support		To organise a briefing for members on the MASH / early support (may include tour of the MASH)	Agreed - 10 March 2020 CSC meeting (FACT update)
School Improvement Programme		To organise a briefing for members on the school improvement programme. NB – linked to agenda item	Agreed - 10 March 2020 CSC meeting (Schools Ofsted judgments)
SEND provision		To understand SEND and provision by the council (including awareness of funding). NB This briefing would underpin future scrutiny work (rapid scrutiny) on SEND provision and High Needs block funding.	To develop the committee's understanding of services

Children's Select Committee (CSC) - overview and scrutiny work programme			
Suggested format: Information Briefings (Information briefings held prior to meetings where the information is of use to members, but no formal resolutions are needed, to provide members with useful information to develop their knowledge and understanding of Children's Services, underpinning the work of the committee. Some briefings may be set in the hour before a committee meeting)			
Topic / activity	Date	Brief Explanation	Reason for Inclusion
Demand modelling for Children in Care		To understand the process followed for demand modelling for Children in Care. Could also include information on the different options for accommodation for children in care To enable the committee to understand the key factors that may lead to families' breakdown and where the council could consider early intervention / support.	Briefing to Chair and Vice-Chair on CPP report, Monday 5 October 2020.
Local Authority's (LA) statutory responsibilities linked to schools		To establish the activities and areas linked to schools which are still statutory responsibilities of the LA and determine the best format the LA's performance in these areas should be reported to the CSC. This could include: <ul style="list-style-type: none"> • Safeguarding (support and responsibilities) • SEND (support and responsibilities) • Specialist Schools and Specialist Units overseen by the LA (i.e. Rowderford School, developments in Salisbury & Exeter House, Hearing Impaired Unit Salisbury, ARK Resource Base Amesbury and others etc), and SEND provision contracted out • Traded services for schools • School building programme Virtual school, etc.	To ensure that the committee receives information that enables it to monitor the council's performance, where appropriate
Employment and apprenticeship		To receive information on:	To develop the committee's understanding of demand

Children's Select Committee (CSC) - overview and scrutiny work programme			
Suggested format: Information Briefings (Information briefings held prior to meetings where the information is of use to members, but no formal resolutions are needed, to provide members with useful information to develop their knowledge and understanding of Children's Services, underpinning the work of the committee. Some briefings may be set in the hour before a committee meeting)			
Topic / activity	Date	Brief Explanation	Reason for Inclusion
		<ul style="list-style-type: none"> • NEET (not in education, employment or training) numbers in Wiltshire – including national figures for comparison (ons) • Take up / outcome of the NEET government scheme in Wiltshire and nationally • Current number of apprentices in Wiltshire and schemes in place, including Wiltshire Council <p>Services in place / support available in Wiltshire to help young people move towards work, education or training e.g. Wiltshire Council's Employment and Skills (Work Wiltshire), programmes such as Building Bridges, etc.</p>	/ needs / provision in the county
Alternative Educational Provision		<p>To receive information on processes followed and options available in Wiltshire, including information on the Service Level Agreement for funding delegated to secondary schools to support learners at risk of exclusion.</p> <p>NB – timely to link with agenda item - annual data set on Children Missing out on Education</p>	Agreed - 5 March 2019 CSC meeting
Five to Thrive (training programme)		To better understand the programme, including an update on "take-up" and outcomes (Public Health).	Agreed - 10 March 2020 CSC meeting (FACT update)
Virtual schools		Virtual Schools update following change of leadership and ways of working (and budget reduction) – information about the service and its work.	To develop the committee's understanding of services

Children’s Select Committee (CSC) - overview and scrutiny work programme

Suggested format: Information Briefings (Information briefings held prior to meetings where the information is of use to members, but no formal resolutions are needed, to provide members with useful information to develop their knowledge and understanding of Children’s Services, underpinning the work of the committee. Some briefings may be set in the hour before a committee meeting)

Topic / activity	Date	Brief Explanation	Reason for Inclusion
Family Learning Service		To raise awareness of the service and the support it offers to families	Agreed – 2 March 2021 CSC meeting

