

NOTICE OF MEETING

**Children, Young People & Learning Overview & Scrutiny Panel
Wednesday 27 October 2010, 7.30 pm
Council Chamber, Easthampstead House, Town Square, Bracknell,
RG12 1AQ**

**To: CHILDREN, YOUNG PEOPLE & LEARNING OVERVIEW &
SCRUTINY PANEL**

Councillor Mrs Birch (Chairman), Councillor Ms Whitbread (Vice-Chairman), Councillors Mrs Beadsley, Dudley, Edger, Kensall, Mrs McCracken, Osborne, Phillips and Mrs Ryder

Church Representatives (Voting in respect of Education matters only)

Mr G S Anderson and One Vacancy

Parent Governor Representatives (Voting in respect of Education matters only)

Dr P Josephs-Franks and One Vacancy

Teachers' Representatives (Non-Voting)

Miss V Richardson and One Vacancy

cc: Substitute Members of the Panel

Councillors Beadsley, Mrs Fleming, Harrison, Leake, Mrs Shillcock and Virgo

Children's Social Care Representative (Non-Voting)

One Vacancy

ALISON SANDERS
Director of Corporate Services

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Published: 18 October 2010



**Children, Young People & Learning Overview & Scrutiny Panel
Wednesday 27 October 2010, 7.30 pm
Council Chamber, Easthampstead House, Town Square,
Bracknell, RG12 1AQ**

AGENDA

Page No

1. APOLOGIES FOR ABSENCE/SUBSTITUTE MEMBERS

To receive apologies for absence and to note the attendance of any substitute members.

2. MINUTES AND MATTERS ARISING

To approve as a correct record the minutes of the meeting of the Children, Young People and Learning Overview and Scrutiny Panel held on 30 June 2010.

1 - 6

3. DECLARATIONS OF INTEREST AND PARTY WHIP

Members are asked to declare any personal or prejudicial interest and the nature of that interest, including the existence and nature of the party whip, in respect of any matter to be considered at this meeting.

4. URGENT ITEMS OF BUSINESS

Any other items which, pursuant to Section 100B(4)(b) of the Local Government Act 1972, the Chairman decides are urgent.

5. CORPORATE PARENTING ADVISORY PANEL

The minutes of the meeting of the above Advisory Panel held on 6 July are attached.

7 - 10

Panel Co-Option

6. CO-OPTION ONTO THE CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL

A report seeking agreement to the co-option on to the Panel of a children's social care representative is attached.

11 - 14

Performance Monitoring

7. PERFORMANCE MONITORING REPORT

To consider the latest trends, priorities and pressures in terms of departmental performance as reported in the Performance Monitoring Report for the first quarter of 2010/11 (April to June) relating to Children, Young People and Learning, giving particular attention to school inspections, standards and support arrangements.

15 - 66

Please bring the previously circulated Performance Monitoring Report to the meeting. Copies are available on request and attached to this agenda if viewed online.

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|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 8. | LOCAL SAFEGUARDING CHILDREN BOARD ANNUAL REPORT 2009/10 | |
| | The 2009/10 Annual Report of the Local Safeguarding Children Board is attached for consideration. | 67 - 74 |
| 9. | INSPECTION OF CHILDREN'S SERVICES | |
| | To consider the report of the annual unannounced inspection of contact, referral and assessment arrangements within Bracknell Forest Children's Services. | 75 - 82 |

Overview and Policy Development

- | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 10. | 'GROW OUR OWN' PROJECT UPDATE | |
| | A report providing an update on the progress of the 'Grow Our Own' project since operational activity began in Bracknell Forest in February 2010 is attached for consideration. | 83 - 88 |
| 11. | DELIVERING THE 14-19 EDUCATION ENTITLEMENT | |
| | To receive a progress report in respect of the implementation of the 14-19 educational entitlement including the take up of Diplomas. | 89 - 92 |
| 12. | WORKING GROUPS UPDATE | |
| | A written update in respect of the Working Group of the Panel reviewing safeguarding children is attached. The Chairman will give an oral update regarding the Group reviewing school meals. | 93 - 94 |
| 13. | OVERVIEW AND SCRUTINY PROGRESS REPORT | |
| | To note the Bi-annual Progress Report of the Assistant Chief Executive. | 95 - 106 |
| 14. | WORK PROGRAMME 2011/12 | |
| | Members are invited to suggest possible items for inclusion in the Panel's draft indicative Work Programme for 2011/12. | 107 - 108 |

Holding the Executive to Account

- | | | |
|-----|--------------------------------------------------------------------------------------------------------------|-----------|
| 15. | EXECUTIVE FORWARD PLAN | |
| | To consider forthcoming items on the Executive Forward Plan relating to Children, Young People and Learning. | 109 - 112 |

Date of Next Meeting

The next scheduled meeting of the Children, Young People and Learning Overview and Scrutiny Panel will be held on 12 January 2011.

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**CHILDREN, YOUNG PEOPLE & LEARNING
OVERVIEW & SCRUTINY PANEL
30 JUNE 2010
7.30 - 9.00 PM**



Present:

Councillors Mrs Birch (Chairman), Ms Whitbread (Vice-Chairman), Mrs Beadsley, Kensall, Mrs McCracken, Osborne, Phillips and Mrs Ryder

Dr P Josephs-Franks, Parent Governor Representative

Apologies for absence were received from:

Councillor Dudley

Mr G S Anderson, Church Representative

Miss V Richardson, Teacher Representatives

Executive Members:

Councillor Dr Gareth Barnard, Executive Member for Children & Young People

Also Present:

John Ainsworth, Administrative Assistant, Overview and Scrutiny

Lorraine Collins, Early Years, Childcare & Play Strategy & Development Manager

Dr Janette Karklins, Director of Children, Young People & Learning

Penny Reuter, Chief Officer: Children's Social Care

Bob Welch, Chief Advisor: Learning & Achievement

Mark Gittins, Head of Performance

Don McLaren, Head of Integrated Youth Support

Emma Silverton, Democratic Services Officer

1. Election of Chairman

RESOLVED that Councillor Mrs Birch be elected Chairman of the Children, Young People and Learning Overview and Scrutiny Panel for the municipal year 2010/11.

COUNCILLOR MRS BIRCH IN THE CHAIR

2. Appointment of Vice Chairman

RESOLVED that Councillor Ms Whitbread be appointed Vice Chairman of the Children, Young People and Learning Overview and Scrutiny Panel for the municipal year 2010/11.

3. Minutes and Matters Arising

RESOLVED that the minutes of the former Children's Services and Learning Overview and Scrutiny Panel held on 24 March 2010 be approved as a correct record, and signed by the Chairman.

4. **Declarations of Interest and Party Whip**

There were no declarations of interest relating to any items on the agenda, nor any indications that members would be participating whilst under the party whip.

5. **Urgent Items of Business**

There were no urgent items of business.

6. **Corporate Parenting Advisory Panel**

The Panel noted the minutes of the last meetings of the Corporate Parenting Advisory Panel, held on 17 March and 19 May 2010.

It was noted that regional commissioning of more local residential provision for children with complex needs was a positive example of the Council working with partners to provide services locally.

7. **Annual Report - Children's Social Care Statutory Complaints**

The Panel received the annual report of the statutory Complaints function for Children's Social Care, following approval by the Executive Member for Children, Young People and Young People.

The Complaints Service performed an important role in assuring the quality of response to children and young people or parents and carers who made complaints. The annual report supported the continuing development and review of the service and learning from complaints.

The report included details of the number and nature of complaints received by the department, and how learning from the complaints received was taken forward to improve practice where appropriate. The Panel noted that the volume of complaints was matched in number by the volume of compliments received by the service.

During the period 1 April 2009 to 31 March 2010, 27 complaints were received within Children's Social Care, of which 5 were upheld.

Arising from Members' questions and comments the following points were noted:

- 13 complaints had been received during the period in respect of safeguarding and had been referred to the Under 11s Service and the Duty and Service Team. The majority of upheld complaints were in relation to the quality of assessment.
- The complaints dealt with under the Complaints Procedure did not necessarily represent all the issues raised about the care provided. Many issues were raised by a child or young person with a social worker and were resolved immediately. These would not be logged through the Complaints Procedure but would be noted in the case files. Outside of children's social care case files were only able to be accessed by inspectors.
- A complaint had been received that the Foster Panel had been hostile to prospective carers. It was reported that in this instance the potential foster carer had not been fully prepared by their social worker for the interview and that often when unexpected matters were raised for which the potential carer was not fully prepared an emotive discussion may take place which could lead to disagreement. It was noted that this did not occur very often.

- Learning points had been taken forward from the Foster Panel complaint and processes had been put in place to ensure that the Foster Panel interview was as unthreatening as it could be to prevent putting off potential carers whilst still ensuring that carers would be able to meet all the requirements needed to become a foster carer.
- 25 staff had received training in relation to the Complaints Procedure and their role in the resolution of matters at the point of delivery. It was important that all children's social care staff received this training which was initially incorporated in to induction and continued through ad-hoc training which was undertaken when need was identified.

8. **Annual Report of the Independent Reviewing Officer**

The Director of Children, Young People and Learning presented the 4th annual report of the Independent Reviewing Officer (IRO) Service which set out the work of the IRO Services over the period 1 September 2008 – 31 August 2009. The focus of the report was to inform the development of local strategies for meeting the needs of children who were looked after by the Local Authority.

The report included details of the number of Looked After Children Reviews that took place in the relevant period, child participation in reviews, the timing of reviews and a focus on practice improvement.

Arising from Members' questions and comments the following points were noted:

- The annual report was produced for consideration by the Executive Member for Children and Young People and was then presented by the IRO to the Corporate Parenting Advisory Panel. The report was responded to by that Panel in November.
- The report covered key statistics in relation to how Bracknell Forest Council supported children and young people in the borough and was publically available.
- The level of turnover of social work staff had decreased. Staff turnover tended to fluctuate and was regularly monitored. Bracknell Forest currently had a number of vacancies, with recruitment to these posts underway.

9. **New South Bracknell Youth Facilities**

The Head of Integrated Youth Support presented a report which gave an overview of highlights in youth service work currently being undertaken, along with plans for services being delivered over the summer. An update on progress of the creation of a youth centre at Great Hollands was included, along with information regarding mobile provision utilised as a base for offering youth work in the borough.

The Youth Service continued to offer a wide range of activities and projects for young people across the borough, which ranged from universal activities through to more targeted provision. The Service aimed to encourage young people to engage in informal social learning opportunities. The Service operated 6 youth centres across the authority. The Panel noted that The Wayz Youth Centre now operated through a management committee by Berkshire Association of Clubs for Young People.

The summer was associated with a significant change in attendance patterns from young people. Each youth project consulted with their members on a regular basis and developed a programme of delivery based around the views expressed by young people.

The Youth Council, who managed the Youth Opportunity Fund, had released funds to allow young people to utilise vouchers to access a variety of purposeful activities over the summer period.

The Panel noted that 35 young people had completed a Bronze, Silver or Gold Award on the Duke of Edinburgh scheme, and there were now 150 young people registered for the scheme against 60, two years ago.

Building works to the premises which were to become the new Great Holland's Youth Centre had now begun after a delay due to necessary utilities works. It was hoped that the Youth Centre would be available for use in October 2010.

Arising from the subsequent discussion the following points were noted:

- The new 'Silver Bus' would be a mini bus which would mean greater access across the borough. The service would be able to reach areas that currently had no youth provision with more ease. Whilst it was not possible for the 'Silver Bus' to cover every area in the borough efforts would be made to ensure it addressed the areas of most need.
- The 'Silver Bus' would be able to provide both universal and targeted services. The vehicle was very versatile with the provision inside the vehicle interchangeable. The new bus's smaller size meant that a higher proportion of youth service staff would be able to drive the vehicle.
- The Panel suggested that more should be done to open up community centres for use when the 'Silver Bus' service was located in the area.
- The Panel expressed disappointment that the junior service at The Wayz Youth Centre would not be provided during the summer, however it was noted that there would be a range of provision at the Centre over the period and it was hoped that this would be able to cover the loss of the junior programme.
- It was hard to estimate the number of children across the borough that took advantage of the opportunities provided by the Youth Service, however, it was thought to be around 20-30% of the targeted age range. The Youth Service were using social media to promote awareness of provision available.

10. **Playbuilder Project**

The Panel received a presentation from the Early Years, Childcare & Play Strategy & Development Manager on progress made to date on the Playbuilder Project. The project was funded by Central Government with the aim of working with children and young people to develop play spaces in their local area.

In the first year of the project, 11 play sites were identified and successfully developed in conjunction in Parish and Town Councils. Although there were some outstanding issues all 11 play sites were now open to the public. Outstanding issues included a slide at Sandhurst and a swing installation at Crowthorne that had failed to meet expectation. Officers were working with contractors to resolve these and any other outstanding issues.

Lessons learnt from year 1 of the Playbuilder Project that would be applied to year 2 works included:

- Past performance and case studies to form a % of the tender evaluation process,

- Commencement of onsite works at an earlier stage,
- Turf specified for all affected site areas,
- A strategy for implementing liquidating damages for failure to deliver within the agreed timeframe,
- Strategy for enforcement of damage liability,
- Contractors to make daily security and safety checks where sites were idle.

It was hoped that year 2 sites would continue to build upon the success of the Play Partnership and the positive working relationships with the Parish and Town Councils. In year 2 wider opportunities for residents to discuss plans and earlier support from the Thames Valley Police Crime Prevention Design Advisor would be incorporated.

In year 2 it was hoped that a waterspray area would be developed on Locks Ride and that an inclusive play area would be developed at the Look Out.

