

AGENDA

Meeting: Children's Select Committee
Place: Council Chamber - Council Offices, Monkton Park, Chippenham,
SN15 1ER
Date: Thursday 6 June 2013
Time: 10.30 am

Please direct any enquiries on this Agenda to Roger Bishton, of Democratic Services, County Hall, Bythesea Road, Trowbridge, direct line 01225 713035 or email roger.bishton@wiltshire.gov.uk

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

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

Membership:

Cllr Pat Aves	Cllr Jacqui Lay
Cllr Mary Champion	Cllr Helena McKeown
Cllr Mary Douglas	Cllr Bill Moss
Cllr Sue Evans	Cllr Helen Osborn
Cllr Jon Hubbard	Cllr Ricky Rogers
Cllr Chris Hurst	Cllr Philip Whalley
Cllr Simon Jacobs	

Substitutes:

Cllr Desna Allen	Cllr Russell Hawker
Cllr Nick Blakemore	Cllr David Jenkins
Cllr Terry Chivers	Cllr Jeff Osborn
Cllr Christine Crisp	Cllr Linda Packard
Cllr Andrew Davis	Cllr Sheila Parker
Cllr Dennis Drewett	Cllr John Walsh

Non-Elected Voting Members:

Rev Alice Kemp	Parent Governor Representative (SEN)
Mrs Rosheen Ryan	Parent Governor Representative (Primary)
Dr Mike Thompson	Clifton Diocesan RC Representative

Non-Elected Non-Voting Members:

Mrs Di Dale	Further Education Representative
Mr John Hawkins	School Teacher Representative
Kaylum House	Children & Young People's Representative

PART I

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

1 **Election of Chairman**

To elect a Chairman for the ensuing year.

2 **Election of Vice-Chairman**

To elect a Vice-Chairman for the ensuing year.

3 **Membership of the Select Committee**

To report that at its Annual Meeting on 14 May 2013, the Council appointed the following councillors to serve on this Committee for the ensuing year

<u>Conservative</u> (7)	<u>Lib. Dem.</u> (4)	<u>Labour</u> (1)	<u>Independent</u>
Cllr M Champion	Cllr P Aves	Cllr R Rogers	Cllr H Osborn
Cllr M Douglas	Cllr J Hubbard		
Cllr S Evans	Cllr C Hurst		
Cllr S Jacobs	Cllr H Mckeown		
Cllr J Lay			
Cllr B Moss			
Cllr P Whalley			

Substitutes

Cllr A Davis	Cllr D Allen	Cllr J Walsh	Cllr T Chivers
Cllr C Crisp	Cllr N Blakemore		Cllr D Drewitt
Cllr S Parker	Cllr D Jenkins		Cllr R Hawker
	Cllr L Packard		Cllr J Osborn

Council also appointed the following non-elected members to the Children's Select Committee:-

<u>Non-Elected Voting Members</u>	<u>Representing</u>
Vacancy	Church of England
Dr M Thompson	Clifton Diocese Roman Catholic Church
Vacancy	Parent Governor (Secondary)
Mrs A Kemp	Parent Governor (Special Educational Needs)
Mr K Brough	Parent Governor (Primary)
<u>Non-Elected Non-Voting Members</u>	

(Up to Five)	School, Children and Young People representatives
Mrs D Dale	Further Education Representative
Vacancy	Secondary Schools Headteachers' Representative
Vacancy	Primary School Headteachers' Representative
Mr J Hawkins	School Teacher Representative
Mr K House	Children & Young People's Representative

4 **Apologies**

5 **Minutes of the Previous Meeting** *(Pages 1 - 8)*

To approve and sign the minutes of the Children's Select Committee meeting held on 28 March 2013. (Copy attached)

6 **Declarations of Interest**

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

7 **Chairman's Announcements**

8 **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 above for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named above no later than **5pm on Thursday 30 May 2013**. Please contact the officer named on the first page of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

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

9 **Executive Response to the Final Report of the Safeguarding Children & Young People Task Group** (Pages 9 - 22)

A report from the Cabinet Member for Children's Services presenting the executive response to the Final Report of the Safeguarding Children and Young People Task Group. The Task Group's report can be viewed [here](#) (link to Wiltshire Council website).

The Task Group was established following an Ofsted inspection of Safeguarding and LAC Services in Wiltshire, undertaken in March 2012. The Task Group's report was endorsed by Children's Select Committee on 28 March 2013 and the Committee agreed that the Task Group should continue, but with the following terms of reference:

1. To monitor the implementation of any recommendations made by the Safeguarding Children and Young People Task Group that are endorsed by the Children's Select Committee and accepted by the executive.
2. To scrutinise Wiltshire Council's delivery of improvements to safeguarding children and young people as set out in the Safeguarding and Adoptions Improvement Plan.
3. To receive a twice-annual report from the Council's Lead Member for Safeguarding Children and Young People providing details of their safeguarding activity.
4. To continue/conduct ongoing scrutiny of services for Looked After Children (LAC).
5. To work in collaboration with the Safeguarding Children and Young People Panel to clarify future joint-working arrangements [the establishment of which is proposed under Recommendation 35]

The Committee is asked to consider the executive response and comment or recommend further activity (by the Committee or by the Task Group) as appropriate.

10 **Final Report of the Special Schools & Post-16 SEN Task Group - part 2**

A report presenting the conclusions and recommendations of the Special Schools and Post-16 SEN Task Group for endorsement will be circulated.

The Task Group brought an initial final report with recommendations to Committee in July 2012 and the executive response to this was received in September 2012 (this is appended to the attached report). The Committee then asked the Task Group to undertake further work and it has subsequently met on three occasions and undertaken a number of other evidence gathering activities.

The Chairman of the Task Group, Cllr Graham Payne, will attend to present the report.

The Committee is asked to endorse the Task Group's report and refer the recommendations to the relevant executive bodies for response.

11 **Information Services Review** (Pages 23 - 26)

A report from the Joint Director for Commissioning and Performance is attached providing an update on the implementation and impact of the changes made to information services for families in Wiltshire from July 2012.

In March 2012 the Children's Services Select Committee established a rapid scrutiny exercise following receipt of a report on the a review of the Family Information Service (FIS) and Parent Partnership Service (PPS). The review had concluded that there was significant duplication around provision of information for parents and carers, particularly parents and carers of children with disabilities/special educational needs. It had been decided that significant changes to the FIS and PPS services were therefore required and proposed a number of changes. The Committee resolved to undertake a rapid scrutiny exercise to explore further the nature of any duplication in the service and plans for how it would be provided in future.

The Rapid Scrutiny Exercise took place in May 2012 and its report can be viewed [here](#) (link to Wiltshire Council website). Its findings were endorsed by Committee, part of which was to receive the outcomes of a 6-month review of the new service model scheduled for Spring 2013.

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

12 **Coalition Changes - Update March to May 2013** (Pages 27 - 30)

A report by Carolyn Godfrey, Corporate Director, on developments relating to children's services arising from the Coalition Government is attached.

The Committee is asked to consider the report and agree further action as appropriate.

13 **Forward Work Programme** (Pages 31 - 42)

A report from the Senior Scrutiny Officer is attached reporting on:

- relevant topics on the overview and scrutiny forward work programme as agreed by the O&S Management Committee at its meeting on 25 May 2013;
- relevant topics suggested for future overview and scrutiny by attendees of the O&S Councillor Induction event held on 16 May 2013.
- the task group activity of the previous Children's Select Committee.

The report provides background information on the topics currently on the O&S forward work programme that relate to children and education and invites the Committee to make a number of decisions regarding future activity.

14 **Urgent Items**

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

15 **Date of Next Meeting**

To note that the next meeting of the Select Committee will be held on Thursday 1 August 2013 at the Council's Offices at Monkton Park, Chippenham, starting at 10.30am.

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

DRAFT MINUTES OF THE CHILDREN'S SELECT COMMITTEE MEETING HELD ON 28 MARCH 2013 AT COMMITTEE ROOM A - COUNCIL OFFICES, MONKTON PARK, CHIPPENHAM SN15 1ER.

Present:

Cllr Andrew Davis, Cllr Peter Davis, Cllr Mary Douglas, Cllr Peter Fuller, Mr J Hawkins, Cllr Jon Hubbard, Rev. A Kemp, Cllr Jacqui Lay (Vice Chairman), Cllr Bill Moss, Mr N Owen, Cllr Sheila Parker, Cllr Carole Soden (Chairman) and Dr M Thompson

Also Present:

Cllr Lionel Grundy OBE, Cllr Laura Mayes and Cllr Jane Scott OBE

60 Apologies

Apologies for absence were received from Cllr Mark Griffiths, Cllr Russell Hawker, Kim Hunte, Kaylum House and Mrs Rosheen Ryan.

61 Minutes of the Previous Meeting

To confirm and sign the minutes of the previous meeting held on 29 November 2012 as a correct record.

62 Declarations of Interest

There were no declarations of interest.

63 Chairman's Announcements

The Chairman made the following announcements:-

Councillor Induction The Chairman reported that a councillor induction programme to follow the local elections in May had been agreed by the Councillor Development Group.

The programme would include a number of events on the subject of Overview and Scrutiny. The main event would be a full day on Thursday 16 May in Trowbridge. Councillors will have been appointed to the overview and scrutiny

committees at Council on Tuesday 14 May, but this event would be extended to all councillors as most would engage in scrutiny in some form or another.