Children's Select Committee - overview and scrutiny work programme			
Suggested format: Rapid Scrutiny (rapid scrutiny exercises involve small groups of non-executive members (a minimum of 3) reviewing a single issue and usually meeting only once)			
Topic / activity	Date	Brief Explanation	Reason for Inclusion
Housing - provision of accommodation for young people at transition time		To consider how effective the council is at meeting housing needs (including availability of choice and location) for young people at transition time (e.g. Care Leavers or SEND "aging out" of existing provision).	Agreed - 12 November 2019 CSC meeting (OS / Executive meeting 2019-20).
SEND provision		To develop Data sets for future reporting to the committee on SEND provision / performance.	As discussed by the CSC on numerous occasions.
High needs block funding		To review the current processes and explore whether there would be value added in establishing a task group to consider options to manage pressures on high needs block budget whilst providing the most appropriate support at the earliest opportunity.	Budget briefing for the Chair and Vice-Chair
Health Outcomes and meeting health needs		<p>To explore how the council can best scrutinise what partners (and providers) are doing to provide health outcomes for Wiltshire children, this would include establishing what the current scrutiny by the council is (including information on the current and planned work on this topic of the Safeguarding Vulnerable People Partnership). Please see further information in the report (Agenda item 92, paragraphs 25 to 28 refer)</p> <p>This could also include reviewing the promotion and support offered for healthy eating, which could potentially help to address both childhood and adult obesity.</p> <p>To ensure that families have access to help or support to be able to produce healthy, nutritious food for their families within a limited budget (explore options such as lottery funded six-weeks cookery programmes, etc. which could be developed further).</p>	<p>Agreed - 12 November 2019 CSC meeting (OS / Executive meeting 2019-20).</p> <p>To enable children to have a healthy balanced diet could have enormous benefits for their future.</p>

Children's Select Committee - overview and scrutiny work programme			
Suggested format: Task Groups (small working groups of non-executive members, established by overview and scrutiny committees to review specific issues and service areas and submit recommendations to the executive on how they could be improved.)			
Topic / activity	Date	Brief Explanation	Reason for Inclusion
Disadvantaged / vulnerable Learners		<p>Whilst Wiltshire has a relatively low number of disadvantaged learners, they are largely underperforming compared to regional and national levels.</p> <p>To be informed of the council's current work and aspirations. To identify the reason(s) for the higher underperforming than regional and national levels To explore solutions to raise performance levels, based on best practice across the country.</p>	Approved by Overview and Scrutiny Management Committee (OSMC) 17 March 2020 (did not start due to Covid-19)
Whole Life pathway – joint task group with the Health Select Committee (HSC)		<p>The whole life pathway is a workstream under the FACT (Families and Children's Transformation) programme to transform support and services for people with a range of complex needs across Wiltshire, which has led to substantial changes. The aim of the workstream is to co-produce whole life services for a range of needs, building resilience with individuals, families and communities and reaching stability</p> <p>Aim: To review the impact of the whole-life pathway for the primary individual (child) - CSC lead To review the holistic impact of this change for the whole family (as both the primary individual and family members age and have changing needs) – HSC lead To assess the implications for all services involved in the whole-life pathway (cultural changes, reassessment of criteria / thresholds, finance / budget, etc.)</p>	Approved by OSMC 17 March 2020 (did not start due to Covid-19)

Children's Select Committee - overview and scrutiny work programme			
Suggested format: Task Groups (small working groups of non-executive members, established by overview and scrutiny committees to review specific issues and service areas and submit recommendations to the executive on how they could be improved.)			
Topic / activity	Date	Brief Explanation	Reason for Inclusion
In-house foster carers		<p>To review how the Fostering Excellence project is / will be addressing the issues identified in report to CSC on 10 March;</p> <p>To identify:</p> <ul style="list-style-type: none"> • how the effectiveness of the Fostering Excellence project will be measured and reported; • how the benefits to children in care being placed with in-house carers (receiving enhanced training / support as part of Fostering Excellence) will be measured and reported; • best practice across the country for recruitment and retention of in-house foster carers, as well for anticipating demand (needs / demand modelling) 	Approved by OSMC 17 March 2020 (did not start due to Covid-19)
Children and Adolescent Mental Health Services (CAMHS) Task Group		<p>To reconvene the task group to consider the impact of Covid-19 on CAMHS and the link between CAMHS and the private and voluntary sector.</p> <p>Consider adding to the terms of reference: Adequacy of Mental Health provision available in Wiltshire including support offered / service delivered by CAMHS (demand / waiting time / threshold, etc.) and development to the service (including single point of contact), the launch of the Wiltshire Early Mental Health Service run by Barnardo's (on your mind), and plans to co-ordinate training for schools based on the DfE programme. Demand / need modelling – could pressure on demand lead to very high threshold to access services?</p>	<p>Health Select Committee - 12 January 2021 (reported to CSC on 19 January 2021)</p> <p>Informal CSC meetings September and November 2020</p> <p>CSC – 2 March 2021 – recommending that this takes place as soon as possible</p>