Arising from Members' questions and comments on the presentation the Panel noted the following:

- In year 1, funding for the project had been ring-fenced, however changes to the grants had occurred which meant funding in year 2 was no longer ring-fenced. It was suggested that members of each local community could be consulted on whether they thought that the funding would be best spent on developing a play space or if there were other more suitable applications for the funding. Full consultation would be required to assess need in each area.
- It was hoped that the majority of the 11 play sites identified in year 2 would be developed.
- Colleagues at Parish and Town Councils had been key to the successful development of the play spaces and would continue to take the areas forward.
- The Panel was very supportive of the inclusive play area that was planned for the Look Out. It was suggested that a second inclusive play area that could be easily accessed without having a car would be of benefit to residents. It was noted that inclusive play equipment had been used where possible across all play spaces developed.
- It was hoped that the experiences and learning points resulting from the Playbuilder Project would be feed in to all new planning in the borough to ensure play was incorporated in new development where possible.

The Panel congratulated officers involved in the Playbuilder Project on their excellent work and the well thought out processes put in place to ensure year 1 of the programme was a success. The Panel hoped to see the further development of play spaces across the borough during year 2.

11. **Take Up and Organisation of School Meals**

The Panel Chairman expressed a wish to establish a working group to undertake a review of the take-up and organisation of school meals in Bracknell Forest. It was hoped that the review would give a 'snapshot' of school meals across the borough and incorporate comments from school children, to encourage the take-up of school meals where appropriate.

It was thought that the review would be brief and focus on Members visiting schools in small numbers to have a meal with the children and speak to them about meals provided by the school. It was suggested that a proforma should be developed for

Members to allow a standard response that could be easily collated and compared to the experiences across all schools visited.

The Panel agreed that the working group would comprise: Councillors Mrs Birch, Kensall, Mrs McCracken, Phillips, Ms Whitbread and Parent Governor Dr Josephs-Franks.

12. Working Group Update

The Panel received a report which gave an update on progress of the Working Group reviewing Safeguarding Children. The Group had met for the first time on 21 May 2010, when they had received a briefing from the Director of Children, Young People and Learning.

The Working Group had agreed that the review would focus on child protection. A programme of further meetings had been arranged which included speaking with services users.

13. Executive Forward Plan

The Panel considered the forthcoming items relating to Children, Young People and Learning on the Executive Forward Plan.

The Panel noted that the extension of the Connexions Contract, reference: I022436 had been withdrawn.

CHAIRMAN

**CORPORATE PARENTING ADVISORY
PANEL
6 JULY 2010
5.30 - 7.40 PM**



Present:

Councillors Mrs Ryder (Chairman), Mrs Angell, Beadsley, Mrs Birch and Edger
From SILSIP: Amy, Ellie May, Luke and Alan

Apologies for absence were received from:

Councillors Dr Barnard, Mrs McCracken and Mrs Shillcock

In Attendance:

Louise Hopkinson, Sheila McKeand, Penny Reuter and Sarah Roberts

11. Welcome

The Chairman welcomed everyone to the training session, particularly SILSIP members Amy, Ellie May, Luke and Alan. This session was a first, with the young people as the trainers and the councillors and officers as the trainees.

12. TRAINING SESSION

An interactive session was delivered by SILSIP members with support from the Child Participation Development Officer. The four SILSIP members introduced the six exercises.

Introductions and getting to know each other.

Exercise 1 – In pairs the group were asked to find out about each other – what they had in common and what differences they had. They then had to introduce each other to the group.

Agree/Disagree

Exercise 2 - a number of statements were read out and everyone had to say whether they agreed, disagreed and to give the reasons why.

The statements were –

- a Britain's Got Talent is better than the X Factor
- b Chocolate icecream is better than vanilla
- c Children and young people have a right to be listened to and their views taken seriously
- d Children and young people's views are always listened to and taken seriously by all adults
- e Children and young people know what's best for them
- f Adults can learn as much from children and young people as children and young people can learn from adults

What is participation?

Exercise 3 - In two groups, participants had to consider words describing participation and to put them in order of importance. Considered to be the most important were being respected, being heard, entering in, being involved, taking part.

In the draft Participation Strategy participation was defined as –

“For children and young people it is being actively involved in the decisions that affect us”

Why involve children and young people?

Exercise 4 - Why should organisations involve children and young people and what are the benefits for young people and organisations? In the same two groups, the session had to draw a mind map giving the reasons why children and young people should be involved and the benefits for the young people.

Ellie May fed back the reasons for the young people’s perspective which they had prepared prior to this training session – important, pride, respected, involved with people in care and making new families, sharing experiences, helping other young people.

Being listened to

Exercise 5 – Participants were asked to think about when they were young and weren’t taken seriously and to describe how it made them feel –
sad, undervalued, ignored, bewildered, upset, foolish, angry, worthless, hurt, confused, rebellious, unfair.

Exercise 6 – Participants were asked to think about a time when they had been listened to and how it made them feel –
valued, special, useful, loved, happy, reliable, important, proud, grown up, responsible, trusted, respected, warm, secure.

These exercises put everyone in the shoes of a young person and reminded them of what it felt like not to be listened to. It also made the adults think “Do we listen?”

Sharing our experiences

The young people shared some of their experiences of being involved in SILSIP.

Ellie May had been involved in SILSIP since its inception in the summer 2007. She had represented SILSIP at Corporate Parenting Advisory Panel meetings, the Science Museum and Newbury conferences and had been on recruitment panels.

Amy had been a member of SILSIP since its second meeting. She had helped arrange the Well Being day at Oakwood and had attended the CPAP meetings the Science Museum conference and had been on recruitment panels.

Luke had been a member of SILSIP for 14 months and had taken part in the Children’s Rights event at Legoland. He had helped to interview the CPDO.

Alan was a new member who had taken part in the recruitment of the CPDO

Louise gave a huge thank you to the young people for delivering this session and thanked the members for their participation.

The Chairman congratulated Louise and the young people for a brilliant session, prepared at short notice. Certificates of achievement as recognition of their involvement were awarded to the young people and photographs were taken.

One more question posed for future consideration – How can the Corporate Parenting Advisory Panel involve children and young people more?

13. **Future Programme of Meetings**

29 September 2010 - Education of Looked After Children
Exam Results

15 December 2010 - SILSIP
Independent Reviewing officer's report
Annual Performance Report

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CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL 27 OCTOBER 2010

CO-OPTION ONTO THE CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL Head of Overview and Scrutiny

1 INTRODUCTION

- 1.1 This report invites the Children, Young People and Learning Overview and Scrutiny Panel to co-opt onto the Panel Catriona Mitchell, Director of Kerith in the Community, as a children's social care representative.

2 SUGGESTED ACTION

- 2.1 **That the Children, Young People and Learning Overview and Scrutiny Panel co-opt onto the Panel Catriona Mitchell as a non-voting children's social care representative member for a term of four years.**

3 SUPPORTING INFORMATION

- 3.1 The Council's Constitution stipulates that the Overview and Scrutiny Commission appoints members of Overview and Scrutiny Panels, and that the Commission and the Panels are entitled to appoint non-voting co-optees to Overview and Scrutiny Panels.
- 3.2 As the remit of the Children, Young People and Learning Overview and Scrutiny Panel includes children's social care in addition to education, it is considered appropriate for the externally drawn membership of the Panel to reflect the scope of the Panel's work and the Panel previously agreed that its membership would include a children's social care representative. Following a recent recruitment exercise, one nomination for the position has been received, from Catriona Mitchell, and the Panel is therefore invited to co-opt her on to the Panel.
- 3.3 The Kerith Centre is a community church which operates initiatives including a children's activity group, parent and toddler group, a group to support disabled children and their families, foodbank, debt counselling and an HIV / AIDS project in Zambia.
- 3.4 Catriona Mitchell's nomination statement is attached for information.

Background Papers

Minutes of meetings of the Overview and Scrutiny Commission and the former Social Care and Learning Overview and Scrutiny Panel.

Contact for further information

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**CHILDREN YOUNG PEOPLE & LEARNING OVERVIEW AND SCRUTINY PANEL
27 OCTOBER 2010**

**CHILDREN'S SOCIAL CARE REPRESENTATIVE NOMINATION STATEMENT
(Director of Corporate Services)**

Nominee: Catriona Mitchell

Organisation at which nominee works: Kerith Community Church

Nomination seconded by: Paula Ridgeway, Chair, Homestart Bracknell Forest

Nomination statement:

I have a passion to see the voluntary and statutory sectors working together in partnership in the community to make it a great place to live. I understand the overview and scrutiny panel to be part of this.

I came to work in Berkshire Social Services following social work qualification at Edinburgh University and worked with children and families and the family placement teams. During that time I was also an active volunteer with children and young people including working with guides and other youth work.

After a break to bring up family I returned to work with PACT. Initially with a mixed caseload then as a senior social worker, I specialised in the community areas for the agency, setting up a number of drop centres across three communities and establishing a number of new hostels including Bracknell.

I have been part of the Kerith Community Church for over 20 years and employed there for the past 12 years. I have worked and volunteered with children and young people, set up respite services for Kerith Konnections and developed support services for families with children with disabilities. More recently I have established Bracknell Food Bank and head up Crisis Intervention. I also oversee a growing group of deaf and hard of hearing and a group for adults with learning disabilities. I am the CP coordinator for the church.

I now serve on the Children and Young People's Trust and Executive and for three years chaired the Children and Young Peoples Voluntary Sector Forum.

I look forward to working with the Overview and Scrutiny Panel.

Background Papers

Appointment of Children's Social Care Representative to the Children, Young People and Learning Overview and Scrutiny Panel Nomination Form from Catriona Mitchell.

Contact for Further Information

Kirsty Hunt, Democratic Services – 2281

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Performance Monitoring Report

for

Children, Young People & Learning

**First Quarter 2010/11
April - June 2010**

Portfolio holders:
Councillor Gareth Barnard
Councillor Alan Kendall

Director: Janette Karklins

Section One: Executive Summary

Introduction by the Director of Children, Young People and Learning

The Coalition Government came into power in May and since that time there has been an almost continuous series of changes. In June 2010 the Coalition Government announced a range of in year cuts to the Area Based Grants. These grants fund a wide range of services within the Children, Young People and Learning Service and will impact on service delivery. Since June there have been further announcements of reductions to capital expenditure and also the ceasing of a number of government agencies and quangos. The cuts will impact on services and work will reduce, or cease in some cases and this could have an impact on future performance particularly through the preventative work. There have also been a number of policy announcements and further information is awaited in the autumn.

The first quarter shows a range of activities have started and progress has already been made and will continue throughout the year. The work on developing the priorities for our future Children and Young People's Plan is underway with consultation events planned for July.

Early Years Foundation Stage

Categorisation process started and will continue in the Autumn term with a strategy underpinning it.

There has been an emphasis on supporting boys' learning and outcomes are being monitored through visits to settings by the early years consultant.

Continuing to develop outdoor learning opportunities.

Start of ECAT (Every Child a Talker), currently on target, child monitoring and setting audits completed. Action plans currently being developed, universal messages starting with roll out through Children's Centres, training needs being identified and actioned for Autumn/Spring term.

Moderation in schools completed, data being looked at and anomalies questioned with individual schools. Early Years Foundation Stage Profile results are looking positive.

Bespoke training for children with additional needs continuing

Play & Childcare

Play Access Programme

A total of 839 sessions were accessed over the Easter and June half term holiday periods, providing spaces in holiday clubs across Bracknell Forest for over 100 disadvantaged children from 70 families.

A provider in Sandhurst was identified, and has agreed to provide Play Access sessions for the coming financial year, this means we now have sufficient provisions across the whole borough, and can allocate a provision close to where children live, usually somewhere within walking distance. In total we now have 9 Ofsted registered providers that we can refer vulnerable children/ young people to.

English as a Second Language Conference held for 50 Early Years Settings which covered a range of cultures, religions and languages.

DCATCH - Childcare for Disabled Children

The following areas were identified as priorities for the use of our DCATCH money:

- Workforce development
- Increasing capacity, inclusion and improving quality
- Meeting particular childcare needs

To meet these priorities we are investigating the following:

- 1) Recruitment of a peripatetic play worker to work across all out of school settings in Bracknell Forest to increase the capacity of individual settings to include children and young people with low to moderate needs. These settings usually admit 4-13 year olds, and are open both after school and during school holidays.
- 2) Recruitment of a team of specialist childminders who have the capacity to provide childcare for children/ young people with moderate to complex needs. These minders will have access to a network and good quality training opportunities.

Play Rangers

The play rangers attended a two day course on 'playing with the elements', which has given them new ideas of activities that might engage children in the parks. The children and young people have responded really positively with 335 new fun cards issued in this period and 1050 attendances recorded at afterschool sessions. Under 5 sessions are also picking up with 121 attendances in this period.

The rangers have visited 20 primary schools, with 840 children across Bracknell Forest engaged in extra curricular physical activity in this period.

Bookstart

A lot of work has taken place around the administration of the initiative, ensuring a smooth transition from the library to the Early Years, Childcare and Play Team. In this period 450 baby packs, 502 treasure chests and 278 Bookstart + packs have been gifted.

National Bookstart day was celebrated with an event run in partnership with a children's centre, the theme was 'Down by the Seaside' and involved a temporary beach, water play and related stories, rhymes and songs. The event was attended by around 50 families, as well as the Mayor and Play Champion. Bookstart Bear also visited the children's centres in Bracknell Forest to meet the local children and gift Bookstart packs.

Children's Social Care

Larchwood Short Break Unit

Larchwood Short Break Unit for disabled young people was inspected by Ofsted in May and was graded by the Inspectors as Outstanding for the third year in a row. The inspector in her report to the young people stated "Staff really care about you and you tell me that they are very kind to you. They help you when you are not well. They also know how to help you learn lots of new things." Funded by the Aiming High for Disabled Children Initiative, Larchwood has also successfully taken some young people away for weekends for a break.