Experienced current members would be asked to help deliver some aspects of the day. It was hoped that a representative of CLT would be able to attend to emphasise the benefits to the Council of constructive overview and scrutiny.

Teacher representatives on the Committee The Chairman reported that currently this Committee included the following non-voting positions: Primary School Headteacher Representative and Secondary School Headteacher Representative.

It had been noticed that attendance for these positions since their introduction several years ago had been quite low. This was understandable as teachers were very busy people, perhaps increasingly so since the introduction of the academies programme. In May, the Committee would be reappointed by Council and this seemed a good time to review its membership.

Given this lack of attendance, it was suggested that the Committee remove these two positions from its membership. The chairmen of the primary and secondary headteacher associations would still receive copies of the agenda, so they would be aware of any issues of particular relevance to schools and could attend and speak if they wished. The current chairmen of the associations had both expressed their support for this idea.

Members of the Select Committee did not support this suggestion and, whilst acknowledging their heavy workloads, they considered that the input of both primary and secondary headteachers to be of importance to the working of this Select Committee. It was suggested that this matter be discussed by the new Committee at the next meeting with a view to exploring how best to engage headteachers in the work of this Select Committee.

64 Public Participation

There were no members of the public present or councillors' questions.

65 Final Report of the Safeguarding Children and Young People Task Group

Members received the final report of the Safeguarding Children and Young People Task Group which set out its conclusions and recommendations. In introducing the item, the Chairman paid tribute to Cllr Jon Hubbard and the Task Group for the thorough and comprehensive work that had been carried out and thanked Henry Powell for his excellent report.

Cllr Jon Hubbard, Chairman of the Task Group made a presentation setting out the processes and methods which demonstrated how the Task Group had arrived at its recommendations. He introduced and welcomed Cllr Patricia Arculus from West Sussex County Council and a member of the Local Government Association's Peer Mentor Scheme, who had been appointed by the Task Group as an elected peer mentor to help with conducting the review. Cllr Arculus explained that members of the Task Group had approached the work with no preconceived ideas as to how the work should be carried out and much had been learnt during the process.

It was noted that the Task Group had been established by this Select Committee in May 2012 following an Ofsted inspection of Wiltshire in March 2012. The inspection had identified significant failings in the contribution made by local agencies in Wiltshire in ensuring that children and young people were properly safeguarded.

During his presentation, Cllr Hubbard explained that the Task Group had met on 16 occasions in addition to undertaking many other evidence-gathering activities. The report contained 41 recommendations which were grouped under the four work themes chosen by the Task Group at the beginning of its review, these being:-

- Communications
- Children's Social Care workforce
- Locality working
- Members and safeguarding

Cllr Jane Scott, as Lead Member for Safeguarding expressed her appreciation at the thoroughness and for the professional approach in which the Task Group had embarked upon its work in such a large and complex subject and also for the Task Group's decision to meet regularly with teams to work through the vast amount of available data.

Cllrs Lionel Grundy and Laura Mayes, as Cabinet Member & Portfolio Holder for Children's Services respectively, also paid tribute to the work of the Task Group and explained how lessons had been learned for the future, particularly the need to have a deeper understanding of the various processes involved in safeguarding.

After further discussion,

Resolved:

- 1. To endorse the Final Report of the Safeguarding Children and Young People Task Group.**

2. To refer the Task Group's recommendations to the appropriate executive bodies for response at the Committee's next meeting on 6 June 2013.
3. To recommend that on 6 June 2013 the successor Committee establishes a rapid scrutiny exercise to consider the outcomes of the recent Ofsted inspection of Wiltshire's adoption service.
4. To recommend that Cabinet includes the Final Report of the Safeguarding Children and Young People Task Group on its forward work programme at the earliest opportunity, and for it to be accompanied by a report updating on implementation of the Task Group's recommendations.

66 Pupil Performance in Public Tests and Examinations 2012

Consideration was given to a report by Carolyn Godfrey, Corporate Director, which provided an overview of pupil performance at the end of each key stage and which compared Wiltshire's attainment with national, south west and statistical neighbours for all phases.

Some Members explained that they experienced some difficulties in understanding some of the technicalities contained in the report and made a suggestion that future reports on this subject be shortened.

It was explained that much of the statistical information was contained in the appendices to the report and it was noted that, although some improvements had been made in Wiltshire in 2012, there were a number of strategies that had been put into place to further improve Wiltshire schools' performance figures. It was recognised that there was a need for parents to prepare their children for the start of school life which in many cases would significantly help with the advance of their children's education. It was noted that Ofsted would be taking these figures into account when making their inspections of schools.

After further discussion,

Resolved:

1. To note the pupil performance figures at the end of each key stage for 2012.
2. To request that future pupil performance reports include an executive summary in addition to the full report.
3. To request that future pupil performance reports include guidance on whether differences and changes are statistically significant.

4. To request that the successor Committee considers receiving a 'mid-term' report highlighting the strategies in place for improving pupil performance.

67 Disabled Children and Adults (DCA) Pathfinder - Update

Consideration was given to a report by Carolyn Godfrey, Corporate Director which provided an update on the development surrounding the green paper *Support and Aspiration: A new approach to special educational needs and disability* and Wiltshire's approach to this as a pathfinder.

It was noted that an initial report was considered by this Select Committee in September 2012 and it was requested that an update be provided in 12 months' time. The update report now summarised the key learning to date and developments from the DfE in relation to the draft legislation.

In February 2013 DfE published a Children and Families Bill 2013 which responded to evidence from pre-legislative scrutiny. Part 3 of the Bill introduced a new single system from birth to 25 years for all children with SEN. It would:-

- Introduce new requirement for Local Authorities and health services to commission education, health and social care services jointly
- Require Local Authorities to publish a "local offer"
- Require better co-operation between the Local Authority and partners and requires Local Authorities to involve parents and young people in reviewing and developing provision
- Introduce a more streamlined single assessment process
- Replace statements and learning difficulty assessments with the single EHCP from 0-25 across education, health and social care (named "My Plan" in Wiltshire)
- Offer families a personal budget to extend choice and control

During discussion it was pointed out that although personal budgets had been a positive option for some, the take up had been limited.

Resolved:

To note the update provided on Wiltshire's approach to the Disabled Children and Adults Pathfinder.

68 Coalition Changes - Update November 2012 to March 2013

The Committee received and noted a report by Carolyn Godfrey, Corporate Director, on developments relating to children's services arising from the Coalition Government.

Reference was made to the Review of the 2013-14 School Funding Arrangements from which it was noted that the DfE had published a document

summarising how the 2013-14 reforms had been implemented and considering some specific issues that had been raised. It sought views from a range of interested parties including local authorities, headteachers, principals and governors. The review would also consider whether any small changes were needed in 2014-15 in order to address some of the issues raised.

Resolved:

- 1. To note the update provided.**
- 2. To request that a copy of the Council's response to the Review of School Funding Arrangements consultation be circulated to Committee members.**

69 Task Group Update

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

- Special School and Post-16 SEN Task Group
- Major Contracts Task Group

Resolved:

To note the update on Task Group activity provided.

70 Updated Response to the Report of the Further Education in the Salisbury Area Scrutiny Task Group

Consideration was given to a report by Carolyn Godfrey, Corporate Director, providing an update on developments following the final report of Further Education in the Salisbury Area Scrutiny Task Group which was considered by this Committee in May 2012.

It was reported that the bid for the establishment of a University Technical College for South Wiltshire had been approved the previous day, together with a further 11 applications. This bid, which was being jointly sponsored by Wiltshire Council, Wiltshire College and Southampton University, included £10m capital and was worth £40m to the Council over a 10 year period providing 600 places for children aged 14-18 years. £312,000 had been released as interim funding to continue with the planning and development work. Cllr Jane Scott stated that she had worked on the Swindon University Technical College and congratulated the team on not only the success of the application but also the speed in which the work took place to inform the bid.

Neil Owen provided an update on plans to provide a Sixth Form Free School in Salisbury from which it was noted that the scheme had been selected for

consideration at the DfE recently. It was hoped that the Free School would be completed and ready for opening in September 2014.

Resolved:

To note the update on developments following the final report of Further Education in the Salisbury Area Scrutiny Task Group.

71 Review of the Work of the Children's Select Committee

Consideration was given to a report by Paul Kelly, Scrutiny Manager which highlighted key aspects of the work undertaken by the Select Committee during recent times and recommending topics as legacy items to the Management Committee for possible inclusion in a new overview and scrutiny programme after the elections.

Cllr Jacqui Lay referred to a new procedure for determining school governance arrangements and requested that a report setting out the procedure be added to the new overview and scrutiny programme. Stephanie Denovan, Service Director, Schools & Learning explained that all new proposals need to be approved as part of the School Organisation Plan and suggested that an explanation of this procedure be included in the report.