Children's Select Committee - overview and scrutiny work programme			
Suggested format: Task Groups (small working groups of non-executive members, established by overview and scrutiny committees to review specific issues and service areas and submit recommendations to the executive on how they could be improved.)			
Topic / activity	Date	Brief Explanation	Reason for Inclusion
Families and Children's Transformation (FACT)		<p>To scrutinise the impact and effectiveness of the FACT programme, whilst ensuring that the voice of the child is embedded in the FACT programme.</p> <p>Areas to focus on (based on the debate and areas for continuing improvement that were highlighted in the report) are detailed in the minutes of the CSC meeting on 19 January 2021.</p> <p>NB – a briefing for the committee on the “journey so far” for FACT to take place first.</p>	Agreed – 19 January 2021 CSC
Youth provision and youth service funding		<p>Area Board youth service funding</p> <p>To understand what the differences are (and why) in allocating youth funding and to determine whether the eligibility criteria and assessment / approval process are still relevant (where possible compare with other local authorities) and ensure clear “best practice” / guidelines.</p> <p>Youth Provision – gap analysis</p> <p>To consider the outcome of the Youth provision gap analysis undertaken (referred to in the Covid-19 update to Cabinet, 1 December 2020) and establish whether further scrutiny (e.g. task group) would be beneficial to ensure that demand / needs are met where possible and also that people are aware of the provision (effective promotion).</p> <p>NB link with Youth Voice team's work</p>	<p>To develop consistency across the 18 area boards in terms of allocating youth funding and eligibility criteria.</p> <p>Agreed by OSMC 17 March 2020 Informal meeting 25 November 2020</p> <p>2 March 2021 CSC meeting</p>

Children's Select Committee - overview and scrutiny work programme			
Suggested format: Task Groups (small working groups of non-executive members, established by overview and scrutiny committees to review specific issues and service areas and submit recommendations to the executive on how they could be improved.)			
Topic / activity	Date	Brief Explanation	Reason for Inclusion
Access to Post-16 education		To establish a clear picture of post-16 education provision available to young people in Wiltshire and availability of / options for transport to access that provision. NB – may link to follow up work from the Youth Transport Task Group's final report	

Children's Select Committee - overview and scrutiny work programme			
Suggested format: Select Committee items (agenda item)			
Topic / activity	Date	Brief Explanation	Reason for Inclusion
DfE Changes - Update from Department for Education	Standing Item	<p>A report presenting an update on developments relating to children's services arising from the Department for Education.</p> <p>NB Increasing concerns from pupils expecting to take exams (with access to education having been impacted by the Covid-19 pandemic) – keep an eye on guidance issued.</p>	To keep the committee informed of national changes and their potential impact for the council.
School Ofsted Judgements	Standing Item	A report which includes information regarding the most recent Ofsted Inspection reports. It will provide an ongoing view of the effectiveness of schools as seen by Ofsted Inspection.	To keep the committee informed of "trends".
Update from Wiltshire Youth Voice	Standing Item	<p>Regular update reports (written or verbal), including update on the implementation of the action plan (see below).</p> <p>NB – to present the action plan for the Youth Voice Team (including milestones) at one meeting, including:</p> <ul style="list-style-type: none"> - which young people are being reached (and how, e.g. via schools); - what is the target we would like to reach (which young people and "how many"); - the "vision" for the relationship between the council and young people. <p>NB – for the committee to consider an evaluation of the Youth Consultant role</p>	<p>To continue closer working with Wiltshire's young people.</p> <p>As agreed CSC 2 March 2021</p>

Children's Select Committee - overview and scrutiny work programme			
Suggested format: Select Committee items (agenda item)			
Topic / activity	Date	Brief Explanation	Reason for Inclusion
Covid-19 response / recovery	Standing item (whilst relevant)	To receive update on the council's demand modelling, and capacity to meet that demand with regards to Children's Services, including Support for schools, throughout the Covid-19 pandemic and lockdowns, and support for recovery provision and a review of that support (e.g. take up and impact).	To ensure that there
Corporate Parenting Panel	Annual item (twice)	To continue receiving annual reports from the panel: - March (brief update) - October / November (annual report)	Committee requirement to receive these reports.
Performance monitoring report	January and June	To receive performance monitoring reports on the overall service, likely to be June (to consider the year-end data from the previous year) then January meetings.	As approved at CSC on 12 November 2019 (OS/executive meeting outcome)
Early Years and Childcare Standards Report	Annual item	To receive a report detailing local authority standards for early years and pre-school provision including sufficiency (which is a statutory duty), pupil outcomes and Ofsted grades. Including in 2021-22: a. Outcome of campaign to promote childcare as an attractive offer to those who are looking for an alternative career – launched by Wiltshire Council in April 2021 b. update on the implementation of the SWAP (sector-based Work Academy Programme) course, developed with Jobcentre Plus and Family and Community Learning c. update on the county-wide action plan (paragraph 38 of the report refers), latest timescale being July 2021	Monitoring of statutory duty of the council. As agreed at CSC 2 March 2021