Aiming High for Disabled Children

Significant progress has been made in developing the short break workforce. Specialist local short break providers have signed up to using the Children's Workforce Development Council's standards and workbooks for short break staff. These providers are working closely together by sharing training opportunities, booking processes and risk assessments.

Additional support and training is being provided within universal settings to include children and young people with disabilities within their settings such as Beavers, John Nike Centre and Wellington College.

Looked After Children

Representatives from the Corporate Parenting Advisory Panel visited Rainforest Walk on the 15 June.

During Fostering Fortnight (17 – 30 May 2010) events in the town centre were held promoting fostering for Bracknell Forest.

An Activity Day for looked after children, involving 17 looked after children and children of foster carers took part in a day's taster of physical activities at Garth Hill College gymnasium.

The Commissioning Strategy for Looked After Children has been approved by the Children and Young People's Trust and is now being implemented.

The Care2work scheme has successfully matched one Care Leaver with a work place opportunity with Bracknell Forest Homes

Adoption

There are 4 children with a plan for adoption waiting to be matched with adoptive parents. All four children are White British, two are girls, two are boys. Their ages are one, two, five and seven.

Child Protection

The number of children with a Protection Plan has increased to 80 at the end of June 2010. There is no single reason for this increase, which reflects the national picture. There has been an increase in referrals to Children's Social Care, and there is a greater awareness among all agencies of children's welfare and child protection. An audit of a small sample of cases by safeguarding advisers from Government Office found that thresholds were sound. 42 (53%) children are subject to a protection plan under the category of neglect, 30 (38%) under the category of emotional abuse and 8 (10%) under the category of physical abuse.

Youth Offending Service

Youth Justice Board performance advisors carried out a one day 'inspection' visit to the Youth Offending Service (YOS) in April to validate the evidence put forward in support of the Capacity and Capability Self Assessment report submitted on behalf of the YOS Partnership in March 2010. The report which they prepared as a result of this, scored the YOS as performing well against the Youth Justice National Indicators and having good capacity and capability to sustain and improve performance.

Learning and Achievement

Early Years / Foundation Stage / Key Stage 1 assessments

The Early Years and Foundation Stage Profile and End of Key Stage 1 assessments in reading, writing and mathematics were moderated by the Local Authority through visits made to schools and Early Years settings. A monitoring visit from the Quality and Curriculum Authority determined that practice was in line with statutory requirements.

Primary School Inspections

Eight primary schools were inspected as part of the audit of test arrangements in Key Stage 2. No irregularities in the assessment arrangements or procedures were identified. Early Key Stage 2 transfer data for pupils entering secondary school in September was sent to schools in May. Schools reported general satisfaction with the test papers.

Ofsted inspections & monitoring visits

Six schools had full Ofsted Section 5 inspections during the period. One was graded as outstanding, two were good, one satisfactory and one deemed to require special measures.

Two Ofsted monitoring visits were made to Grade 3 (satisfactory) schools where satisfactory progress was reported against the actions identified in the previous full inspection.

Pan-Berkshire Group

The pan-Berkshire sub-regional Group assumed responsibilities previously held by the Learning and Skills Council in relation to education of older students.

First Diplomas

Further work continued on the development of the first Diplomas to be introduced from September 2010 in Business Administration & Finance, ICT, and Hair & Beauty. A successful bid to Gateway 4 has meant the 14-19 Partnership have been approved to offer the Diploma in Creative & Media from September 2011.

National Strategies Monitoring Visit

A national strategies monitoring visit focussed on the provision for pupils with special educational needs noted the narrowing of the gap in performance at Key Stage 2 and the current work on reviewing the Special Educational Needs strategy.

Adult and Community Learning

In Adult and Community Learning (ACL), planning is complete for the next academic year as a basis for grant income from the Skills Funding Agency. A joint project between Extended Services, ACL and Bracknell and Wokingham College provided an introductory course to life in the UK for 23 Nepalese women. The pilot has attracted further funding to continue for the next three years in a partnership with Berkshire East Primary Care Trust leading to Skilled For Health qualifications and jobs in the health service.

Bracknell Forest Education Centre

Bookings at the Bracknell Forest Education Centre have remained high with good levels of user satisfaction recorded by clients.

Home Computer and Internet Access

Nearly two hundred low income families in the Borough benefited from the provision of a home computer and internet access with members of the department supporting families to make an application for this nationally funded scheme.

Bracknell Forest Film Festival

The first Bracknell Forest film festival was held at South Hill Park enabling children and young people to showcase their creative work using digital media.

Maths Marathon

All six secondary schools took part in a Maths Marathon with the eventual winner being from the Brakenhale school.

Headteacher recruitment

Headteachers were appointed for the new Jennett's Park primary school and Owlsmoor school and a co-headteacher appointed to take up post in September at Whitegrove primary school.

One-to-One Tuition

Over 720 pupils benefitted from the programme of one-to-one tuition which is now well established in schools. Bracknell Forest is one of the few Local Authorities to have used all our allocation of places. Feedback from parents and pupils has been overwhelmingly positive so far, with many parents mentioning how much more confident their children feel. We have the funding to continue this programme until March 2011.

Performance and Resources

Capital Programme

The Garth Hill College project is on programme and on budget, and an early access agreement has been agreed with the contractor to enable the installation and commissioning of the ICT services to begin prior to handover. Procurement of the ICT and furniture & equipment is progressing and a decant plan has been agreed with the College. The new Post 16 Centre at Edgbarrow achieved practical completion during this quarter. Under the Primary Capital Strategy for Change, the phase 2 works at Sandy Lane commenced on site and planning issues have been progressed for the first phases of work at Holly Spring, Meadow Vale, Owlsmoor and Crown Wood schools. The options report for the redevelopment of the Kennel Lane Special School was completed.

Information and Communications Technology (ICT)

The last quarter saw continuing work to migrate modules in our Education IT system to a .Net platform. This is part of a five year programme to ensure we remain up to date with Capita's future road map.

A recent upgrade to the case management system used in Children's Services has given us increased functionality both for reporting and integrating with our Corporate Document Management System.

The new Government have made clear their views on ContactPoint and the intention to scrap this national database. We have received guidance that we should operate an interim service until further clarification is published at the end of July.

Finance

With the start of the new financial year, a significant amount of time was devoted to setting up new budgets and updating monitoring papers. The expenditure reductions agreed for the 2010-11 base budget are being reviewed to ensure they are on target for implementation, together with checking the original cost increase assumptions to determine whether these are still valid. An assessment of whether any other significant budget risks exist is also being undertaken. The 2009-10 accounts were also finalised and are subject to external audit review. The year end performance was a £0.257m under spend.

In addition to the normal routine monitoring work, a high level of activity has been devoted to assessing the implications for the Department from the in-year grant reductions announced by the Government during May and June. The impact was confirmed by the Department for Education as a reduction of £0.638m (24%) in Area Based Grant (ABG) funding which had initially been allocated to support amongst others, the Connexions service, school improvement functions, extended schools start up grants and a range of initiatives to support vulnerable children. Options are being developed to manage a reduction in spend, of which a significant majority relates to contractual commitments and staffing cost, so will be complex to achieve and require the following of due processes.

Other activities during this quarter include recalculating termly funding allocations for early years providers in accordance with new statutory regulations so that funds provided relate to actual hours of education and childcare taken. Work has also been under way with the seven schools that have sought assistance in balancing their budgets, the outcome of which is that three schools have successfully balanced their budgets with a further three seeking agreement from the Schools Forum to operate small temporary over spends, after having developed plans that demonstrate the ability to make a full repayment over a three year period. Discussions are on-going with one remaining school which may require additional funds from the Schools Forum to manage a period of significant reduction in pupil numbers.

Human Resources

Further work has been undertaken in preparation for the Vetting and Barring Scheme. The introduction of the scheme has been delayed although there is an expectation that this will still be implemented in some form.

HR have provided support through the Council's job evaluation review project, headteacher recruitment and have supported the staffing implications with the reduction in the ABG. There has also been work on establishing a common induction programme

Performance and Governance

The Children and Young People's Trust Board took on a statutory status as of 1 April, in line with new legislation. The Governance document has been updated to reflect this status and will shortly be published on the web site.

Work has been underway to review the Children and Young People's Plan in its final year. This has included consultation with a range of partners and stakeholders on the priorities for the plan.

The Local Safeguarding Children's Board held a successful multi-agency conference in June at Easthampstead Park Conference Centre, the Conference focussed on risky behaviours by young people and was well attended.

The Children's Performance Team have been working on the completion of statutory end of year returns, and have also completed the School Census.

Summary of Equality Impact Assessments

No Equality Impact Assessments were published this quarter.

Section Two: Progress against Service Plan

Annex E provides details of performance against relevant National Indicators this quarter, as well as an update on the operational risks identified in the Service Plan. The Children, Young People & Learning Service Plan for 2010/11 contains 54 detailed actions to be completed in support of the 13 Medium-Term Objectives.

Annex E also provides information on progress against each of these detailed actions; all actions were achieved or on target at the end of Quarter 1 (✓), with none causing concern (✗).

Section Three: Resources

Staffing

The work continued in preparation for the Vetting and Barring scheme. A further three presentations were held during the period only for the introduction to the scheme being put on hold pending a central government review. There is still an expectation that the scheme will be introduced but the coverage of the scheme is set to significantly reduce.

The support with corporate activities has continued during the period. This includes the significant workload around the introduction of a new job evaluation scheme, this has become particularly busy with inclusion of schools in this process, and the review of existing HR policies and procedures.

Due to a reduction in the ABG the HR team have been involved in supporting the impact on staffing within the department. This has resulted in significant activity across the department with supporting managers through the redundancy procedures. This has included work in redeploy staff across the department and within schools – this has reduced the requirements for redundancies across the department.

Work has commenced in establishing a programme of work to incorporate the recommendations of The Social Work Task Force. Amongst the 15 recommendations arising from this work includes the expectation for employees to undertake a health check of the current workforce. The preparation for this will be established during quarter 2.

The children's workforce strategy group has focused on establishing a standard induction programme across the children's workforce. This has seen work being undertaken in conjunction with neighbouring local authorities in producing a programme that is suitable in its breadth and covers the whole workforce. This work will continue over the summer.

The team has been providing considerable support to a number of schools during the period as a result of budget pressures, outcomes from Ofsted inspections and through the ongoing HR casework. There have also been successful appointments to headteacher vacancies – the new school at Jennetts Park and at Owlsmoor, and a co-headteacher appointment at Whitegrove Primary. This second appointment highlights some of the flexible measures required to adapt to the general shortage in quality applicants for headteacher appointments.

The work has commenced in providing a pool of newly qualified primary teachers for September 2010. This has involved attendance at recruitment fairs, advertising and interviewing. The number of newly qualified teachers appointed this year is expected to reduce due to less teacher turnover this year. To date, there have been 12 appointments made from the primary pool.

Budget

See Annex B for more detailed information on:

Revenue Budget

Annex B1	Summary financial position
Annex B2	Budget virements
Annex B3	Budget variances

Capital Budget

Annex B4	Summary financial position and scheme status and target
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Revenue

Current approved budget

The cash budget approved by the Council for the current financial year totalled £14.991m with £4.765m of recharges from other Departments and accounting adjustments. In addition to this amount, there is provisional Dedicated Schools Grant funding of £62.129m to fund the Schools Budget which is outside the control of the Council. Within this, £12.043m is managed by the Council on behalf of schools.

There have been a number of changes to the cash budget this period:

- Budget carry forwards £0.050m
- Children's safeguarding related contingency funding £0.050m
- One-off funding for termination costs relating to deleting the Access and Inclusion Branch £0.204m
- On-going salary savings from deleted posts in the Access and Inclusion Branch -£0.112m
- Centralisation of transport budgets to the Integrated Transport Unit -£0.018m
- Share of £0.050m SCL grant savings transferred to ASCH £0.015m
- Adjustment to travel plan budgets with ASCH £0.013m
- Repay January Guarantee Grant spent in 2009-10 -£0.010m
- Reset post 16 responsibility transfer costs grant to confirmed amount £0.076m

In addition, a number of self balancing housekeeping virements, internal to CYPL have been made and these relate to:

- Revised grant notifications that require adjustments to expenditure and income profiles;
- Changes in Chief Officer management;
- Changes to the Devolved Staffing Budget to reflect current staffing establishments;
- General housekeeping virements to align various budgets to spending plans.

The final budget for the year therefore totals £20.024m, with £15.259m in cash and £4.765m in recharges and accounting adjustments.

No changes have been made to the Schools Budget, other than the self balancing adjustments that reset the base budget to the plan agreed by the Executive Member.

Provisional outturn

At this early stage of the year, with numerous spending decisions yet to be taken or trends established, variances are only reported where they are certain, or there is the potential for a significant variance. On this basis, two variances are anticipated:

- A £0.200m over spend on placements for looked after children, where despite a range of measures to reduce costs, increases in the number of placements mean a significant over spending is very likely;
- The Inland Revenue have recently reassessed the rating valuation for the rebuilt Bracknell Open Learning Centre, increasing annual costs by £0.057m. It will not be possible to absorb all of these costs within the Adult and Community Learning Grant, and an over spending is therefore reported.

Capital

Current approved budget

The cash budget approved by the Council for the current financial year totalled £22.409m. Subsequent to this, the Executive agreed that the £21.476m unspent balance from 2009-10 be made available in the current year, making a revised total budget of £43.885m. A net nil effect correction has also been made to the profile of the Targeted Capital Fund as the published budget incorrectly stated the division of budget between 14-19 diplomas and SEN.

Provisional Outturn

As the contracts on most projects have yet to be agreed, and other projects still yet to start, no variance is anticipated at this stage. Annex C4 provides a summary financial position and current status and target for year end for each scheme.

Internal Audit Assurance

No internal audit reports were issued with a limited assurance opinion this period.