Resolved:

- (1) To recommend that the key pieces of historic work included in the report be forwarded to the O&S Management Committee for noting.**
- (2) To recommend that the O&S Management Committee includes the future items included in the report in the Overview and Scrutiny forward work programme, plus**
 - a) a rapid scrutiny exercise to consider the results of the recent Ofsted inspection of Wiltshire's adoptions service;**
 - b) an item on the School Organisation Plan and the new process for determining school governance arrangements.**

72 Urgent Items

The Chairman announced that Cllr Peter Davis & Cllr Lionel Grundy, Cabinet Member for Children's Services, would not be seeking re-election at the forthcoming Elections and Neil Owen & Rosheen Ryan would be completing their term as parent governor representatives; therefore this would be the last meeting of the Select Committee that they would be attending. On behalf of the Committee, she warmly thanked them for all their help and support to the work of this Committee and wished them all well in their future endeavours.

Cllr Jacqui Lay informed the Committee that Cllr Carole Soden would not be seeking re-election and paid tribute to her Chairmanship of this Committee and previously the former County Council's Education Committee over many years. These sentiments were endorsed by Cllr Jane Scott and other members of the Committee at which point a presentation was made to Cllr Soden. In response she warmly thanked all present for their sentiments and in turn thanked members and officers for their help and support during the period of her Chairmanship.

(Duration of meeting: 10.30 am - 1.30 pm)

The Officer who has produced these minutes is Roger Bishton, of Democratic Services, direct line 01225 713035, e-mail roger.bishton@wiltshire.gov.uk

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

Wiltshire Council

Children's Select Committee

6th June 2013

Executive Response to the Final Report of the Safeguarding Children and Young People Task Group

Purpose

1. To present the response of the Lead Member for Children's Services to the Final Report of the Safeguarding Children and Young People Task Group. (The report was endorsed by Children's Services Select Committee on 28 March 2013.)

Foreword

2. The Safeguarding Children and Young People Task Group was established following an Ofsted inspection of Safeguarding and LAC Services in Wiltshire, undertaken in March 2012. The inspection looked at the contribution made by all agencies to ensure that children and young people were properly safeguarded and the quality of service provision for looked after children and care leavers. The subsequent Ofsted inspection report was published on 24 April 2012 and the results are summarised as follows:

Safeguarding services	
Overall effectiveness:	Inadequate
Capacity for improvement:	Adequate
Looked after children (LAC) services	
Overall effectiveness:	Adequate
Capacity for improvement:	Good

Possible grades: inadequate, adequate, good and outstanding.

3. The Safeguarding Children and Young People Task Group was subsequently established with the following terms of reference:
 - a) To monitor and scrutinise implementation of the improvements to safeguarding arrangements required by Ofsted following its inspection of Wiltshire's Safeguarding and LAC Services in March 2012;
 - b) To support Wiltshire Council and its partner agencies in developing robust safeguarding arrangements for children and young people in Wiltshire;

- c) To monitor and scrutinise the impact of safeguarding arrangements in Wiltshire on outcomes for children and young people; and
 - d) To monitor and scrutinise the implementation of the Children in Care Commissioning Strategy and its impact on outcomes for Wiltshire's looked after children and their families/carers.
4. The Task Group had the following membership:
Cllr Jon Hubbard (Chairman)
Cllr Andrew Davis
Rev Alice Kemp
Cllr Bill Moss
Cllr Carole Soden
Cllr Bridget Wayman
5. On 28 March the Children's Select Committee endorsed the Final Report of the Task Group and agreed the following resolutions:
- 1. To endorse the Final Report of the Safeguarding Children and Young People Task Group.
 - 2. To refer the Task Group's recommendations to the appropriate executive bodies for response at the Committee's next meeting on 6th June.
 - 3. To recommend that on 6th June 2013 the successor Committee establishes a rapid scrutiny exercise to consider the outcomes of the recent Ofsted inspection of Wiltshire's adoption service.
 - 4. To recommend that Cabinet includes the Final Report of the Safeguarding Children and Young People Task Group on its forward work programme at the earliest opportunity, and for it to be accompanied by a report updating on implementation of the Task Group's recommendations.
6. The Task Group's final report along with an update on the implementation of improvements was subsequently added to the Cabinet Forward Work Programme to be considered on 18 June 2013.

Response to the Task Group's recommendation

7. The hard work and commitment of Task Group members has been much appreciated. The report was presented to the April Safeguarding and Adoption Improvement Board and the independent chair of the Board and the

Department for Education representative commented positively on the work of the Task Group and the recommendations.

8. **Appendix 1** includes the full list of the 41 recommendations from the Task Group and information on the actions being taken. A summary of the current status for each of the recommendations is noted below.
9. Action on the following 5 recommendation has been **completed**. In some cases follow up action is being arranged.
 - R4 SMART milestones in the Safeguarding and Adoption Improvement Plan
 - R5 Milestones to be linked to indicators
 - R22 Safeguarding statement
To date 47 Councillors have signed the statement. Follow up is taking place.
 - R23 Including safeguarding in the induction programme for new Councillors
67 Councillors attended the safeguarding induction training. Follow up sessions are being arranged.
 - R37 Document on safeguarding roles and responsibilities.
This was distributed in induction packs and available on the Wire.
10. It has been **agreed** that the following 19 recommendations will be progressed and **action is being taken**. Target dates have been set for the majority of recommendations.

Monitoring

- R1 Single 'master' set of safeguarding performance indicators
- R13 Including key workforce performance indicators in the "master set" of indicators
- R40 Tests of assurance for DCS and Lead Member

Communication

- R2 Weekly Children's Services bulletins
- R3 WSCB monthly newsletter

Improving practice and service design

- R11 Improving feedback to and involvement of professionals who refer to social care
- R14 Co-location and integration of teams. Action being taken on the MASH as a first step.
- R15 Hot desking provision for social workers. Dates for development of campuses set. Follow up taking place on access to space for confidential discussions in main Council hubs.
- R16 Development of a MASH

- R17 Change in functions managed through the Safeguarding Teams
- R18 New service model for Safeguarding Teams which is more locality based

Roles and responsibilities of Councillors

- R21 Councillors handbook including guidance on safeguarding consideration (target date to be set)
- R24 Ongoing programme of safeguarding training for Councillors (dates to be set)
- R25 Credit card sized easy reference guide
- R26 Safeguarding training for Select Committee (dates to be set)
- R27 Safeguarding training for the Safeguarding Children and Young People Panel (dates to be set)
- R35 Establishing a Safeguarding Children and Young People Panel. This might involve reducing the elected membership of the Corporate Parenting Panel. (R36)(
- R38 Ongoing programme of training for Lead Member
- R39 Job specification for Lead Member

11. Action on the following 3 recommendations **will happen in the future as requested** by the Task Group

- R6 Reports on the Safeguarding and Adoption Plan to highlight milestones which are slipping ie: red or amber
- R7 “SMART” approach to all reports to the Improvement Board
- R28 Safeguarding training for the Safeguarding Children and Young People Panel

12. The following 4 recommendations are **being considered** before a decision is made.

- R8 Creating a new , permanent ‘Safeguarding Peer Liaison’ post
- R9 Attendance at MAFs by Safeguarding Peer Liaison’ post or a social worker – links to R8
- R20 Review and optimise the alignment of the various geographical clusters
- R41 “Safeguarding considerations” section in all committee and Cabinet reports

13. It is noted that the following will be subject of future scrutiny

- R10 Quality assurance of MAFs
- R12 Social care workforce strategy and key workforce performance indicators
- R19 Referral and assessment.
- R29 Mid-term progress and annual report from WSCB

R30 WSCB business plan implementation through analysis of minutes of meetings.

R34 Rapid Scrutiny exercises will take place

It is also noted that:

- Scrutiny Members will visit teams and services (R31)
- The Safeguarding Children and Young People Task Group is being re-established (R32)
- The Task Group will continue its work for at least 18 months after the Safeguarding Improvement Board has been disbanded and that the group will receive an update on the work of the Safeguarding Improvement Board (SIB), or from the WSCB upon the SIB's demise, at each meeting (R33)

Cllr Laura Mayes

Lead Member for Children's Services

Appendix 1

No.	Recommendation	Action being taken	Summary current position
R1	<p>A single 'master' set of safeguarding performance indicators should be collated and circulated to all relevant local bodies. This should;</p> <p>a. Be designed in such a way that more detailed data can be included or excluded depending on the needs of the audience, but there should be only one master set;</p> <p>b. Where, necessary, include historic and benchmarking data and include brief analysis, so that the document serves as an effective sign-post to what is happening;</p> <p>c. The Council's Communications and/or Performance teams should be enlisted to make this document inviting and accessible to as wide an audience as possible;</p> <p>d. It should be clear to all parties who is responsible for collating and circulating this data, to whom and when.</p>	<p>Single 'master' set of safeguarding performance indicators</p> <p>It is important to note that the Peer Review Team suggested that performance information was reviewed to ensure each tier of management receives appropriate information.</p> <p>First stage is to produce a master-plan list of indicators with columns noting whether benchmarking and trend data is available and noting who is monitoring this information currently eg: WSCB, SIB, through Performance Review meetings and so on. This work will be completed by mid June.</p> <p>Second stage will be to review this information to ensure right information is available and being used by right people. This will also include looking at alternative ways of presenting the information. By end July</p> <p>Third stage will be to produce revised performance reports and outline process for producing documents including responsibilities and timescales. Revised data reports from 1st October</p>	<p>Agreed and action being taken.</p> <p>Target dates set.</p>
R2	<p>The weekly Social Care Bulletins should be redesigned to be shorter, clearer and more inviting to the reader. The Communications team should be enlisted in the re-design process.</p>	<p>Weekly Children's Services bulletins</p> <p>The weekly bulletins are now circulated to all Children's Services staff. They still have a strong focus on safeguarding and early help. Bulletins are now shorter. Feedback received on the bulletins is mixed. Some people find bulletins interesting and useful. Others find it difficult to make time to read bulletins. There will be liaison with the Communications Team for any useful tips/ideas re layout. Mystery-shopping exercise taking place involving all Children's Service teams/services. New improved layout and design from 1st July.</p>	<p>Agreed and action being taken Target dates set.</p>
R3	<p>In addition to the Social Care Bulletin, the Wiltshire Safeguarding Children's Board (WSCB) should coordinate a multi-agency safeguarding bulletin, produced co-operatively by the relevant local agencies, to communicate and promote the ongoing changes to safeguarding in Wiltshire. Wiltshire Council's Communications team should be enlisted in making this an accessible and inviting document to read.</p>	<p>WSCB monthly newsletter</p> <p>The chair of the WSCB plans to produce regular monthly newsletter from July 2013. The newsletter will be available on the WSCB website and will be available in hard copy. Plan to use the wider Children's Trust distribution list. Longer term WSCB will make more use of social media particularly for communication with general public.</p>	<p>Agreed and action being taken.</p> <p>Target dates set.</p>