Children's Select Committee - overview and scrutiny work programme			
Suggested format: Select Committee items (agenda item)			
Topic / activity	Date	Brief Explanation	Reason for Inclusion
		d. update on the work with schools regarding "wrap-around care" for school age children	
Elective Home Education (including SEND)	Annual item	To receive dataset and policy on Elective Home Education (EHE), including children with SEND including: <ul style="list-style-type: none"> • (if possible) data from previous year(s) to highlight any trends as a consequence of the Covid-19 pandemic; • Information on the council's responsibilities and how the council can monitor effectiveness of EHE. 	As agreed 5 March 2019 CSC (delayed due to Covid-19) Annual dataset as agreed 4 September 2018 CSC
Children Missing Out on Education / Children Missing Education	Annual item	To receive dataset and policy on Children Missing Out on Education / Children Missing Education NB – may be timely to link to information briefing on Alternative Educational Provision	Annual dataset as agreed 4 September 2018 CSC
Pupil Performance in Public Tests and Examinations	Annual item	Provides an annual overview of pupil performance at the end of each key stage and compares Wiltshire's attainment with national, south west and statistical neighbours.	Committee requirement to receive this.
Safeguarding Vulnerable People Partnership	Annual Item	To receive annual report from the partnership presenting work in the past year and priorities / objectives for the year ahead	To ensure joined-up working and awareness of respective priorities
Adoption	Annual (May)	To receive information on adoption from the following sources: <ul style="list-style-type: none"> • Local authority's performance report with regards to adoption (statutory requirement that regular assurance reports are provided regarding the Council's responsibility for the adoption of children); • Adoption West's annual report; 	To review the work of the joint scrutiny panel as well as scrutinise performance for the areas within adoption which remain the

Children's Select Committee - overview and scrutiny work programme			
Suggested format: Select Committee items (agenda item)			
Topic / activity	Date	Brief Explanation	Reason for Inclusion
		<ul style="list-style-type: none"> Adoption West joint scrutiny panel's annual report. 	responsibility of the council
Getting to outstanding (Ofsted)	June 2021	To review the council's plan to achieve outstanding (Ofsted), including its self-assessment processes and ensuring that the voice of the child is embedded in Children's Services' work, including best practice from Outstanding authorities.	To support the council in continually improving services and achieving outstanding.
Child Poverty		To receive a report presenting figures / data for child poverty in Wiltshire (compared to national figures) and the services / provision in place to address this in Wiltshire, either delivered / supported by the council or third sector (that the council is aware of).	
Wiltshire School Improvement Programme - update		To receive a report on implementation / progress of the school improvement programme, including specific measurable evidence of impact on pupil outcomes of the new way of working (as part of the School Performance report), where applicable including direct feedback (on receiving the support) from schools. If possible, to include a diagram showing the new way of working / system. NB – linked to a pre-meeting briefing	As agreed at the 21 January 2020 and 10 March 2020 CSC meeting (schools Ofsted judgments)
Youth Transport (including SEND)	tbc	Update following task group's work and executive response - National Bus Strategy and any decision or progress regarding a single "Wiltshire Youth Card" . To include input from the council's review of transport services for children and young people with SEND (commissioning team). NB – may link to the proposed Access to Post-16 education task group	As agreed at CSC 2 March 2021 To determine whether further scrutiny would be beneficial.

Children's Select Committee - overview and scrutiny work programme

Suggested format: Select Committee items (agenda item)

Topic / activity	Date	Brief Explanation	Reason for Inclusion
Outdoor education	March 2022	Update following task group's work and executive response	To ensure that provision remains.
Traded Services	March 2022	Update following task group's work and executive response: a. Progress and development for Traded Services b. Development of the Traded Services team c. The establishment of a project / governance board	To determine whether further scrutiny would be beneficial.
Troubled families programme - update		As agreed at the meeting on 10 March 2020 (DfE changes) to receive an update on the troubled families programme	
Well-being for Education Resilience		Ensuring the effectiveness of the 'Well-being for Education Resilience' (formally 'Return') programme being delivered to all education establishments in Wiltshire.	
Update on the implementation of FACT (Families and Children's Transformation)		As approved at CSC on 12 November 2019 (OS/executive meeting outcome). To received regular updates on the implementation of FACT (Families and Children's Transformation). NB – these would need to be timed around the work of the proposed task group, and probably "suspended" whilst the task group is active. There will also be a briefing for members on the "journey so far" for the FACT programme.	To inform the committee of progress on a major transformation programme.

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