Complaints received

Stage	No. rec'd Q3	Nature of complaints (bulleted list)	Action taken and lessons learned (bulleted list)
Corporate stage 2	3	<ul style="list-style-type: none"> 1 Complaint about delay in processing foster carer application and decision made 1 complaint that contact arrangements discriminated against grandmother 1 complaint that 3rd party information disclosed inappropriately 	<ul style="list-style-type: none"> Not Upheld Not Upheld Upheld and Procedures changed
Corporate stage 3	0		
Corporate stage 4	0		
Ombudsman	0		
Statutory Stage 1	0		
Statutory Stage 2	0		

There were seven compliments recorded which were in respect of the following:

- a person was very impressed by the conduct of Social Services
- a person was nervous about the visit but was made to feel at ease immediately
- there was a compliment regarding the service arranging for someone's son to get more help with his speech

The following comments were received:

- 'We were feeling like we were a bad family but in the end they listened'.
- 'The Social Worker was very understanding'.
- 'The Social Worker was a great help'.
- 'Social Worker has throughout worked really well with all involved, and his thinking has been child-focused and clear. I have really had very little to exercise myself over, as he has been very thorough and professional'.

Internal audit assurances

(Where internal audit carried out with limited or no assurance)

Service area	Issues with limited or no assurance and remedial action to be taken

Section Four: Forward Look

Special Projects

The three Special Projects will report progress at each quarter and after the first quarter have started to conclude the research phase and planning is well advanced for implementation. We are also discussing with C4EO our evaluation of these special projects and working with Reading University to evaluate the child poverty work.

Special Project 1

Vulnerable groups – reducing exclusions and further supporting those most at risk of exclusion led by Gloria King has been looking at whether we could reduce exclusions, and what further support could be provided for young people most at risk of exclusion. This has included working with the secondary schools to better understand why young people get excluded, reviewing the processes around exclusion, starting to look at systems for the early identification of those most at risk and especially at key transition points. Gloria has also been looking at the work of the Behaviour and Attendance Partnership and Managed Moves to see what further improvements can be made to processes. Close working with College Hall and other support services is in place in terms of provision and support for young people and schools. From the autumn the special project will use the research information to work with secondary schools and our services to further develop and improve outcomes for young people.

Special Project 2

Further developing the Economic Well-Being strand of Every Child Matters led by Graham Symonds is focused on economic well-being and further developing the work for 14-19 year olds, and especially the risk factors that lead to young people not being in education, employment or training. Graham is cross referencing this work with work on the CAF and family intervention with the objective of developing risk factors associated with future NEET and to look at preventative approaches as well as linking where possible with the outcomes for Special Project 1.

Special Project 3

Vulnerable groups – child poverty working with vulnerable families to further address children and young people underachieving led by Karen Frost is considering how to better address issues of child poverty. A re-assessment of the indicators of poverty has identified six primary schools in Bracknell Forest where poverty is highest. Work has started with the six schools to identify those children most at risk of underachievement and to work with them and their families. The project also includes working with teachers to help them to better understand and work with the parents and to use a range of strategies and approaches to have most impact. The project is seeking to build a sustainable model through the work with schools and governors. The early years partnership are helping to support this work and have established an Extended Project Group to oversee progress and to consider impact over the next academic year.

Early Years Foundation Stage

A conference will be held for a wide range of practitioners and professionals covering 'Communicating Friendly Spaces' for young children facilitated by Elizabeth Jarman, a leading UK and International Educationalist.

Play & Childcare

Play Access Programme

A total of 1,847 sessions have been offered to children over the summer holiday period, totalling £16,060. If all sessions are taken up this will mean 221 of the most vulnerable children across Bracknell Forest will have access to a play provision for between 4 - 10 days over the five week period.

DCATCH - Childcare for Disabled Children

A decision was made to go ahead with recruiting a peripatetic play worker. A job description and personal specification have been developed. Once approval has been received the post will be advertised for 25 hours term time and 37 hours in school holidays.

A meeting has been held with the community childminding officer, and the head of learning difficulties and disabilities to discuss recruiting a team of specialist childminders. Over the next 2 months potential specialist minders are being assessed, to determine their suitability to support children/ young people with additional needs. Once identified, the minders will be given access to a network for support as well as being given access to general modules of training for professionals working with children/ young people with additional needs. Once minders have been matched with a child/ young person, they will be given the opportunity to access more specific training to meet the needs of the individual they will be minding. There is also the possibility of access to funds that will support with capital costs.

Play Rangers

6 Casual support rangers have been recruited to support our full time rangers. The summer holiday period will see us operate 2 ranger teams, one will visit 10 set parks per week, while the other will run ad-hoc sessions visiting community events, working in partnership with other agencies and popping into parks we would not normally visit.

The Rangers will launch a Facebook page, in an attempt to engage older children.

Bookstart

Closer links with the children's centre will be established, including bounce and rhyme sessions. Bookstart Bear will also launch a blog on the BF website.

Children's Centres

An away day is planned to take all the Children's Centre families to the seaside, in partnership with Bracknell Forest Homes and Teenage Pregnancy.

Rowans & Sycamores Children's Centre Summer Fayre will take place on Saturday 7th August 10 am - 1 pm, at The Rowans Children's Centre, on the site of Fox Hill Primary School

National Play Day planned for the 4th August in Sandhurst

Children's Social Care

Learning Difficulties & Disability Service

A family celebration event for Aiming High for Disabled Children is being arranged by two parents on 3 September at Oakwood Youth Challenge.

Looked After Children Service

A residential activity weekend for foster families is being organised to be held on 20 – 22 August at The Mill, in Dorking, Surrey. This will be followed by a residential participation event for looked after children at the same site on the 23 – 25 August.

A training session for the Corporate Parenting Advisory Panel will be held on 6 July, and will be led by young people.

Youth Offending Service

During Q2 the Youth Justice Strategic Plan 2010/11 will be finalised and submitted to the Youth Justice Board. The YOS will continue to work with Partner agencies to implement the Deter Young Offender Scheme and agree an information sharing protocol. A review of the 'boys to men' domestic abuse group-work programme is underway and will be completed, with a plan to run the next programme in the autumn.

Safeguarding

The deadline date for the annual unannounced inspection by Ofsted of the duty and assessment service has been extended to August, and is now expected during Q2, unless the deadline is extended again.

Learning and Achievement

Bastille Day Celebration

Several of our schools will be celebrating Bastille Day and using the opportunity for language and cultural development activities in school. As well as the history of the event, pupils will look at such ideas of stereotyping and cultural diversity in France and other countries.

Test Results & Teacher Assessments

During July and August provisional test results and teacher assessments will be analysed prior to formal publication in the Autumn term.

EAL and Diversity Team

The EAL and Diversity Team will be launching a new teaching resource to support teachers in meeting the needs of pupils who are at advanced stages of acquiring English as an additional language.

'Marvellous Me'

A 'Marvellous Me' transition project for Year 6 pupils has been planned for July and will allow students to respond in a variety of ways including using video and PowerPoint presentations.

Performance and Resources

Capital Programme

During the second quarter of 2010/11 construction of the new Garth Hill College will be completed and the school is due to open in its new building on 13 September.

Commissioning of the furniture & equipment and ICT in the new Edgbarrow Post 16 Centre is taking place over the same period and this building will also be brought in to use by the school at the beginning of the autumn term. The Children's Centres and Early years programme will be reviewed during the next quarter to take into account changing priorities, and approvals will be sought to taking a lease and the creation of a new Children's Centre in the Bracknell Methodist Church.

Works to create additional capacity for September 2010 under the Primary Capital Programme will take place during the 2010 summer holidays at the Crown Wood, Owlsmoor and Holly Spring schools.

The strategy for the first phase of redevelopment of Kennel Lane will be agreed by the school and the Project Board and this project will move forward into implementation. Contact will be maintained with the new Department for Education over any possible changes to capital funding; indications are however that announcements about funding in 2011/12 onwards will not be made until sometime in the autumn.

ICT

We will be starting work on making changes to the ICS forms used by Social Workers in order to make them easier to use. This work will need to consider the recommendations from the Munro report to be published in April 2011.

Work will be undertaken to prepare for the introduction of new technology to the four initial schools as part of the Primary Capital Strategy, these include : Owlsmoor, Holly Spring Infants and Juniors, Sandy Lane and Crownwood.

The project to introduce a new IT system for Children's Centre's has started and we are scheduling dates for staff training in the next few weeks.

Finance

More detailed work on projected budget monitoring variances will be undertaken for the coming quarter, ensuring spending plans are in place for all budgets and that these are being reviewed and services structured accordingly. Progress is also expected on detailed options and proposals on how the in-year savings requirements will be managed following the reductions in government grant funding. Significant time will also be required to support the capital programme as a number of major schemes will be under way or completing, including the rebuild of Garth Hill College, the creation of additional places for pupils at primary schools to meet a forecast increase in demand and the creation of Children's Centres and Early Years facilities.

The next quarter will also see initial workings on budget proposals for 2011-12, and these will need to take account of the much more challenging financial environment that the Department is likely to be working in.

Preparations will also be in process to finalise the transfer of responsibility for processing loans and grants for students undertaking Higher or Further Education courses to the Student Loans Company. The handover is scheduled for March 2011, by which time provisional funding allocations will have been finalised for relevant students and data files transferred after the archiving of obsolete records.

Human Resources

Key areas of work will be the final preparation for the implementation of the revised Vetting and Barring Scheme, supporting schools following the appointment of newly

qualified teachers and reviewing the implications of the Social Care Task Force Report and the implications for the Health Check.

The team will continue to support the council's job evaluation project and work on a common induction programme for the children's workforce.

Performance and Governance

The current Children and Young People's Plan which has been reviewed in its final year is now completed and will be published on the website shortly.

Work is now underway to develop a new plan for 2011, with an extensive programme of engagement and consultation planned. This includes a Visioning Day for a wide range of partners and stakeholders to attend and have an opportunity to give their views on what the priorities for children, young people and families should be over the next 3 years.

Annex A: Staffing information

Staffing Levels

	Establishment Posts	Staffing Full Time	Staffing Part Time	Total Posts FTE	Vacant Posts	Vacancy Rate
Learning & Achievement (incl Education Library Service)	81	34	47	52.24		
Access & Inclusion	203	72	131	125.52		
Children's Social Care	126	79	47	106.92		
Performance & Resources	91	58	33	74.75		
Department Totals	501	248	258	359.43		

Staff Turnover

For the quarter ending	30 June 2010	2.5
For the year ending	31 March 2010	12.57

Total turnover for BFC, 2009/2010: 13.31% excluding schools
 Total turnover for local authorities in nationally 2007/08: 15.2%
 (Source: Chartered Institute of Personnel and Development survey 2008)

Sickness Absence

Staff Sickness

Section	Total staff	Number of days sickness	Quarter 2 average per employee	Projected annual average per employee
Learning & Achievement (incl Education Library Service)	148	53	2.8	11.2
Access & Inclusion				
Children's Social Care	251	394.5	1.6	6.3
Performance & Resources	93	99	1	4.2
Department Totals (Q1)	494	546.5	1.35	
Projected Totals (09/10)	494	2186		5.4

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council 08/09	6.29 days
All sectors employers in South East 2008 (Source: Chartered Institute of Personnel and Development survey 2008)	7.6 days

Children's Social Care – There were 4 cases of long term sickness absence which equates for 160 days of the total absence figures.

Performance and Resources – 3 cases of long term sickness which equates to 87 days.

Annex B: Financial information

Annex B1

CHILDREN, YOUNG PEOPLE AND LEARNING DEPARTMENT - APRIL/MAY 2010								
	Original Cash Budget	Virements & Budget C/Fwds	NOTE	Current Approved Budget	Spend to Date %	Variance Over/(Under) Spend	Variance This Month	Variance Supported by CMT
	£000	£000		£000	%	£000	£000	£000
CHILDREN, YOUNG PEOPLE AND LEARNING DEPARTMENT								
Director								
Departmental Management Team	633	81	a, c, d, g	714	23%	0	0	0
Advice for 13-19 year olds	0	1,056	f, i	1,056	5%	0	0	0
	633	1,137		1,770	13%	0	0	0
CO - Learning and Achievement								
Standards Fund	14	0		14	-7,829%	0	0	0
School Improvement	1,030	295	a, b, d, f, i	1,325	-26%	0	0	0
Adult Education	-49	0		-49	135%	57	57	0
SEN support and provisions	0	328	a, i	328	12%	0	0	0
Support to pupils	0	334	i	334	16%	0	0	0
	995	957		1,952	-72%	57	57	0
CO - Children & Families: Access & Inclusion								
Youth Service	984	-984	i	0	0%	0	0	0
Support to pupils and families	1,749	-1,749	i	0	0%	0	0	0
SEN support and provisions	318	-318	i	0	0%	0	0	0
Change for children	278	-278	i	0	0%	0	0	0
	3,329	-3,329		0	0%	0	0	0
CO - Children & Families: Social Care								
Children's Services & Commissioning	1,586	37	a, i	1,623	15%	0	0	0
Children Looked After	4,100	6	a, e	4,106	17%	200	200	0
Family Support Services	831	-57	a, e	774	3%	0	0	0
Youth Justice	302	0	a	302	14%	0	0	0
Other children's and family services	1,020	122	a, h, i	1,142	13%	0	0	0
Change for children	0	278	a, i	278	12%	0	0	0
Management and Support Services	71	-24		47	9%	0	0	0
	7,910	362		8,272	15%	200	200	0
CO - Performance and Resources								
Leadership Team and Support	268	-21	a	247	33%	0	0	0
Office Services	118	-18	a	100	-27%	0	0	0
Information Technology Team	240	-1	a	239	54%	0	0	0
Property and Admissions	139	36	a	175	26%	0	0	0
Performance and Governance	491	10	a, h	501	14%	0	0	0
Finance Team	311	9	a	320	18%	0	0	0
Human Resources Team	147	10	a	157	-23%	0	0	0
Youth Service	0	979	a, e, i	979	8%	0	0	0
Extended services and support to families	0	336	b, i	336	11%	0	0	0
School related expenditure	410	-199	i	211	-241%	0	0	0
	2,124	1,141		3,265	-2%	0	0	0
TOTAL CYP&L DEPARTMENT CASH BUDGET	14,991	268		15,259	0%	257	257	0
TOTAL RECHARGES & ACCOUNTING ADJUSTMENTS	4,765	0		4,765	-1%	0	0	0
GRAND TOTAL CYP&L DEPARTMENT	19,756	268		20,024	0%	257	257	0
Memorandum items:								
Devolved Staffing Budget				11,100		0	0	0