No.	Recommendation	Action being taken	Summary current position
R4	All milestones within the Safeguarding and Adoption Improvement Plan should be SMART	SMART milestones in the Safeguarding and Adoption Improvement Plan Milestones for the overall Safeguarding and Adoption Improvement Plan have been revised. Milestones are SMART where this is possible. The revised milestones were agreed by the Improvement Board in April 2013.	Completed.
R5	Each milestone within the Safeguarding and Adoptions Improvement Plan should be accompanied by a list of those indicators that illustrate whether it has been achieved or not	Milestones to be linked to indicators Milestones for the overall Safeguarding and Adoption Plan have been revised. Milestones use specific indicators if this is appropriate.	Completed
R6	Any groups scrutinising the delivery of the Safeguarding and Adoption Improvement Plan should be provided with a 'RAG-rated' exception report highlighting which milestones are slipping (i.e. red or amber milestones).	Reports on the Safeguarding and Adoption Plan to highlight milestones which are slipping ie: red or amber The Safeguarding Improvement Board agreed In August 2012 that the actions in the Improvement Plan should be RAG rated. The plan and RAG ratings are updated for each Board meeting. Reports cover action being taken on any red RAG rated actions. The Improvement Board also agreed that the data set and performance indicators should be RAG rated to assess impact. These RAG ratings are also updated for each Board meeting and reports highlight action being taken on red RAG rated items. The May 2013 Improvement Board agreed that from July 2013 the actions will also include an impact RAG rating which will triangulate evidence from a variety of sources. In future each updated version of the Improvement Plan will include a list of any Red RAG rated items on the first page	Will happen in the future as requested.
R7	A 'SMART' approach needs to be taken to all reports illustrating the delivery of safeguarding improvements, especially when the Safeguarding and Adoptions Improvement Board is disbanded.	"SMART" approach to all reports to the Improvement Board A "SMART" approach is taken to all reports to the Improvement Board. It is noted that this recommendation applies when the Improvement Board is disbanded.	This will continue to happen in the future as requested
R8	Wiltshire Council should create a new, permanent 'Safeguarding Peer Liaison' post to give professionals around Wiltshire advice and guidance on the appropriate courses of action and tiers of services for potential child in need or child protection cases.	Creating a new , permanent 'Safeguarding Peer Liaison' post A MASH is being developed. MASH functions are likely to include advice and guidance to professionals. Part of the CAF Co-ordinators role includes providing advice and guidance to professionals including at MAFs. The multi-agency thresholds have been revised and are being disseminated. Consideration being given to whether additional posts are required in the MASH.	Being considered
R9.	It should be ensured that all Multi Agency Forums (MAFs) are attended by the Peer Liaison Post proposed under Recommendation 8 (or a social worker with the appropriate skills and knowledge) as a matter of course. Future Scrutiny of safeguarding should include the monitoring of attendance at MAFs.	Attendance at MAFs by Safeguarding Peer Liaison' post or a social worker Attendance at MAFs is monitored. It is important to note that MAFs are not managed by the local authority and schools fund the Extended Services Co-ordinators who co-ordinate the MAFs. There is variation between the MAFs and this reflects local conditions and priorities. There is a qualified SW lead allocated for each MAF. CAF co-ordinators attend MAFs. Scrutiny Task Group were concerned that at a MAF they attended no-one was able to answer queries some professionals had regarding referral to social care. Follow up to take place to ensure CAF co-ordinators are well briefed. Also links to R8.	Links to R9. Being considered.

No.	Recommendation	Action being taken	Summary current position
R10.	Future scrutiny to include considering how the Council currently quality assures the operation of Multi Agency Forums, including if and how appropriate attendance is ensured.	<p>Future scrutiny of quality assurance of MAFs</p> <p>The work of the MAFs was evaluated in 2012. The joint WSCB/ Children's Trust sub-group is developing an Early Intervention Strategy. The strategy will include an implementation plan which will quality assure early intervention processes, services and outcomes. An early intervention data set is being developed.</p>	Noted that MAFs will be subject of future scrutiny.
R11.	<p>Whenever possible and appropriate, youth workers must be involved up to and including the initial assessment stage when they have made the referral to the children's social care team, in order to</p> <p>a. Harness the youth worker's knowledge of the young person and their situation; and</p> <p>b. Maintain the youth worker as a supportive presence in the young person's life during the assessment process.</p> <p>They should also receive feedback on the outcome of the initial assessment.</p>	<p>Improving feedback to and involvement of professionals who refer to social care</p> <p>All professionals including youth workers must receive feedback on referrals made to R&A. If social care progress the referral then appropriate professionals should be involved in assessments. This is included in the social care practice standards. The WSCB will be undertaking an assessment audit in July 2013. This will have a strong focus on the involvement of other professionals. Monthly manager's audits include focus on involvement of other professionals. Considering other ways of monitoring and receiving routine feedback from professionals. Report back to Scrutiny Task Group September 2013.</p>	Agreed and action being taken. Target date set.
R12.	<p>Future scrutiny of safeguarding should include a focus on:</p> <p>a. the implementation of the new Social Care Workforce Strategy, with particular regard to the use of agency workers, interim appointments and the management of caseloads for Newly Qualified Social Workers (NQSWS);</p> <p>b. the turnover of children's social care within each team</p> <p>c. the make-up of children's social care teams in terms of the proportions of temporary/agency and newly qualified staff</p> <p>d. performance indicators showing children's social care caseloads;</p> <p>e. performance indicators showing the 'throughput' of cases (because the Ofsted inspection identified that cases were being held open for longer than was necessary);</p>	<p>Future scrutiny of the social care workforce strategy and key workforce performance indicators</p> <p>Items a, b c and d relate to workforce information. The data is available and included in the Improvement Board data set.</p> <p>In relation to item e Ofsted noted there was some drift in taking appropriate action. This might lead to it taking longer to achieve the desired changes. Managers monitor whether timely action is being taken through supervision and this is also considered in monthly audits. There is close monitoring of open cases in Referral and Assessment and of any cases waiting for transfer to other teams.</p>	Noted that social care workforce strategy and key workforce PIs will be subject of future scrutiny
R13.	These performance indicators should all be included in the master set of KPI data recommended under Recommendation 1.	<p>Including key workforce performance indicators in the "master set" of indicators</p> <p>Links to R1 and R 12</p>	Agreed and action being taken. Target dates set.

No.	Recommendation	Action being taken	Summary current position
R14.	The Council exploits all opportunities to co-locate and integrate different safeguarding teams and agencies in order to maximise the development of close working relationships between individuals. NB. The Task Group does not consider teams being located in the same Council hub, with the ability to hot-desk near each other, to be sufficient as it does not guarantee regular contact between individuals, nor the development of close working relationships.	<p>Co-location and integration of teams</p> <p>The MASH will include the co-location of key staff from partner agencies. The re-organisation of social work teams is likely to strengthen locality working and enable closer local professional links.</p> <p>Co-location and integration will also be considered as we further develop the Early intervention strategy.</p>	Agreed and action being taken on the MASH as a first step. Target dates set.
R15.	Community Operations Boards are encouraged to include hot-desking provision for social workers – which must accommodate confidential conversations – in community campus projects.	Hot desking provision for social workers Campuses will include hot-desking areas and there will also be 1 to 1 meeting rooms where confidential discussions can take place if required. Follow up being undertaken with Transformation Team on Council hub accommodation.	Agreed and action being taken. Dates for development of campuses set.
R16.	That the Referral element of the Council’s Referral & Assessment social care service is maintained as a countywide service, but incorporates a more multiagency approach, possibly through co-location projects such as the development of a Multi Agency Safeguarding Hub (MASH).	<p>Development of a MASH</p> <p>A MASH is being developed. Some co-location is already in place. A Project Manager from the Corporate Transformation Team has been assigned to this project. The referral element of the current Referral and Assessment Service will be the responsibility of the MASH. The assessment element will transfer to the Safeguarding Teams.</p>	Agreed and action being taken. Target dates set.
R17.	That the Assessment element of the Council’s Referral & Assessment social care service reverts to operating as a patch-based service where social workers cover discrete areas of the county in order to harness the knowledge of local professionals.	<p>Change in functions managed through the Safeguarding Teams</p> <p>The assessment function will transfer from the R&A service to the Safeguarding Teams as suggested.</p>	Agreed and action being taken. Target dates set.
R18	That if this service model is not adopted, future scrutiny includes the consideration of the benefits realised from the adoption of the countywide Referral & Assessment team structure, including an analysis of the time officers spend travelling, the associated cost and the environmental impact.	<p>New service model for Safeguarding Teams which is more locality based</p> <p>Links to R14,16 and 17</p> <p>Service model recommended is being adopted</p>	Agreed and action being taken. Target dates set

No.	Recommendation	Action being taken	Summary of current position
R19.	Future scrutiny to include consideration of the Referral and Assessment service.	Future scrutiny of referral and assessment. Noted that future scrutiny will take place. Important to note that as outlined above, in the future, referral and assessment functions will be divided between the MASH and the Safeguarding Teams.	Noted that Referral and Assessment will be subject of future scrutiny
R20.	That Cabinet makes plans to review and optimise the alignment of the various geographical clusters, where possible and appropriate.	Review and optimise the alignment of the various geographical clusters The new Lead Member for Children's Services is familiarising herself with the range of services for children and young people available in Wiltshire and how these are organised. Once this work is completed it will be possible to review whether any change is required or possible.	Being considered.
R21.	Each service section of the Councillors' Handbook 2013 (which will be a web-based resource) should include guidance on what safeguarding considerations might be relevant to that area of Council business.	Councillors handbook including guidance on safeguarding consideration Links have been made with communications are leading on developing the handbook.	Agreed and action being taken.
R22.	Following the 2013 elections, all elected members should be required to sign a statement confirming their legal duties in respect of safeguarding. This was agreed by Full Council on 26 February 2013.	Safeguarding statement A safeguarding statement was produced. So far 47 Councillors have signed the statement. Follow up taking place - on those who have not signed as yet.	Completed and follow up taking place
R23.	Following the 2013 elections, all members (including co-opted members) should undertake both corporate parenting and safeguarding training and this element of the induction should be given the highest possible profile. NB. The Task Group notes how the training provided for the Task Group by the NSPCC focused on the specific safeguarding roles and responsibilities of members. It therefore strongly recommends that this is repeated for all members within the 2013 member induction process.	Including safeguarding in the induction programme for new Councillors The induction programme for members elected to the new Council included training on safeguarding and corporate parenting. 62 Councillors attended this training. The chair of the Task Group was involved in planning the training. The NSPCC consultant who provided the training for the Task Group was also involved in the induction training. A follow up session is planned for 6 th June.	Completed and follow up session being organised
R24.	Following the 2013 councillor induction, the Councillor Development Group should a. implement an ongoing programme of safeguarding training specifically aimed at members who did not attend safeguarding training during the induction programme and at members elected following by-elections; and b. work with Group Leaders to maximise the number of members who complete this training.	Ongoing programme of safeguarding training for Councillors This has been agreed. The Lead Member for Children's Services will refer to the Councillor Development Group.	Agreed and action being taken

No.	Recommendation	Action being taken	Summary of current position
R25.	Following the 2013 elections, all members should receive an 'easy-reference' guide to safeguarding. This should explain in plain terms the roles and responsibilities of the various bodies and individuals involved, elected member' specific responsibilities, plus key contact details.	<p>Credit card sized easy reference guide</p> <p>A credit card sized easy reference guide with key telephone numbers will be produced. This will be based on an example from Bracknall Forest. To be produced by 1st August 2013.</p>	Agreed and action being taken. Target date set.
R26.	Following the 2013 elections, all elected and co-opted members of the Children's Select Committee should undertake further child safeguarding training, designed to enable them to perform their scrutiny role. Committee members should also undertake an ongoing programme of refresher training in order to keep up with new legislation and the outcomes of serious case reviews etc.	<p>Safeguarding training for Select Committee</p> <p>Initial discussions have taken place on the training which would be useful for Select Committee members. This is likely to include some more detailed training on the legislation and the case management process outlined in Working Together and on how to read performance information.</p>	Agreed and action being taken
R27	All members of the Safeguarding Children and Young People Panel (which is proposed under Recommendation 35) should undertake further safeguarding training, designed to enable them to perform their additional Panel role (just as members of the Corporate Parenting Panel undertake two days of 'Total Respect' training).	<p>Safeguarding training for the Safeguarding Children and Young People Panel</p> <p>Links to R35</p>	Agreed and action being taken
R28	The Children's Select Committee and the WSCB should agree a memorandum of understanding to clarify their future working arrangements.	<p>Memorandum of understanding between the Children's Select Committee and the WSCB</p> <p>Once the chair of Select Committee is appointed meeting to be arranged between the Chair and Vice Chair and Chair of the WSCB to discuss and develop a protocol.</p>	Will happen in the future as requested
R29	Future scrutiny of safeguarding should include consideration of a mid-term and annual report from the WSCB, including figures showing WSCB member attendance.	<p>Scrutiny of mid-term progress and annual report from WSCB</p> <p>The new Working Together guidance is clear that the WSCB should produce an annual report each year and also a business plan. The WSCB will monitor implementation of the business plan. Records of progress will be included in WSCB notes which will be available on the website. Attendance at the WSCB is monitored and this information can be shared. The frequency of report to scrutiny will be noted in the protocol being developed. See R28.</p>	Noted that scrutiny of WSCB will take place.
R30	Future scrutiny of safeguarding should include comparisons between the WSCB's Business Plan and the minutes of its meetings in order to ensure that its agreed objectives are being addressed.	<p>Scrutiny of WSCB business plan implementation through analysis of minutes of meetings.</p> <p>The WSCB business plan and minutes are available on the WSCB website</p>	Noted that scrutiny of WSCB will take place.

No.	Recommendation	Action being taken	Summary of current position
R31	A programme of Scrutiny member engagement with safeguarding services (at a range of locations) should be developed, including elected member visits to safeguarding teams and attendance at officer safeguarding training.	<p>Scrutiny members visiting teams and services</p> <p>These will be organised in partnership with the Lead Member and Portfolio Holder to ensure there are not too many visits to any one team in the same period.</p>	Noted that Scrutiny plan further visits. To teams and services
R32.	<p>The Children’s Select Committee to re-establish the Safeguarding Children and Young People Task Group with the following terms of reference:</p> <ol style="list-style-type: none"> 1. To monitor the implementation of any recommendations made by the Safeguarding Children and Young People Task Group that are endorsed by the Children’s Select Committee and accepted by the executive. 2. To scrutinise Wiltshire Council’s delivery of improvements to safeguarding children and young people as set out in the Safeguarding and Adoptions Improvement Plan. 3. To receive a twice-annual report from the Council’s Lead Member for Safeguarding Children and Young People providing details of their safeguarding activity. 4. To continue/conduct ongoing scrutiny of services for Looked After Children (LAC). 5. To work in collaboration with the Safeguarding Children and Young People Panel to clarify future joint-working arrangements [the establishment of which is proposed under Recommendation 35] 	<p>Re-establish the Safeguarding Children and Young People Task Group</p> <p>Agreed by Select Committee</p>	Noted that the Safeguarding Children and Young People Task Group Has been re-established
R33	The Safeguarding Children and Young People Task Group should <ol style="list-style-type: none"> a. continue its work for at least 18 months after the Safeguarding Improvement Board has been disbanded; b. receive an update on the work of the Safeguarding Improvement Board (SIB), or from the LSCB upon the SIB’s demise, at each meeting; 	<p>Meetings of the Safeguarding Children and Young People Task Group</p> <p>Safeguarding Improvement Board and WSCB notes and papers will be available to the Task group</p>	Noted
R34.	The Children’s Select Committee to establish rapid scrutiny exercises when appropriate to undertake related additional tasks, such as considering the outcomes of the recent Ofsted inspection of the Council’s adoptions service and the monitoring of any required improvements.	<p>Rapid Scrutiny exercises will take place</p> <p>Noted that Rapid Scrutiny will take place including of the outcome of the recent Ofsted inspection of adoption.</p>	Noted that Rapid Scrutiny will take place in the future