CHILDREN, YOUNG PEOPLE AND LEARNING DEPARTMENT - APRIL/MAY 2010

	Original Cash Budget	Virements & Budget C/Fwds	NOTE	Current Approved Budget	Spend to Date %	Variance Over/(Under) Spend	Variance This Month	NOTE	Variance Supported by CMT
	£000	£000		£000	%	£000	£000		£000
<u>Schools Budget - 100% grant funded</u>									
<u>Delegated and devolved funding</u>									
Delegated School Budgets	55,653	3,235	<i>j</i>	58,888	16%	0	0		0
Standards grants (gross)	4,090	-1,054	<i>j</i>	3,036	6%	0	0		0
School Grants - Income	-8,822	0		-8,822	38%	0	0		0
	50,921	2,181		53,102	12%	0	0		0
<u>LEA managed items</u>									
SEN provisions and support services	5,453	336	<i>j</i>	5,789	8%	0	0		0
Education out of school	938	25	<i>j</i>	963	15%	0	0		0
Pupil behaviour	499	28	<i>j</i>	527	12%	0	0		0
School staff absence and other items	1,089	276	<i>j</i>	1,365	80%	0	0		0
Combined Service Budgets	474	52	<i>j</i>	526	5%	0	0		0
Early Years provisions and support services	2,462	135	<i>j</i>	2,597	0%	0	0		0
Support to schools in financial difficulty	204	0		204	0%	0	0		0
Standards Fund LA Managed	71	1	<i>j</i>	72	0%	0	0		0
	11,190	853		12,043	15%	0	0		0
<u>Growth to be allocated</u>	2,899	-2,899	<i>j</i>	0	0%	0	0		0
<u>Dedicated Schools Grant</u>	-65,027	-102	<i>j</i>	-65,129	20%	0	0		0
<u>(-)Under / (+)overspend brought forward</u>	17	-33	<i>j</i>	-16	0%	0	0		0
TOTAL - Schools Budget	0	0		0	0%	0	0		0
Unallocated balance from last year						-139			
Estimated balances to be carried forward						-139			

Children, Young People and Learning Virements and Budget Carry Forwards

Note	Total	Explanation
	£'000	
		<u>DEPARTMENTAL CASH BUDGET</u>
		<u>House keeping virements</u>
a	0	A number of net nil effect virements are proposed. These include resetting devolved staffing budgets, making adjustments in the light of revised grant notifications that require adjustments to expenditure and income profiles, and a range of other housekeeping adjustments to align budgets to new year spending plans.
		<u>Budget carry forwards</u>
b	50	The 2009-10 budget under spent on certain projects and agreement has been received to carry forward the funding into the current year.
		<u>Structural Changes Fund</u>
c	204	£204k one-off redundancy costs associated with deleting the Chief Officer: Access and Inclusion post together with Personal Assistant were agreed by the Employment Committee and funding is now requested from the Structural Changes Fund.
		<u>Inter departmental virements</u>
d	28	Two adjustments need to be made in respect of transfers with ASCH. A £15k addition is due in respect of grant savings agreed in the old SCL Department for ASCH that are currently held in CYPL. There is also an adjustment required in respect of correcting initial allocations of travel plan savings, with £13k over allocated to ASCH.
e	-18	The centralisation of transport budgets to Corporate Services removes £130k from the budget.
f	66	Two adjustments are required to Area Based Grant budget allocations. The LCS funding transfer allocation was increase by £76k after the base budget had been set. A reduction of £10k is due from the January Guarantee where the 2010-11 grant was brought forward to spend in 2009-10.

Note	Total	Explanation
	£'000	
g	-112	<u>Corporate contingency</u> The on-going revenue savings of £112k arising from deleting the Chief Officer: Access and Inclusion post together with Personal Assistant have been transferred to the contingency
h	50	CMT has agreed that an allocation of £50k should be made to Children's Social Care in order to respond to the Laming report relating to children's safeguarding matters.
i		<u>Departmental Restructure</u> Following deletion of the Access and Inclusion Branch, budget responsibilities have been re-allocated within the Department.
	268	Total
		<u>DEPARTMENTAL NON-CASH BUDGET</u>
	0	No changes to report
	0	Total

Children, Young People and Learning Budget Variances

Note	Reported variance £'000	Explanation
		<u>DEPARTMENTAL BUDGET</u>
		<u>CO - Learning and Achievement</u>
1	57	Following the rebuild of the Bracknell Open Learning Centre at Brakenhale, a separate rating assessment from the school has now been made. This means that the full costs can no longer be charged to the Schools Budget and the OLC part becomes the responsibility of the Council. This notification came after the budget had been set and can not be absorbed in the short term within the £500k grant awarded to the Council to support adult education. An over spend of £57k is therefore anticipated.
		<u>CO - Children & Families: Social Care</u>
2	200	The budget for caring for looked after children has reduced by £1.3m over the past 2 years reflecting reduced numbers of placements and greater control over average costs. Towards the end of last year, after the budget for 2010-11 had been set, there was an increase in the number of LAC placements and the 2009-10 budget eventually over spent by £292k. The increase in placements reflects the national trend and is believed to be as a result of the Laming report. Overall, there are expected to be 11 more LAC placements this year than anticipated when the budget was set at an extra cost of around £300k. However, the overall forecast over spend has been managed to a relatively low level by successfully placing a further 6 children in BFC fostering homes which is the most cost effective type of placement. 5 additional external placements have been required where internal fostering is not appropriate. Management actions within the Department are expected to be able to identify savings of around £100k, but this has yet to be confirmed. Therefore an overspend of £200k is currently forecast.
	257	Grand Total Departmental Budget
		<u>DEPARTMENTAL NON-CASH BUDGET</u>
	0	No variances to report
	0	Grand Total Departmental Non-Cash Budget

Note	Reported variance	Explanation
	£'000	<p data-bbox="523 331 783 360"><u>SCHOOLS BUDGET</u></p> <p data-bbox="523 398 1374 577">The Schools Budget is a ring fenced account, fully funded by external grants, the most significant of which is the Dedicated Schools Grant. Any under or overspending remaining at the end of the financial year must be carried forward to the next year's Schools Budget and as such has no impact on the Council's overall level of balances. 2010-11 is the final year of a three year provisional budget.</p>
	0	No variances to report
	-139	Unallocated balance from last year
	-139	Grand Total Schools Budget

Annex B4

Children, Young People and Learning Capital Monitoring 2010-11 monitoring at 30 May 2010

Cost Centre Description	Total Budget (£'000)	Cash Budget 2010/11 (£'000)	Expenditure to date (£'000)	Current commitment (£'000)	Cash Budget 2011/12 (£'000)	(Under) / Over Spend against approved budget (£'000)	Key Target for 31 March	Current status of the project including changes to Cash Profile
Schemes commenced prior to 2010/11								
Building Schools for the future -planning	25.1	25.1	0.1	0.0	0.0	0.0	Allocated	Awaiting announcement from DFE on BSF.
Brakenhale Projects	57.2	57.2	0.0	0.0	0.0	0.0	Complete.	Complete. Final fees and retentions to pay.
Edgbarrow - post 16 accommodation	1,022.1	688.8	179.2	273.4	333.3	0.0	Phase 2 in progress	On Site. Phase 1 completion due June 2010.
Section 106 Developer Contributions	562.1	400.0	0.0	0.0	162.1	0.0	In progress.	Schemes agreed.
Retentions	0.8	0.0	0.0	0.0	0.8	0.0		
Children's Services System Integration	387.1	200.0	0.5	0.0	187.1	0.0	In Progress	Business cases under consideration.
Children's Services System - Contact Point	4.5	4.5	17.6	0.0	0.0	0.0	In Progress	Project under review. Continuing to maintain data quality.
Capita One (EMS) upgrade	114.8	114.8	11.5	0.0	0.0	0.0	Complete	SEN, CSS, A&E modules planned for migration.
ICT Harnessing Technology	453.7	453.7	61.2	0.0	0.0	0.0	Delegated to schools.	Partially delegated to schools.
Education ICT	14.7	14.7	0.0	0.0	0.0	0.0	Complete.	Options being considered
ICT projects	974.8	787.7	90.8	0.0	187.1	0.0		
CAPITAL PROGRAMME - DEPT CONTROLLED	2,642.1	1,958.8	270.1	273.4	683.3	0.0		
Percentages			10.2%	10.4%		0.0%		


Cost Centre Description	Total Budget (£'000)	Cash Budget 2010/11 (£'000)	Expenditure to date (£'000)	Current commitment (£'000)	Cash Budget 2011/12 (£'000)	(Under) / Over Spend against approved budget (£'000)	Key Target for 31 March	Current status of the project including changes to Cash Profile
Schemes commenced 2010/11 and rolling programmes								
Access for Disabled (schools)	458.9	200.0	6.1	0.0	258.9	0.0	In progress.	Rolling programme.
Minor Works	5.9	5.9	0.0	0.0	0.0	0.0	Complete	Contribution to The Chestnuts
Minor Works	5.9	5.9	0.0	0.0	0.0	0.0		
Planned Maintenance (schools)	250.4	250.2	26.5	0.9	0.2	0.0	In progress.	Rolling programme.
Planned Maintenance (non Schools)	172.0	172.0	16.1	9.0	0.0	0.0	In progress.	Rolling programme
Youth Centre / 1 Great Hollands Square	398.7	360.0	9.0	275.6	38.7	0.0	Complete	Site works to commence end of June.
Youth Service Website Development	29.8	29.8	0.0	0.0	0.0	0.0	Complete	Under development
Youth Capital Fund	0.0	0.0	3.5	-0.0	0.0	0.0	Complete	Bids being received against in-year grant allocation.
Youth Facilities	428.5	389.8	12.5	275.6	38.7	0.0		
College Hall Security	60.0	60.0	0.0	0.0	0.0	0.0	Complete.	Specification completed, costings underway.
Extended Services in Schools	74.0	50.0	0.0	0.0	24.0	0.0	In Progress	Projects being evaluated.
Aiming High for Disabled Children	171.0	171.0	0.0	0.0	0.0	0.0	Complete.	Various projects underway.
Children's Play Programme	10.3	10.3	0.0	0.0	0.0	0.0	Complete.	Projects being evaluated.
Playbuilder	614.0	614.0	0.0	0.0	0.0	0.0	Complete.	Phase 2 schemes. Tenders being prepared.
Other	929.3	905.3	0.0	0.0	24.0	0.0		
CAPITAL PROGRAMME - DEPT CONTROLLED [current year schemes]	2,245.0	1,923.2	61.1	285.6	321.8	0.0		
Percentages			4.0%	18.9%		0.0%		
CAPITAL PROGRAMME - DEPT CONTROLLED [fall schemes]	4,887.1	3,882.0	331.2	559.0	1,005.1	0.0		
Percentages			8.0%	13.5%		0.0%		

Cost Centre Description	Total Budget (£'000)	Cash Budget 2010/11 (£'000)	Expenditure to date (£'000)	Current commitment (£'000)	Cash Budget 2011/12 (£'000)	(Under) / Over Spend approved budget (£'000)	Key Target for 31 March	Current status of the project including changes to Cash Profile
Schemes outside department control								
14-19 Diplomas Contingency	433.0	433.0	0.0	0.0	0.0	0.0	Complete	To be allocated
14-19 Diplomas Brakenhale	551.0	551.0	0.0	0.0	0.0	0.0	Complete	Due for completion by the end of August
14-19 Diplomas Easthampstead Park	850.0	850.0	0.0	0.0	0.0	0.0	Complete	In progress
14-19 Diplomas Ranelagh	110.0	110.0	0.0	0.0	0.0	0.0	Complete	Due for completion by the end of August
14-19 Diplomas Sandhurst	256.0	256.0	20.5	0.0	0.0	0.0	Complete	Due for completion by the end of August
14-19 Diplomas Wick Hill	400.0	400.0	0.0	0.0	0.0	0.0	Complete	Site clearance to commence shortly
Kennel Lane Rebuild Phase 1	3,946.9	1,500.0	0.0	0.0	2,446.9	0.0	On Site	Option appraisals being carried out
Garth Hill College (including 14-19 diplomas)	15,092.0	14,092.0	2,680.8	56.1	1,000.0	0.0	Phase 1 Complete	Phase 1 construction works in progress.
School Improvements	21,638.9	18,192.0	2,701.2	56.1	3,446.9	0.0		
Devolved Capital	3,006.3	2,200.0	177.7	0.1	806.3	0.0	In Progress	School managed projects at various stages of progress
Easthampstead Park	53.7	53.7	0.3	0.0	0.0	0.0	Complete	School managed project in progress
Sandhurst School	25.0	25.0	0.0	0.0	0.0	0.0	Complete	School managed project in progress
Specialist Schools Capital	78.7	78.7	0.3	0.0	0.0	0.0		
PCSfC Fees to be Allocated to projects	100.0	100.0	40.2	0.0	0.0	0.0	Re-allocated	To be allocated within PCSfC
Ascot Heath Infant & Junior	978.0	978.0	0.0	0.0	0.0	0.0	Phase 1 complete.	Cancelled - to be allocated within PCSfC
Holly Spring Infant & Junior	2,303.0	2,303.0	111.9	9.0	0.0	0.0	On site	Tenders being prepared
Meadowvale Primary	1,695.8	1,695.8	4.1	9.0	0.0	0.0	Phase 1 complete.	Tenders being prepared
Crown Wood Primary	1,787.7	1,787.7	0.6	0.6	0.0	0.0	Phase 1 complete.	Tenders being prepared
Sandy Lane Primary	1,376.9	1,376.9	0.6	0.6	0.0	0.0	Phase 1 complete.	On site
Owismoor Primary	513.4	513.4	5.7	0.0	0.0	0.0	In design	Tenders being prepared
Great Hollands Primary	440.5	440.5	0.0	0.0	0.0	0.0	In progress.	Masterplan in progress
Additional School Places	600.0	600.0	4.8	0.0	0.0	0.0	Complete	Part of PCSfC programme
School Meal Kitchens	171.8	171.8	0.0	2.8	0.0	0.0	In progress.	Tenders being prepared
Rolling Programme - Outdoor Classrooms	47.8	47.8	0.3	0.0	0.0	0.0	In progress.	Options being considered
Rolling Programme - ICT Upgrades	174.6	174.6	0.0	0.0	0.0	0.0	On site	Options being considered
Jennetts Park Primary School	1,618.1	1,618.1	4.0	0.0	0.0	0.0	In progress.	Planning application being considered
Extended Services in Schools	337.0	200.0	0.0	0.0	137.0	0.0	In progress.	Various schemes currently in different stages of completeness
Children's Centres and Early Years Developme	2,130.3	1,921.3	0.0	43.3	209.0	0.0	Complete	Various schemes currently in different stages of completeness
Primary Capital Strategy for Change	14,274.9	13,928.9	172.3	65.2	346.0	0.0		
CAPITAL PROGRAMME - OUTSIDE DEPT C	38,998.8	34,399.6	3,051.6	121.3	4,599.2	0.0		
Percentages			7.8%	0.3%		0.0%		
TOTAL CAPITAL PROGRAMME	43,885.9	38,281.6	3,382.9	680.4	5,604.3	0.0		
Percentages			7.8%	1.6%		0.0%		