No.	Recommendation	Action being taken	Summary of current position
R35.	<p>The Council to establish a Safeguarding Children and Young People Panel. This should be in addition to robust scrutiny of safeguarding, undertaken by the Children's Select Committee or a task group. The advantages of such a 'dual body' arrangement have already been witnessed with the former Placements for LAC Task Group and the Corporate Parenting Panel, with the former conducting scrutiny of budget management and performance and the latter focusing on developing the best care arrangements for looked after children.</p> <p>The Panel should be run in a similar manner to the Corporate Parenting Panel, in the following ways:</p> <ul style="list-style-type: none"> • membership to include both members and officers • close liaison with the broad range of teams and local agencies • involving parents, children and young people (when appropriate) to develop policy • a clearly defined and mutually agreed distinction between the Panel's liaising role and the monitoring and scrutinising role of Scrutiny. 	<p>Establishing a Safeguarding Children and Young People Panel Agreed in principle with provisional date of first meeting March 2014.</p> <p>The Voice and Influence Team have been asked to work on how to best involve children and young people. This will include liaising with the National Youth Advocacy Service who provide and advocacy service in Wiltshire and with Barnados who have experience in this area.</p> <p>It is important to note that although there are some similarities with Corporate Parenting there are different issues to consider when involving children, young people and parents who are involved in the child protection process.</p>	<p>Action being taken. Target date set.</p>
R36.	<p>In light of the additional commitment from members required by the formation of a Safeguarding Children Panel, the Council to consider reducing the elected membership of the Corporate Parenting Panel.</p>	<p>Number of members of the Corporate Parenting Panel Links to 35.</p>	<p>Links to 35</p>
R37.	<p>A clear and user-friendly document is created and circulated setting out the differing safeguarding roles and responsibilities of the Safeguarding Improvement Board (SIB), the Wiltshire Safeguarding Children's Board (WSCB), the Children's Trust, the Portfolio Holder and Lead Member for Safeguarding, Children and Young People and Children's Select Committee. This document should be complete in time for the May 2013 elections and should be reviewed prior to the Safeguarding Improvement Board being disbanded.</p>	<p>Document on safeguarding roles and responsibilities This was produced and circulated as part of the induction training</p>	<p>Completed</p>
R38.	<p>An ongoing programme of safeguarding training is implemented for the lead executive members for safeguarding. This should be designed to reflect executive member's statutory duties as set out in legislation and in the Monroe and Laming reports and including refresher training on new legislation, serious case reviews etc.</p>	<p>Ongoing programme of training for Lead Member The Lead Member has a Peer Mentor from another local authority and has attended the Lead Member leadership Academy training. The Lead Member is committed to undertaking future training.</p>	<p>Agreed and action being taken. Some dates set</p>
R39.	<p>That a job specification for the lead executive members for safeguarding, reflecting their statutory duties, should be adopted.</p>	<p>Job specification for the Lead Member There is an LGA job specification which will be used as basis for this. Specification to be agreed by 1st August</p>	<p>Agreed and action being taken. Target date set</p>

No.	Recommendation	Action being taken	Summary of current position
R40.	An ongoing programme of tests of assurance should be implemented to ensure that the statutory safeguarding responsibilities of the director for children's services and the Lead Member for Children's Services are being met.	<p>Tests of assurance for DCS and Lead Member DCS Test of Assurance undertaken in 2012.-Follow up is taking place on recommendations.</p> <p>The Lead Member will report to Select Committee twice yearly.</p>	Agreed and action being taken
R41.	All reports to Wiltshire Council committees, including Cabinet, should include a dedicated 'Safeguarding considerations' section (like the 'Environmental considerations' section). This will encourage report authors, directors and members to consider how any proposals, no matter what the service area, might impact upon the safeguarding of children, young people and vulnerable adults, and what could be done to mitigate any risks. This puts safeguarding at the centre of everything the Council does.	<p>"Safeguarding considerations" section in all committee and Cabinet reports</p> <p>Lead Member following up on logistics of implementing this recommendation including considering whether report authors responses to a safeguarding section would be checked and if so who would do this.</p>	Being considered.

Wiltshire Council

Children's Select Committee 6 June 2013

Information Services Review

Purpose of Report

1. To provide an update on the implementation and impact of the changes made to information services for families in Wiltshire from July 2012.

Background

2. On 11 May 2012 the proposed changes to information services were considered by a Rapid Scrutiny Exercise established by the Children's Services Select Committee. The recommendation was to make better use of resources and funding and remove duplication by reducing the specification of the Family Information Service (FIS) provided by a local voluntary and community sector organisation ('ask').
3. From 1 July 2012 the following changes took effect:
 - FIS focused on information and signposting for general services via a helpline and website. (Cost £120,000 per annum)
 - The Early Years Team within Wiltshire Council launched the Childcare Information Service (CIS) and became the single point of contact in relation to childcare. (Cost £40,000 per annum)
 - Wiltshire Parent Carer Council (WPCC) became the single hub of information on services relating to Disabled Children. The Special Educational Needs / Disability Information Service (SENDIS) costs £35,000 per annum.
 - The Revenue and Benefits Team within Wiltshire Council became the single point of call for queries relating to family finances. The additional work has been absorbed without additional cost.

Implementation

4. FIS: A revised specification was developed and agreed with ask. ask went through a process of restructuring their organisation as a result of the reduction in income. The process was challenging for managers and staff at ask, however ask has now successfully restructured.
5. CIS: The Early Years Team had support in relation to TUPE from HR, Legal Services and Commissioning. One member of staff from ask was identified as being eligible for TUPE but they chose not to transfer so the Council had no TUPE liability. A CIS helpline was introduced and

developments were made to the Council website to provide the necessary information. ask worked closely with CIS to implement the changes.

6. SENDIS: WPCC developed SENDIS, including a helpline, an electronic call tracking system, developments to their website and recruiting two part time information workers. WPCC also introduced information events for parent carers.
7. Family Finance: The Revenue and Benefits team introduced a dedicated telephone number and assigned some staff to take any specific calls on family finances.
8. Communication: A communication was widely distributed via email in June advising a wide range of stakeholders of the changes, the roles of the services affected and their contact details. The changes were also shared with Wiltshire Council Customer Care and their staff were briefed.

Financial Impact

9. From April 2014 the annual saving to Wiltshire Council of the changes is £65,000. In the financial year 2012-13 the savings were pro rata for 9 months. i.e. approximately £49,000.

Customers Feedback

10. The Children's Commissioning Team worked together with ask and Early Years to develop customer surveys for FIS and CIS respectively. The FIS survey was completed by 128 customers who had contacted the service since July 2012. The key findings of this survey were:
 - 94% said the service was helpful
 - 97% said it was timely and courteous
 - 86% said ask could help them with their questions
 - The internet was their most common source of information
 - FIS was described as "very helpful", "clear" and "supportive"
11. The CIS survey was completed by 65 customers who had used the service since July 2012. The key findings from the survey were:
 - 95% said the service was helpful, timely and courteous
 - 91% would recommend the service to someone else
 - 94% said CIS was able to answer all their questions
 - 98% said they used the internet as a primary source of information
 - The most commonly identified benefits of finding childcare were being able to: return to work, start a new job and continue in their current job.
 - Based on the customer feedback a link has been added to emails sent to customers helping them find appropriate childcare, the online search facility is being further developed as are the lists sent to parents.
12. WPCC have received positive feedback on the SENDIS service from both parent carers and professionals e.g.

*“I like having all the information in one place. The events you hold are really helpful. It is so good to have information about things I need to know about for my disabled child. Being able to search for activities for my child is great” **Parent***

*“I have telephoned WPCC on more than one occasion each time I felt that I was talking to someone who was well informed and enjoying their work. I think this would be very reassuring for a parent making their first contact.” **Professional***

Parent carers gave the following feedback on the first SENDIS event:

- 100% rated the event as excellent or very good
- 100% rated the quality of the information, advice and help as excellent or very good
- The opportunity to meet with professionals and officers was welcomed
- Parent carers want more SENDIS events in the future and WPCC have built them into the plan for 2013/14

13. The Revenue and Benefits team and Customer Care have reported minimal impact to their services. Customer feedback from the limited number of calls received on the dedicated family finance number have been positive and families have benefitted from being able to have queries on areas such as housing benefits also answered.
14. No complaints have been received on any of the services since the changes were made from 1 July 2013. In addition, the Commissioning Team have been in regular contact with a range of other services, agencies and colleagues and have not received any negative feedback on the services or the changes.

Services Developments

15. ask are reporting a continuing decline in calls to their FIS helpline (even after accounting for the calls now received by CIS, SENDIS and Revenue and Benefits). The latest figures give a call rate of just under 6 calls per day. Possible reasons for the decline in calls include: greater use of websites for information, fewer Social Care calls because of the work of CAF Coordinators and increasing use of Children’s Centres. ask have been focusing efforts on raising awareness of ask’s services and on developments to their website.
16. CIS and WPCC have made significant changes to their web pages. CIS reported a huge increase in use of their website (over 13,000 hits in January – March 2013 compared to around 1,500 in July – Sept 2012). Both services have introduced new search functionality for customers.
17. WPCC delivered their first SENDIS event on 22 February 2013 in response to feedback from parent carers. Under the old service model there was no equivalent. The event saw thirty seven services / agencies represented with stalls and parents carers were able to book ‘surgeries’ with various professionals.

Conclusions

18. The implementation of the new model of services worked well and credit should go to ask, Early Years, WPC and Revenue & Benefits for positively managing the changes to their services.
19. The new services continue to meet the needs of families in Wiltshire, as demonstrated by the feedback received. The continued development of websites has been important and website use has continued to increase.
20. The new model of services is a leaner, more efficient use of resources, with less duplication and less cost.
21. Parent carers of children with SEN and/or Disability are benefitting from a dedicated service providing a one stop shop and information events.