Annex C: Corporate strategic risks owned by Director of Children, Young People & Learning

RISK SHORT NAME	LINK TO MTOS	RISK SCORE	ACTION ALREADY IN PLACE	FURTHER ACTION TO ADDRESS RISK	TARGET DATE	PROGRESS ON FURTHER ACTION TO ADDRESS RISK	COMMENTARY
Demographic and socio economic changes	6, 7 & 9	B2	<p><u>Housing Development</u></p> <ul style="list-style-type: none"> As a result of the economic downturn construction work on the major housing developments has been postponed. It is therefore unlikely that this risk will have any impact in the near term, however we will continue to monitor the situation <p><u>Effect of Migration on Schools</u></p> <p>In response to this Education have</p> <ul style="list-style-type: none"> increased support for EAL (English as an additional language) increased resources in community languages Plans have been developed with schools to ensure support is timely, focussed and effective in relation to ethnic groups and EAL children in schools. This is monitored as part of the regular school census. Demographic trends for the 0-19 	<p><u>Impact of Socio-Economic Change on Schools</u></p> <ul style="list-style-type: none"> Expect an increase in number of children eligible for free school meals. Results of next Census awaited to confirm this. 	Ongoing	✔	Census data available in late January 2009. When further analysis will be undertaken.
				<ul style="list-style-type: none"> Anticipate an increase in schools numbers as fewer parents opt for private education. Level of admissions to be monitored. 	Ongoing	✔	Monitoring is ongoing with no major variance to be reported.

Project management	1, 6 & 10	D2	<p><u>Project Management</u></p> <ul style="list-style-type: none"> Project managers are appointed with responsibility for delivery and project boards established for individual projects with responsibility for overseeing project delivery. <p><u>Project Methodology</u></p> <ul style="list-style-type: none"> Council project methodology principles applied to all significant projects. <p><u>Project Monitoring</u></p> <ul style="list-style-type: none"> Project progress is monitored in accordance with Council project methodology. Project Boards for major projects monitor progress on project delivery Updates on significant variances on major projects are included in quarterly Performance Monitoring Reports which are presented to the Overview and Scrutiny Panel by the Director of SCL and also distributed to the Chief Executive and all Executive Members. Progress on the Capital Plan which covers capital projects is 	<p><u>Programme Manager</u></p> <p>Given the large number of projects that the Directorate has ongoing and the fact that central government have brought forward a number of capital investment schemes, consideration is being given to employing a Programme Manager to oversee delivery of the capital programme in Social Care and Learning.</p>	Ongoing	✓	<p>Advertisements are placed for a Project Manager to oversee the Primary Capital Programme.</p> <p>Major review of Project Management arrangements, completion date 31 May 2009.</p>
				<p><u>Primary Capital Strategy (rebuild of primary schools)</u></p> <p>DCFS have agreed the Capital Programme and a plan for this is being developed to prepare for 1st April start for the first phase of the project...</p>	Ongoing	✓	<p>The PCP has been approved and highly commended by the DCSF.</p>

			<p><u>Brakenhale</u></p> <ul style="list-style-type: none"> Land sale receipts to fund the project have been significantly lower than anticipated. This has been mitigated by putting school refurbishment plans on hold. 	<p><u>Children's Centres</u></p> <p>Deadlines for completion are now being brought forward by central government. Action plan being developed to address this.</p>	Ongoing		Action Plan completed.
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Annex D: Operational Risk Factors

The following table shows all the operational risk factors listed on the 2010/11 Service Plan for Children, Young People & Learning. Progress on mitigation of these factors has previously been reported with Service Plan actions and indicators as part of the quarterly data set which is attached to PMRs. Paris, the Council's new performance management software, is not yet configured to work with risks, so as an interim measure operational risk factors are reported here, in a separate annex, in Quarter 1.

Ref	Risk	Mitigation	Q3 update on progress	Q3 revised risk
PRIORITY ONE: A TOWN CENTRE FIT FOR THE 21ST CENTURY				
MTO 1: Build a vibrant Bracknell town centre that residents are proud of.				
1.13	Inadequate funding to sustain the service.	Seeking additional sources of funding.	Actions to mitigate risk continue – no further risks identified.	None.
PRIORITY THREE: PROMOTING HEALTH AND ACHIEVEMENT				
MTO 5: Improve health and well being within the Borough.				
5.4	Failure to agree new service specification for CAMHS.	Joint work with PCT and Slough and RBWM local authorities.	Specification agreed.	None.
MTO 6: Improve the outcomes for children and families through the Children and Young People's Plan.				
6.5	Primary NQT pool – failure to have a pool of applications.	Attendance at three university recruitment fairs. Early start to advertising activity.	NQT pool now closed for the year with 18 appointments made. The numbers available from the pool comfortably met demand.	None.
6.6	Headteacher and one nominated governor fail to undertake the training.	Included in the Learning and Development Programme. Training available online 365 days a year. Audit of those involved in the training undertaken each quarter – any who are not compliant will be contacted.	Any groups failing to comply with the training requirements will be written to. This will be followed with a letter from the DCS. The DCSF are currently consulting on making this training a statutory requirement for headteachers and governors involved in recruitment.	None.
6.7	Further delay in the implementation of the Vetting and Barring	Awareness of the planned implementation and the timescales required.	The timescale for the introduction of the Vetting and Barring Scheme has been confirmed. The date on which all new	None.

	Scheme.		appointments need to be registered prior to commencement is confirmed as November 2010. No further delay is anticipated.	
6.8	Restrictions on use and level of Government Grant.	Optimisation of resources to support school improvement.	Actions to mitigate risk continue – no further risks identified.	None.
6.9	Failure to appoint staff to key positions.	Ensure recruitment procedures are strong.	Actions to mitigate risk continue – no further risks identified.	None.
PRIORITY FIVE: VALUE FOR MONEY				
MTO 10: Be accountable and provide excellent value for money.				
10.21	Expertise/availability of staff to undertake review of recruitment and retention.	Early identification of challenging recruitment areas. Workforce planning to be implemented across Social Care & Learning. Engage colleagues with the LA/workforce as appropriate.	Workforce planning session run to the SLG. Secondary returners course in operation since October.	None.
PRIORITY SIX: SUSTAIN ECONOMIC PROSPERITY				
MTO 12: Promote workforce skills				
12.1	Potential for cessation of funding due to change of central government policy.	Close liaison with funding agencies.	Actions to mitigate risk continue – no further risks identified.	None.

Annex E: Performance against National Indicators





CYPL – National Indicators Quarter 1 2010/11





Friday, August 6, 2010







Indicator Ref.	Measure	Responsible Officer	Current Actual	Current Target	Previous Actual	Comments & Improvement Action	MTO
NI043	Young people within the Youth Justice System receiving a conviction in court who are sentenced to custody (Quarterly)	Karen Roberts	8.1%	7.0%	11.7%	Actual annual outturn data for 09/10 = 8.1% The quarter 4 figure for this indicator was 0%. This was slightly above target (<7%) however showed improved performance throughout the year reducing significantly.	MTO 08 - To reduce crime and increase people's sense of safety in the borough
NI045	Young offenders' engagement in suitable education, employment or training (Quarterly)	Karen Roberts	81.0%		82.5%	Annual actual outturn data for 09/10 = 81%. Quarter 4 figure = 77% Target (80%) exceeded.	MTO 08 - To reduce crime and increase people's sense of safety in the borough
NI067	Percentage of child protection cases which were reviewed within required timescales (Quarterly)	Mairead Panetta	100.0%		100.0%	All Child Protection reviews have been held on time. This indicator provides a snapshot of data for children subject to Child Protection Plans, as at 31/03 in any given year, and the timeliness of all their reviews held during the year.	MTO 06 - To improve outcomes for children and families through the Children and Young People's Plan
NI071	Children missing from home or care (Quarterly)	Mairead Panetta	10		10	The outturn provided is based on a pre-liminary self-assessment in 5 discrete areas submitted end of Apr 2010. Next data submission due end of July 2010.	MTO 06 - To improve outcomes for children and families through the Children and Young People's Plan
NI086	Secondary	Bob Welch			66.6%	66.6% of secondary	MTO 06 -

	schools judged as having good or outstanding standards of behaviour (Quarterly)					schools have been judged as having good or outstanding standards of behaviour.	To improve outcomes for children and families through the Children and Young People's Plan
NI088	Percentage of schools providing access to extended services (More frequently than quarterly)	Graham Symonds	100%			All schools now at full core offer ahead of national target date	MTO 06 - To improve outcomes for children and families through the Children and Young People's Plan
NI089.1	Reduction in number of schools judged as requiring special measures and improvement - total number of schools in special measures (Quarterly)	Bob Welch	1			One primary school has been judged as requiring Special Measures.	MTO 06 - To improve outcomes for children and families through the Children and Young People's Plan
NI089.2	Reduction in number of schools judged as requiring special measures and improvement - average time spent by schools in special measures (Quarterly)	Bob Welch				N/A	MTO 06 - To improve outcomes for children and families through the Children and Young People's Plan

Annex E: Performance against Actions



MTO1 - To build a vibrant Bracknell town centre that residents are proud of					
Detailed Action	Due Date	Owner	Status	Last Updated	Comments
1.5 ensuring local people gain the skills for employment in the town centre					
1.5.1 Develop service provision to meet existing local needs in Bracknell Forest to enable more adults to be able to enter the job market.	30/09/2010	CYPL			Adult Learning Plan in place, Grow Our Own actively providing skills for employment provision and a weekly drop in session for job seekers.
MTO4 - To keep Bracknell Forest clean and green					
Detailed Action	Due Date	Owner	Status	Last Updated	Comments
4.8 Implement the local climate change action plan, in line with the Nottingham Declaration					
4.8.16 Support the DCSF sustainable schools agenda in all Bracknell Forest schools	31/03/2011	CYPL			25 schools are now registered for ECO schools, of which 15 have achieved bronze or silver awards. All new capital projects in schools have sustainable features.
4.8.17 Develop learners' awareness of the environmental and climate change through geography and cross curricular activities. Incorporate environmental and climate change these in inter/intra school collaborative projects e.g. music/dance	31/03/2011	CYPL			Various projects have taken place in schools related to environmental issues and climate change.
MTO5 - To improve health and wellbeing within the borough					
Detailed Action	Due Date	Owner	Status	Last Updated	Comments
5.1 Developing and implementing a comprehensive health strategy for the Borough with partners, which identifies clear priorities and actions to address local health inequalities, and to improve health and well-being					
5.1.6 Effective engagement with partners to ensure a robust evidence base to develop priorities to go into the new CYPP, to include engagement of partners, engagement of children,	30/04/2011	CYPL			Partners and stakeholders visioning event is taking place on 15 July which 75 people have signed up to attend. This will be an opportunity to begin to




young people and families and engagement with the Public Health Working Group					develop the priorities for the new CYPP.
5.1.7 Ensure effective monitoring of performance of 'Be Healthy' indicators in the CYPP monitoring process	30/09/2010	CYPL			The Be Healthy indicators were shared and with the CYP Trust Board in March, and those that sit within the LAA were shared with the CYP Trust Executive on 3 August.
5.1.8 Increase the take-up of school lunches in Primary Schools	31/03/2011	CYPL			Working with school meal caterers to increase the take up. Annual monitoring.
5.6 Working with health partners to improve mental health services for children and young people					
5.6.1 Implement the CAMHS strategy in conjunction with local partners	31/03/2011	CYPL			The CAMHS Partnership has continued to meet. The strategy is under review, and will be updated in Q2. The in year cuts in the Area Based Grant will mean a reduction in CAMHS Tier 2 provision.
5.6.2 Deliver the Targeted Mental Health in Schools (TAMHS) Programme in line with the approved development plan	31/03/2011	CYPL			The Project was successfully launched on 26 May when 75 representatives of 22 agencies and 15 schools attended separate, Briefing and Launch events. School teams began an audit process of skills, knowledge & awareness, to inform the content of the Stimulus event planned for the end of September. The Behaviour Support team completed pilot versions of the "Listening Ear" training package and Emotional First Aid training has been confirmed, beginning in the Autumn term. The Educational Psychology Service has secured Trainee and Consultant EP input to "backfill" and cover the facilitation, delivery and management of the Project.