Next Steps

22. Commissioning intentions should now be developed for service requirements from April 2014 (the current contract with ask is due to end March 31st 2014). The commissioning intentions will need to consider:
 - The needs of families in Wiltshire
 - The increasing use of the internet rather than help lines
 - Lean and efficient systems
 - Value for money
 - The role of information services within a safeguarding framework and plans to introduce a Multi-Agency Safeguarding Hub (MASH) in Wiltshire
 - Where services can be best delivered by Wiltshire Council and where they can best be delivered by external providers (the 'Make or Buy' decision)

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Date of report: 6 June 2013

Background Papers and Appendices

Report of the Rapid Scrutiny Exercise – May 2012 ([link](#))

Coalition Changes – Update March to May 2013

Programme to improve mathematics teaching for children aged 11 to 14 years

1. The Department for Education is funding a [1-year professional development programme](#) for mathematics teachers at key stage 3. Schools taking part in the programme will have the opportunity to develop 2 members of staff, including at least 1 with a management role at key stage 3. The programme, which will start in July, will include the following elements:
 - an immersive phase of up 4 days in July, possibly residential
 - a follow-up session, with participating teachers spending at least 1 day working together in their school
 - tuition delivered throughout the year and possible evening sessions
 - another 1 or 2 days in January out of school
 - a final event at the end of the course
2. The findings of the trial will be reported in early 2014. If the evidence is strong, a procurement process will be started for a large-scale programme through a competitive tender.

Technical baccalaureate

3. The [TechBacc](#) will be a performance measure marking achievement by young people aged 16 to 19 in 3 areas. It will be introduced for courses beginning in September 2014, reported for the first time in the college and school sixth-form performance tables in January 2017. The 3 elements are:
 - a high-quality level 3 vocational qualification - only the best courses, recognised by employers, will continue to count in league tables; a list of these courses will be published towards the end of the year
 - a level 3 'core maths' qualification, including AS level maths (further information about core maths courses for post-16 students will be published by the Department for Education (DfE) in due course)
 - the extended project, which will develop and test students' skills in extended writing, communication, research, and self-discipline and self-motivation

New advice to help schools set performance-related pay

4. Advice helping schools decide how to pay their teachers has been published by the Department for Education. The [advice](#) is being sent to all schools in England, alongside a revised version of the School Teachers' Pay and Conditions

Document that reflects reforms to teachers' pay. Schools will, from 1 September 2013, be able to link teachers' pay to performance allowing them to pay good teachers more. This follows recommendations from the independent School Teachers' Review Body, which last year called on the government to link teachers' pay more closely to their performance.

More free schools applications approved

- Education Secretary Michael Gove approved 102 new free school applications to open in 2014 and beyond, delivering around 50,000 new school places. There are already 81 open free schools, with a further 109 aiming to open in September and beyond. In total, all currently approved free schools would deliver 130,000 new school places when full. Approvals included Salisbury Sixth Form College.

Academies Update

- Number in Wiltshire as at the 1 May 2013:

Sponsored academies	8
Non-sponsored converter academies	30

- Additions since last meeting:

Oasis Academy Longmeadow	Trowbridge	April 2013
Kings Park Primary School	Melksham	April 2013
Burbage Primary School	Nr Marlborough	April 2013
Pembroke Park Primary School	Salisbury	April 2013

Traineeships

- The Government has published a framework for delivery of a new programme of traineeships. [Traineeships](#) will address the needs of young people and employers directly, providing an important link between school or college and apprenticeships or sustainable work. The programme will begin from August this year for 16- to 19-year-olds, and we will look to extend the programme up to 24 in due course. Traineeships will be designed to help young people develop in 3 core areas and have flexibility around this core to respond to individuals' needs:
 - they will include high-quality work placements. This will allow trainees to work with an employer, developing the behaviours necessary to find and keep a job.
 - traineeships will offer flexible training in other relevant areas to build character and help young people get ready for work, such as job search and interview skills, time-keeping and team working.

- the programme will develop the English and maths that employers consistently tell us are essential prerequisites for successful employment.

Proposal to delegate looked-after children work

9. The Department for Education proposes changes to the law to allow local authorities to delegate work for looked-after children to external organisations. This will allow local authorities to delegate some decision making and tasks around children in care and care leavers to external social work providers. DFE plan to use existing legislation to let local authorities who are already using external providers to continue to do so, which will give local authorities greater flexibility around how to look after children in their care. They also plan to amend legislation so that social work providers do not need to register with and be inspected separately by Ofsted. Ofsted will instead consider the experiences of children receiving services under delegated arrangements as part of their new inspection framework.

Funding for foster care recruitment

10. The government has announced a new package of support to help local authorities attract and retain more foster carers from a wider range of backgrounds. A new [package of support](#) totalling £750,000 will be used to:
 - provide Fostering Network with £250,000 over 2 years to boost local recruitment of foster carers and help councils share good practice nationally
 - provide intervention programmes for looked-after children and those on the edge of care and custody and their families
 - fund 3 partnerships between local authorities and independent fostering services to explore new ways of recruitment and retaining a wider group of foster carers – including working professionals and those with the skills and experience to care for children with more complex needs

New online service to support those who would adopt

11. A new, national, online tool to help prospective adopters was launched by the Government. The First4Adoption service gathers in one place, for the first time, the evidence and information people need to navigate the adoption system. The launch comes as new research shows that over 4 million people in England would consider adopting, but are held back by myths as well as barriers in the system. First4Adoption, which will run alongside the existing information line (0300 222 0022), is intended to help overcome these barriers and dispel the myths.
12. Adopters will also be able to see exactly what support is available for them and their child with the new ['Adoption passport: a support guide for adopters'](#). The passport sets out the support services adopters can expect from local authorities.

Revised safeguarding guidance for professionals working with children

13. In response to recommendations from Professor Eileen Munro's report, A child-centered system, the revised [Working together to safeguard children](#) guidance has been published which clarifies the core legal requirements on individuals and organisations to keep children safe. It sets out, in one place, the legal requirements that health services, social workers, police, schools and other organisations that work with children, must follow - and clear states that safeguarding is the responsibility of all professionals who work with children.

Step Up to Social Work programme

14. The [Step Up to Social Work programme](#) has been specifically designed for high-calibre graduates who want to change career, train to become qualified social workers whilst gaining intensive hands-on experience working within a local authority. The 14-month scheme allows the trainees to work towards a Postgraduate Diploma in Social Work and qualification to practice as a social worker. Trainees will be supported throughout with one-to-one support in the workplace, as well as support from their university tutors. They are also guaranteed a competitive bursary of over £19k while they complete their training. The application window opened on 11 March 2013 and closed on 17 May 2013. There are several stages in the assessment process, including an application and assessment centre.

CAROLYN GODFREY
Corporate Director

Report author: Lynda Cox, Head of Performance and Information Management,
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Largely taken from the DFE website content 14 March– 22 May 2013

23/05/13

Wiltshire Council

Children's Select Committee

6 June 2013

Forward Work Programme

Purpose

1. To report relevant topics on the overview and scrutiny forward work programme as agreed by the O&S Management Committee at its meeting on 25 May 2013. (The O&S Management Committee controls the overview and scrutiny forward work programme).
2. To report relevant topics suggested for future overview and scrutiny by attendees of the O&S Councillor Induction event held on 16 May 2013.
3. To report the task group activity of the previous Children's Select Committee and re-establish those task groups and appoint memberships as appropriate.

Background

4. On 28 March 2013, the Children's Select Committee considered the key pieces of work it had undertaken during the 2009 to 2013 Council. These demonstrated the contribution it had made to decision-making, policy development and the good governance of the Council. These are listed in a table at [Appendix 1](#).
5. The Committee also considered the topics relating to children and education remaining on the O&S forward work programme, including any forthcoming agenda items and ongoing or planned task groups. From this it agreed a list of topics that it recommended for inclusion on the overview and scrutiny forward work programme in the new Council.
6. The Committee's recommendations, and those from the other select committees, were then considered by the O&S Management Committee on 23 May (the Management Committee controls the Council's overarching overview and scrutiny work programme). The O&S Management Committee agreed a new forward work programme and those activities **relevant to this Committee** are listed below. The Committee is asked to consider whether to take this work forward as recommended and any additional topics it wishes to explore.