MTO6 - To improve outcomes for children and families through the Children and Young People's Plan					
Detailed Action	Due Date	Owner	Status	Last Updated	Comments
6.1 Ensuring all schools are good schools and continuing to raise standards					
6.1.1 Deliver actions of the CYPP to support school improvement, including the National Strategies, tailored to local circumstances. (EA1-7, PC1-4, EW1-4, WT1)	31/03/2011	CYPL			External ratings of programme linked to National Strategies indicate good progress.
6.1.2 Continue to influence providers of learning programmes to match provision with the needs of the learner, including support for teachers in the analysis of data and strategies to promote access to the curriculum and effective interventions.	31/03/2011	CYPL			Broader, more appropriate course provision, especially at Key Stage 4 in place. Regular courses on use of data and planning interventions take place
6.1.3 Support and train school leaders, including governors, to evaluate school, group and individual attainment and progress and secure continued improvement.	31/03/2011	CYPL			Courses helped for senior staff and governors on the use of RAISE online to analyse attainment.
6.1.4 Support providers in the development of coordinated delivery (including timetable models, policies and procedures and Diploma Development Groups) in line with 14-19 Strategy and Gateway 3 submission.	31/03/2011	CYPL			Meetings held with school curriculum leaders to develop common timetable models and share curriculum resources.
6.1.5 Undertake further work in relation to the transfer of responsibilities from the LSC to the LA including the future commissioning of post 16 provision.	31/03/2011	CYPL			New Sub Regional Group established following abolition of the LSC in April 2010.
6.1.6 Increase participation in physical education within the curriculum and further develop links with local clubs, strengthen leadership and encourage opportunities for competition.	31/03/2011	CYPL			Programme in place to strengthen subject leadership and links with clubs as detailed in the PE and Sports Strategy.
6.1.7 Ensure that all schools are engaged in the National Healthy Schools	31/03/2011	CYPL			Programme of support in place.




Programme					
6.1.8 Implement a programme of family learning courses appropriate to local needs to enable parents and carers to better support their child's learning	31/03/2011	CYPL	✓		Range of courses available for parents and carers.
6.1.9 Continue to reduce the number of permanent exclusions in secondary schools	31/03/2011	CYPL	✓		Figures show a reduction in the number of permanent exclusions
6.10 Implementing the Primary Capital Strategy and developing facilities in secondary and special schools					
6.10.1 Implement the first phase of projects under the Primary Capital Strategy for change	31/03/2011	CYPL	✓		Works have commenced at one school and are planned to commence at four other schools later this year
6.10.2 Prepare the Council's Readiness to Deliver Statement under Building Schools for the Future.	30/04/2010	CYPL	✓		Completed.
6.11 Increasing range of support available for parents by implementing the actions set out in the Parenting Strategy, 'Strong Foundations'					
6.11.1 Work with partners to develop approaches to parenting support and whole family work	31/03/2011	CYPL	✓		Programme of universally available parenting sessions underway. Early intervention Solihull programmes held. Targeted sessions continue in Webster Stratton and Strengthening Families. Partners include PCT, Youth Offending Service, Behaviour Support Team and Early Years Children's Centres. Active parenting network of wide range of providers. Development work on professional skills. Community consultation underway to refresh parenting needs in readiness for further policy work.
6.2 Making sure there are enough good school buildings for an expanding borough, including building a replacement for Garth Hill College and					



Edgbarrow School sixth form					
6.2.1 Complete the rebuilding of Garth Hill College	30/09/2010	CYPL			The project is on programme for opening in September 2010.
6.2.2 Complete the construction of the new Post 16 Centre at Edgbarrow	30/09/2010	CYPL			This project achieved practical Completion in June 2010.
6.2.3 Commence the construction of the new primary school for Jennets Park	30/09/2010	CYPL			This project is on programme for commencement in 2010/11.
6.2.4 Commence the project for redevelopment of Kennel Lane Special School	30/09/2010	CYPL			This project is on programme for commencement in 2010/11.
6.3 Continue to support a wide range of 'extended services', including opportunities in music and sport					
6.3.1 Ensure that all schools are 'fully extended'	31/08/2010	CYPL			National target met ahead of schedule - 100% schools now fully extended. Work now focuses on sustainability - first cohort of 7 schools pursuing Quality in Extended Services accreditation. Recent events have included a conference of Schools' Councils, film festival, instrumental music concert and a 'Junior Citizen' day where children from nine primary schools learnt about keeping safe. Summer activities planned in Sandhurst, Crowthorne and Jennett's Park. Good evidence that schools value their Family Support Advisers. Programme to provide financial support to 'economically disadvantaged' families Borough wide since April. Good examples of increased confidence and self esteem are becoming apparent.
6.4 Establishing six new children's centres to give families access to integrated multi-agency services for young children					
6.4.2 Complete the Children's Centre Capital	31/03/2011	CYPL			Three of the eight centres have been






Development Programme					developed and are up and running. Of the remaining five, three are in development and awaiting the release of Sure Start capital funds and two are virtual to be reached through a mobile provision and existing community buildings. The mobile provision is reliant upon SS capital funds.
6.4.3 Deliver enhanced play spaces through the completion of the Play Builder programme	31/03/2011	CYPL			Twelve play spaces were developed in year one of the programme and are open and being enjoyed by children and young people. Phase two of the project is in development three destination sites are ready to progress, one at Locks Ride has started, and the remaining two are at tender stage one of which (The Look Out) one has approved planning permission. The other eight sites have been identified and plans are developing. Due to the Play Builder capital being held at present with a possibility of a reduction in funds, the remaining sites have been reduced to three definites and one reduced.
6.5 Investing in new youth facilities and targeted youth support					
6.5.4 Open new Youth Centre in Great Hollands and commence new mobile provision	31/08/2011	CYPL			The new youth centre has been named by young people as 'the zone'. The project has been commissioned and the construction has commenced. The completion date is set for 1st October. The consultation work carried out by BACYP has been completed a very helpful report has been produced. Young people continue to be involved in documenting

					the stages of the build and in planning the future look and use of the centre. The specification for a new 'mobile' vehicle has been scoped and an order placed. The anticipated delivery date is January 2011. Work is in hand to identify suitable locations to use the new mobile and programmes that are suitable to this style of work are being planned with the street-based team of youth workers in collaboration with local young people.
6.6 Helping schools manage behaviour and supporting young people at risk of exclusion from education, training or employment opportunities					
6.6.1 Deliver year 6 to year 7 Transition programme	31/10/2010	CYPL			Work planned to support the transfer of pupils from Year 6 to Year 7 including 'Marvellous Me'
6.7 Setting up effective integrated services for children and young people with special educational needs and disabilities					
6.7.1 Implement and monitor Year 2 of the Aiming High for Disabled Children Strategy 2009 - 11	31/03/2011	CYPL			The sub groups of aiming high continue to make good progress with the number of children accessing and the amount of short breaks increasing significantly. In comparison to quarter 1 in 2009/10 the number of children increased from 162 to 340. The number of overnight short breaks and targeted hours (holiday schemes/ Saturday clubs) increased by 20% and 57% respectively. Sustainability plans are in place.
6.7.2 Review and publish the Special Educational Needs (SEN) Policy and Provision Guidance	31/12/2010	CYPL			The Policy has been reviewed and a draft version circulated for comments with a deadline of the end of July.
6.8 Improving the lives of children in care through					

better corporate parenting and effective commissioning of placements					
6.8.1 Implement the new Care Planning Regulations and associated Care Matters Guidance	31/03/2011	CYPL			All relevant policies are in the process of being updated to take into account the new regulations and guidance
6.8.2 Develop the Commissioning process for looked after children in line with the new Sufficiency Duty, including matching individual need with appropriate resources	31/03/2011	CYPL			The regional residential provision for children with complex needs is on target for January 2010. Work is continuing with Independent Fostering Agencies to develop knowledge of foster care placements in the local area so that they can be specifically matched to the need of Bracknell Forest children. Proposals to encourage greater sharing of Berkshire foster placements are being developed.
6.9 Taking all appropriate measures to ensure the safety and wellbeing of children and young people					
6.9.2 Implement new guidance in 'Working Together' focusing on the Children's Social Care response to referrals from other professional agencies	31/03/2011	CYPL			This is currently being implemented by the Children's Social Care duty team and will be audited by the team manager and the independent child protection chair at the end of July 2010
6.9.3 Implement the Domestic Abuse Pilot Project, intended to improve information sharing and a co-ordinated multi-agency response to early signs of domestic abuse	31/03/2011	CYPL			The multi-agency group are meeting quarterly to review and monitor the progress of this project.
6.9.4 Safer recruitment/workforce training to be provide to managers across the children's workforce	31/03/2011	CYPL			Training has started and will continue throughout the year
6.9.5 Lead on the implementation of the Vetting and Barring Scheme	30/11/2010	CYPL			Ongoing due to changes in the Vetting and Barring Scheme.
MTO7 - To seek to ensure that every resident feels included and able to access the services they need					
Detailed Action	Due Date	Owner	Status	Last Updated	Comments




7.10 Implementing the Bracknell Forest Partnership Community Engagement Strategy to engage with residents to shape service provision and develop communities					
7.10.10 Implement the actions in the Bracknell Forest Partnership Community Engagement Strategy due for completion in 2010/11 and ensure actions for future years are progressed (Children, Young People and Learning)	31/03/2011	CYPL			All actions being implemented
7.10.8 Develop the new Youth Council as an effective body for liaising with young people	30/04/2011	CYPL			The Youth Council has been formed from the Youth Forum. It has increased its membership through direct elections in schools and other youth agencies. The young people meet regularly to consider the issues outlined in their action plan for the year. One of their actions is to expand the membership of the Youth Council and to find alternative methods for more young people to be able to comment issues of interest. The MYP has been elected from within this group at a residential weekend where the young people shared about their interests and agreed the issues that would go to make up their action plan. The Youth Council are represented at the C&YP Trust and are agreeing joint areas of work for them to contribute towards.
7.13 Develop joined up support to vulnerable families where children and young people are at risk of poor outcomes (in line with the 'Think Family' initiative)					
7.13.1 Work with partners to develop approaches to whole family work	31/03/2011	CYPL			Funded programmes introduced in 2009 now embedded. Work moving on to consider partnership-wide support available for families in a variety of

					established ways to ensure that services are joined up and there is 'no wrong door' in terms of access. Partners include Children's Social care, Adult Social Care, Police, Bracknell Forest Homes, Youth Offending Service, Anti-social behaviour, Drugs and alcohol team, parenting, Probation and PCT. Strategy can be expected by end of Q3.
7.13.2 Work with targeted families through the Family Intervention Project	31/03/2011	CYPL			Youth crime focused project started work with families in January 2010 and early outcomes now becoming apparent. Indications that interventions have avoided more significant actions needing to be taken, and reduced ongoing nuisance to neighbours and community. Team re-structured in June to provide more key worker and manager hours following financial contributions from Bracknell Forest Homes, Youth Offending Service, Children's Social Care and Extended Services. Additional funding from previous Government achieved. Work with more families now possible, 15 can be expected by end of Q4. Referral criteria have been revised and protocols being established with key services.
7.4 Improving support in schools for minority ethnic communities with English as an additional language					
7.4.1 Further develop teacher knowledge and skills in teaching pupils who are at the early stages of acquiring English as an additional language.	31/03/2011	CYPL			Training courses and in-school support provided.
7.5 Implementing a Disability Equality Scheme,					