Table 1 - Task groups and rapid scrutiny activities

Activity	Date	Brief Explanation
<p>Safeguarding Children and Young People Task Group</p>	<p>Established: May 2012</p> <p>Final Report received: March 2013</p> <p>Proposed to continue its work</p>	<p>Established following the Ofsted inspection of safeguarding and services for Looked After Children (LAC).</p> <p>The final report was endorsed by the Committee on 28 March. The Cabinet Member's response is included under this meeting's agenda. The report will also be considered by Cabinet on 18 June.</p> <p>The Committee resolved that the Task Group should continue working for at least 18 months following the disbandment of the Safeguarding and Adoptions Improvement Board (the Board is still in operation) and adopt the following terms of reference:</p> <ul style="list-style-type: none"> a) To monitor the implementation of any recommendations made by the Safeguarding Children and Young People Task Group that are endorsed by the Children's Select Committee and accepted by the executive. b) To scrutinise Wiltshire Council's delivery of improvements to safeguarding children and young people as set out in the Safeguarding and Adoptions Improvement Plan. c) To receive a twice-annual report from the Council's Lead Member for Safeguarding Children and Young People providing details of their safeguarding activity. d) To continue/conduct ongoing scrutiny of services for Looked After Children (LAC). e) To work in collaboration with the Safeguarding Children and Young People Panel to clarify future joint-working arrangements [the establishment of which is proposed under Recommendation 35]

Activity	Date	Brief Explanation
Further Education in the Salisbury Area Task Group	Established Sep 2010 Final report received May 2012 12-month progress review scheduled for Summer 2013	Established to review the post-16 education available in the Salisbury area and compiled a detailed report and submitted 12 recommendations. The Committee resolved to reconvene the Task Group in Summer 2013 to review progress. A number of key developments in FE in the Salisbury area are underway and an interim update on these was received in March 2013.
Major Contracts Task Group	Established 2009 as a standing Task Group	Established to provide a mechanism for non-executive members to scrutinise contracts of significant financial value The Task Group's work programme originally included four contracts, but two of the contracts have ceased (School Food and Quarriers). The remaining two are: <ol style="list-style-type: none"> 1. White Horse Education Partnership (WHEP) – providers of serviced accommodation for Wiltshire's 3 PFI schools 2. Children's Centre cluster contracts – four cluster contracts with providers of Wiltshire's children's centres.
Rapid Scrutiny Exercise: Wiltshire's Adoptions Service	Proposed March 2013	On 28 March the Committee recommended that its successor Committee establish a rapid scrutiny exercise to consider the outcomes of the recent Ofsted inspection of Wiltshire's adoption service. Adoptions came under the remit of the former Safeguarding Children and Young People Task Group, but it did not have capacity to review this area as well as safeguarding. On 18 June Cabinet will receive a report on the performance of the Adoptions Agency as required by the 2011 Statutory Adoption Guidance and the 2011 Adoption National Minimum

Activity	Date	Brief Explanation
		Standards. The Committee may wish to recommend that the Rapid Scrutiny Exercise includes consideration of this report.

Table 2 - Scheduled Committee agenda items

Item	Date	Details
School Organisation Plan and school governance arrangements	Report, expected Aug 2013	<p>The School Organisation Plan details the population projections across Wiltshire and the implications for new schools, including how the academies programme has changed the process for determining governance arrangements for new schools.</p> <p>This item was requested in March 2013</p>
Pupil Performance in Public Tests and Examinations	<p>Bi-annual report expected Aug 2013</p> <p>Annual report expected Jan 2014</p>	<p>Provides an annual overview of pupil performance and compares Wiltshire's attainment with national, south west and statistical neighbours.</p> <p>Enables member scrutiny of the success of the Council's various pupil performance improvement programmes.</p> <p>In March 2013, the Committee resolved to receive additional bi-annual reports detailing the Council's improvement programmes that help schools with pupil performance.</p>
Education for excluded pupils	Update report expected Nov 2013	<p>The Committee has monitored the implementation of new arrangements for educating permanently excluded pupils following the closure of the YPSS centres. The YPSS had received some poor Ofsted reviews so its replacement was a member priority.</p> <p>Update on its implementation expected in Nov 2013 (12 months into the project).</p>

Topics suggested at the Overview and Scrutiny induction event

7. On 16 May a councillor induction event was held on Overview and Scrutiny and attendees were asked to submit ideas for future consideration by the O&S committees. The topics suggested that related to children and education were:
- Improving provision and choice for post-16 young people with SEN, and
 - Improving support for children with complex healthcare needs in schools

Appointments to Task Groups and Rapid Scrutiny Exercises

8. The Committee may wish to appoint or re-appoint members to those activities it decides should continue. The membership of the Committee itself has changed significantly following appointments at Council and its Chairman and Vice-chairman will only be elected at today's meeting. It will therefore need to decide whether it feels it is sufficiently well-informed at its first meeting to make all/some of these appointments. At this stage, one option might be to simply re-appoint those members who remain on the Council subject to their wish to continue and delegate the chairman and vice-chairman to fill any vacancies as necessary. The previous memberships are listed below.

Safeguarding Children and Young People Task Group

Cllr Jon Hubbard
Cllr Andrew Davis
Rev Alice Kemp
Cllr Bill Moss
Cllr Carole Soden (no longer a member of the Council)
Cllr Bridget Wayman

Further Education in the Salisbury Area Task Group

Cllr Richard Britton
Cllr Mary Douglas
Cllr Jon Hubbard
Cllr Jacqui Lay
Cllr Bill Moss
Dr Mike Thompson

Major Contracts Task Group

Cllr Jon Hubbard
Cllr Jacqui Lay
Cllr Bill Moss

Cllr Carole Soden (no longer a member of the Council)

Rapid Scrutiny Exercise: Wiltshire Adoptions Service

No membership yet appointed

Next steps

9. The Committee will have appointed its Chairman and Vice-chairman at today's meeting, which will provide leadership of the Committee and allow for informal discussion meetings to be arranged with the relevant Cabinet members, portfolio-holders and service directors in order to gain common understanding and support over priorities in the O&S work programme.
10. It is understood that a review of the current Business Plan will be conducted in the near future which will provide an opportunity for Overview and Scrutiny to review where it focuses its attention. Overview and Scrutiny brings a real strength when it engages in developing policy on the big themes being highlighted and pursued by the Council and its partners.

Proposal

11. To consider the Task Group and Rapid Scrutiny activity agreed by the O&S Management Committee for inclusion on the forward work programme (see Table 1) and formally establish these as appropriate;
12. To appoint the memberships of the proposed Task Groups and Rapid Scrutiny Exercises as appropriate (see paragraph 8);
13. To authorise the Chairman and Vice-chairman to name members to fill any vacancies on these activities as appropriate;
14. To consider the scheduled Committee activity agreed by the O&S Management Committee (see Table 2) plus topics suggested by attendees of the O&S Councillor Induction event (see paragraph 7) for possible inclusion on the forward work programme;
15. To support early discussion between the Chairman and Vice-Chairman with Cabinet members, portfolio-holders and service directors to gain a more informed understanding about Executive priorities and report back on findings;
16. To note the intention of the Council to review its Business Plan and the potential implications for Overview and Scrutiny's work programme.

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Appendix 1 List of key pieces of work undertaken by the Committee during the
2009 to 2013 Council.

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Activity	Date	Brief Explanation	Outcome
Task Groups, Rapid Scrutiny Exercises and other ad hoc exercises			
Rapid Scrutiny: Review of SEN Provision	Jan 2010 - May 2011	Considered proposals for SEN service development with respect to primary schools, specialist learning centres, special schools and SEN Support services.	Made recommendations particularly on the consultation process followed. Committee monitored the transitions of individual pupils affected.
Placements For LAC Task Group	Mar 2011 – May 2012	Established to consider the Children in Care Commissioning Strategy. Subsequently undertook longer term work scrutinising performance and budget management of all services for LAC and their carers.	Impacted on several strategies and was also praised in the 2012 Ofsted inspection report. Was 'replaced' by the Safeguarding Children & Young People Task Group in May 2012 following the Ofsted inspection.
Rapid Scrutiny: 11-19 Commissioning Strategy Consultation	July 2011	Drafted a detailed response to the 13-19 Commissioning Strategy consultation document.	Response was endorsed by Committee and its recommendations influenced the final Strategy.
Rapid Scrutiny: Denominational Transport	Sep 2011	Established to consider the proposals to remove funding assistance for this area in detail. A well-attended public meeting was held, including	Cabinet received the report and the initial proposals were adjusted, more in-line with

Activity	Date	Brief Explanation	Outcome
		opportunity for affected schools and parents to make representations, and the final report was submitted to Cabinet.	Scrutiny's recommendations.
Select Committee agenda items			
Strategic Direction Of Small Schools	2009 – 2010	The Council was required to produce a Primary Plan showing how the authority supported schools below the performance target, maximised progression and encouraged consistent performance.	Committee monitored this work.
Ofsted inspection reports	Jan 2010 Sep 2010 Jan 2011 Sep 2011	The Committee received a number of reports providing the outcome of Ofsted inspections, including: <ul style="list-style-type: none"> • contact and referral centres • unannounced inspections • annual ratings 	The majority of these reports were noted. The 2012 Ofsted inspection report was addressed in detail by the Safeguarding C&YP Task Group.
Basic Skills in Wiltshire	July 2010 – Jan 2011	The Committee received reports on Basic Skills attainment levels in Wiltshire, plus partnership/governance arrangements, current initiatives and plans for the future.	Monitored and noted.
Youth staffing allocations	July 2010	Following concerns expressed by members, received a report on proposed changes to the allocation of staffing using a formula approach based upon various criteria.	Members were reassured by the formula approach being taken and noted the report.
Scrutiny of the Business Plan	Mar 2011	A report identifying the content in the Business	Members agreed a list of

Activity	Date	Brief Explanation	Outcome
		Plan that fell within the remit of the Committee.	themes and proposed methods for scrutinising each area.
Annual reports and Business Plans of the Wiltshire Safeguarding Children Board (WSCB)	Annual	Annual reports and business plans from the key statutory body for coordinating local safeguarding activity.	Reports were largely noted, but the Safeguarding C&YP Task Group have made recommendations for more in-depth future scrutiny.
Wiltshire's Readiness To Meet The New Requirements For Raising The Participation Age (RPA)	May 2012	An overview of Wiltshire' readiness to meet new statutory duties to Raise the Participating Age (RPA), increasing the minimum age at which young people in England could leave learning.	Monitored and noted.

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