Gender Equality Scheme and Race Equality Scheme					
7.5.6 Implement the Disability, Race and Gender Equality Schemes actions due for completion in 2010/11 and progress those actions due for completion in later years (Children Young People and Learning)	31/03/2011	CYPL			All actions being implemented
7.7 Implementing the Community Cohesion Strategy to give people a sense of belonging and identity as members of their community					
7.7.10 Implement actions in 'All of us' Community cohesion Strategy (Children Young People and Learning)	31/03/2011	CYPL			All actions being implemented
7.7.7 Promote schemes that include opportunities for children and young people to learn about legal and human rights and that encourage them to examine their own beliefs and preconceptions.	31/03/2011	CYPL			The Rights Respecting Schools programme continues to become established in schools.
7.7.8 Promote equity and high standards for all through identification of underachievement of any group of minority ethnic pupils.	31/03/2011	CYPL			The attainment of pupils from ethnic minority groups is analysed annually. Underachieving pupils are identified. School improvement partners monitor the impact of the teaching and learning interventions on individual pupil's progress each term. The progress of pupils whose first language is not English is tracked termly. Schools are supported to plan age appropriate interventions for newly arrived EAL pupils. All schools have now received training in Bracknell Forest's EAL induction programme.
7.8 Working within the Bracknell Forest Partnership to show continuous improvement in equalities and diversity in the Council and its services, and work towards attaining the 'Achieving' level of the Equality Framework					
7.8.11 Conduct Equality Impact Assessments (EIAs)	31/03/2011	CYPL			Ongoing and on target

for new services, strategies and policies and review existing EIAs as part of a rolling three year programme, ensuring all actions resulting from these are built into team/business workplans (Children, Young People and Learning)					
7.8.15 Ensure all EIA actions for 2010/11 are implemented and actions for future years progressed (Children, Young People and Learning)	31/03/2011	CYPL	✓		All actions being implemented
7.8.19 Improve equality monitoring to provide better information on access to and take up of services by different parts of the community (Children, Young People and Learning)	31/03/2011	CYPL	✓		Equality monitoring framework being developed
MTO8 - To reduce crime and increase people's sense of safety in the borough					
Detailed Action	Due Date	Owner	Status	Last Updated	Comments
8.1 Working with the Crime and Disorder Reduction Partnership to reduce crime by 3% each year by 2011					
8.1.4 Produce and implement a Youth Justice Plan, in accordance with revised Youth Justice Board Performance Framework guidelines	31/03/2011	CYPL	✓		The YJ Strategic Plan 2010/11 is in draft and is going to Council Exec on 14.9.10
8.1.5 Work in partnership with Thames Valley Police to reduce first time entrants into the Youth Justice system by identifying young people who are suitable for diversion and promoting positive alternatives to criminal justice interventions	31/03/2011	CYPL	✓		The process is ongoing and local data shows that 1st time entrants to the Youth Justice System has been reduced by 42% for the period April 2009 - March 2010. Q1 data not available until mid September 2010
8.6 Implement the strategy against violent extremism					
8.6.3 Implement the actions identified in the Prevent Action Plan	31/03/2011	CYPL	✓		Actions implemented in line with Action Plan.
MTO10 - To be accountable and provide excellent value for money					
Detailed Action	Due Date	Owner	Status	Last Updated	Comments
10.10 Maintain clear accountable governance structures for working in partnership with other					

organisations in the Borough					
10.10.4 Develop the Children and Young People's Trust further, ensuring new legislation requirements are met and governance framework is reviewed and implemented in relation to the work of the Children and Young people's Trust Board	30/04/2011	CYPL			The Children and Young People's Trust Board became a statutory Board on 1 April 2010. The Governance Framework has been updated to reflect this change, and this will shortly be published on the Children's Trust Pages of the BF website.
10.7 Ensuring all council services provide value for money and make effective use of resources					
10.7.22 Keep services constantly under review through monthly budget monitoring	31/03/2011	CYPL			Monthly budget monitoring is undertaken between departmental accountants and budget holders. These reports are reviewed by the DMT.
10.8 Ensure staff are in place with the right skills and capacity to deliver service outcomes and maximise service efficiency					
10.8.20 Review the recruitment and retention policies to ensure staff are in place with the relevant skills to deliver service outcomes	31/03/2011	CYPL			Ongoing
10.8.21 The Newly Qualified Teacher Primary Pool will operate to provide schools with a pool of suitably qualified teachers	30/09/2010	CYPL			There has been a high calibre of applicants for the NZQT pool and the process has been very successful with a number of job offers being made.
MTO11 - To understand and promote the borough's economic activity and potential					
Detailed Action	Due Date	Owner	Status	Last Updated	Comments
11.5 Working closely with partners to implement a programme of local action to support the local economy					
11.5.5 To develop a Child Poverty Needs Analysis and a Child Poverty Strategy which informs the Children & Young Peoples Plan	31/08/2010	CYPL			A Child Poverty presentation was made to the CYP Trust Board in May, and two Officers have attended a Child Poverty Conference to gain greater insight into the requirements of the Strategy. Work has already begun to collect

					information for the needs analysis which needs to accompany the strategy.
MTO12 - To promote workforce skills					
Detailed Action	Due Date	Owner	Status	Last Updated	Comments
12.1 Contributing to the development of an appropriately skilled workforce through Adult and Community Learning					
12.1.6 Implement the actions in the Adult Learning Plan in relation to developing an appropriate programme of First Steps courses matched to local learning needs.	31/07/2011	CYPL			We have achieved in advance of the end of the contract year the First Steps targets within SFA contract.
12.3 Work with partners to reduce the number of young people not in education employment or training					
12.3.1 Implement the NEET Strategy as part of the 14-19 Plan	31/03/2011	CYPL			This is in progress and ongoing and monitored regularly through the 14-19 Strategy Group.
12.3.2 Implement the Care 2 Work plan to increase employment opportunities for care leavers.	31/03/2011	CYPL			We are developing a scheme with Adult Services to provide work opportunities for a range of vulnerable groups, including care leavers, across the Council and associated organisations. One care leaver has taken up the opportunity for work experience with Bracknell Forest Homes.

CHILDREN YOUNG PEOPLE & LEARNING OVERVIEW AND SCRUTINY PANEL 27 OCTOBER 2010

LSCB Annual Report 2009-2010 Director of Children, Young People & Learning

1 INTRODUCTION

- 1.1 The Local Safeguarding Children Board (LSCB) produces an annual report on its activity and achievements each year. This is the 4th Annual Report since the LSCB was established in 2006. The production of an annual report is now a requirement set out in the Apprenticeships, Skills, Children and Learning Act 2009 and so the report is in a new format. The report is now intended to provide an assessment of the effectiveness of local safeguarding arrangements, and a copy is sent to the Children & Young People's Trust to inform the development of the Children and Young People's Plan.

2 SUGGESTED ACTION

- 2.1 **That the Children Young People & Learning Overview and Scrutiny Panel note the Annual Report of the Bracknell Forest LSCB, attached at Annex 1.**

3 SUPPORTING INFORMATION

- 3.1 The LSCB has approved the Annual Report which will be presented to the Children & Young People's Trust later this year.

Background Papers

Working Together to Safeguard Children, 2010

Contact for further information

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Bracknell Forest LSCB 2009/10 Annual Report Summary

1) Introduction

Bracknell Forest Local Safeguarding Children Board (LSCB) was established in April 2006 and is chaired by an Independent Chair; the Chair is not an employee of any of the organisations working with children or families in Bracknell Forest.

The LSCB brings together senior managers who represent a broad range of organisations that work together to promote the welfare of, or protect, children and young people; these organisations include Thames Valley Police, Children's Social Care, Schools, Health services, Probation, Early Years and Voluntary sector representatives, to name a few. The LSCB partnership agreement¹ commits member organisations to the safeguarding standards required by the LSCB.

The LSCB strives to 'ensure the effectiveness' of local services safeguarding and child protection practice and 'co-ordinate services' to respond to the best interests of children and families. The LSCB has a broad range of responsibilities, from raising awareness of child safeguarding and protection with professionals, volunteers, children, young people and the communities they live in; through to reviewing child deaths and conducting serious case reviews.

The LSCB is required in legislation² to produce and publish an annual report on the effectiveness of safeguarding in the local area. This is the fourth annual report from the LSCB and focuses on:

- a) The LSCB's assessment of the effectiveness of local safeguarding arrangements i.e. how well do organisations safeguard children in Bracknell Forest collectively and individually;
- b) Action taken in response to case reviews i.e. what did we learn, what would we want to continue and what do we want to change;
- c) Local safeguarding achievements & areas for further development;
- d) The LSCB's assessment of the discharge of its functions including the assessment of the effectiveness of policies and procedures i.e. to what extent has the LSCB fulfilled the responsibilities required of it;³
- e) Feedback to, and challenge of, the Children and Young People's (CYP) Trust i.e. what is working well locally, what changes should be made to the organisation of local services or the priorities that services are asked to work towards⁴.

Requests for the full annual report should be directed to Bracknell Forest LSCB Independent Chair.

2) LSCB's assessment of the effectiveness of local safeguarding arrangements and action taken in response to case reviews

Bracknell Forest LSCB analysed:

¹ See <http://www.bracknell-forest.gov.uk/local-safeguarding-children-board-partnership-agreement.pdf>

² Apprenticeship, Skills, Children and Learning Act 2009

³ Working Together to Safeguard Children 2010

⁴ Children and Young People's Plan and Commissioning priorities.

Safeguarding children together

- ❖ maintained and independent school Section 11⁵ self-assessments (phase two of a three phased Section 11 review process);
- ❖ child deaths and a local multi-agency case review (using the areas of analysis of a Serious Case Review);
- ❖ reports on specific areas of safeguarding activity i.e. domestic abuse, sexual offences, bullying, licensing, workforce strategy, etc;
- ❖ safeguarding practice in a sample of individual cases i.e. where members of the LSCB review the records of individual children to see how effective the support of the child/family has been, to identify good practice and areas of improvement that all organisations can learn from;
- ❖ safeguarding incidents;
- ❖ performance management information.

Following this analysis, the LSCB has recommended the CYP Trust ensures that:

- ✓ sufficient resources and support are available to support organisations with information sharing and safer workforce development.
(Some organisations requested additional help for their staff/volunteers to be confident to seek informed consent to share information with other organisations, or to share information without consent if there is a need, for example a child is at risk of harm. Some organisations needed more support and guidance on how to manage concerns about whether a member of staff/volunteer is suitable to work with children);
- ✓ Targeted Youth Support is reviewed, with specific reference to providing more individualised and focussed support to vulnerable young people.
(A number of staff/volunteers who work with young people work with them in groups; there are not many opportunities for young people to receive one-to-one support and that is particularly useful for young people who need particular help).
- ✓ the use of the Common Assessment Framework (CAF) and Integrated Care Pathways (ICPs), and the Lead Professional role, are promoted to all sectors of the children's workforce;
(The CAF and ICP are systems that enable a number of professionals from different organisations, with different areas of expertise to consider together what support would be of most help to a child, young person or family. A Lead Professional acts as a first point of contact for a young person or family if they receive support from a number of organisations; they help to share information on behalf of the young person/family to reduce repetition or duplication.)
- ✓ safeguarding priorities highlighted in the LSCB's exception report inform the Trust's strategic planning and commissioning.
(The LSCB reviews the performance of organisations in Bracknell Forest to performance of other areas in the country. The LSCB compares the support children/families receive nationally with what they receive in the borough, to see where we are serving children well and where we could improve. The LSCB highlights particular priority areas to the CYP Trust).

⁵ Section 11 of the Children Act 2004 summarises 8 minimum standards that every organisation offering services to children, young people or families must meet.

3) Local safeguarding achievements and challenges

Bracknell Forest LSCB achieved a lot in 2009/10. Several areas of its work were noted as regional or national examples of good practice and the LSCB was invited to present some of its activity at regional meetings and at a national conference. The LSCB's Annual Conference in June 2009 on the theme of 'targeting services to safeguard vulnerable children' was well attended and featured a presentation from Kids Company focussing on the impact of trauma on brain development and behaviour. The LSCB's sub-groups had a range of achievements including:

- ❖ raising the children's workforce's and public's awareness of local issues i.e. sexual offences, bullying, e-safety;
- ❖ establishing that none of the child deaths in the borough could have been prevented;
- ❖ developing and organising new training to respond to requests for information or support from professionals/volunteers;
- ❖ ensuring that policies and procedures that impact on safeguarding children are updated or amended as we learn together how to support children most effectively.

The LSCB also notified the CYP Trust of a number of challenges that it needed to be aware of including:

- the number of children experiencing bullying in the borough;
- the need to identify and support children/young people who may be at risk of being, or have been, a victim of a sexual offence;
- the need to redesign safeguarding training in light of learning from up and down the country and offer a new range of training programmes;

In particular, the LSCB recommended to the CYP Trust that:

- ✓ the Child Poverty Strategy considers the need to reduce social and health inequalities for disadvantaged children, in the context of the Joint Strategic Needs Analysis;
(Children born into, or living in, some circumstances (e.g. overcrowded houses, families with low incomes, households with a parent/carer that has significant health problems, etc) have a proportionately higher chance of suffering from ill health, shorter life expectancy, achieving less at school, amongst other things when compared to children living in less challenging circumstances. Whilst 'disadvantaged' children do not automatically experience inequalities in their quality of life and prospects for their future, the challenges they face are often greater.
- ✓ the CYP Trust gives specific attention to the LSCB's concerns about whether reductions in resource (i.e. public service budgetary pressures) may reduce the workforce's capacity to identify safeguarding needs, contribute to assessments and monitor/support families. In particular the LSCB recommends that the workforce's potential capacity to safeguard children is risk assessed when services are planned or commissioned and embedded in service specification requirements.
(If there are less professionals working with children, the partnership's opportunities for identifying families/young people that need more support may be reduced and the time available to provide support to those families/young people that have been receiving help may also be reduced. The LSCB is concerned that this could impact on our ability to safeguard and protect children).

4) LSCB’s assessment of the discharge of its functions

Bracknell Forest LSCB works with neighbouring LSCBs in Berkshire to ensure that the Berkshire Child Protection Procedures and other relevant policies are regularly reviewed, in the context of local and national learning, and updated. Following the analysis of safer workforce self-assessments the LSCB introduced a safer workforce training programme that has been attended by in the region of 300 managers. New training needs identified through the training needs analysis include e-safety and sexual offences training.

The LSCB has also introduced a new whistle-blowing policy to enable any member of the children’s workforce to approach the LSCB Independent Chair directly to raise concerns if:

- a member of the workforce has raised a concern that has an impact of safeguarding in their organisation that has not been resolved to their satisfaction;
- a member of the workforce believes that their Employer’s ability to safeguard children is compromised.

5) Feedback to and challenge of the Children and Young People’s Trust

In summary Bracknell Forest LSCB’s feedback to the CYP Trust was as follows:

Area of consideration	Action requested
Section 11 development areas ⁵	To ensure that sufficient support/ resources are made available and promoted to support organisations with development needs in information sharing and safer workforce processes
Commissioning priorities - Multi-Agency review of a child death	That the CYP Trust reviews Targeted Youth Support with specific reference to providing more individualised and focussed support to vulnerable young people; That the CYP Trust actively promotes the use of CAF and ICP, and the Lead Professional role, by all sectors of the children’s workforce, That the CYP Trust seeks to ensure that parenting course are actively promoted and advertised to the workforce.
Child Death Overview Panel	That the Child Poverty Strategy considers the need to reduce social and health inequalities for disadvantaged children, in the context of

⁵ Section 11 of the Children Act 2004 summarises 8 minimum standards that every organisation offering services to children, young people or families must meet.

	the Joint Strategic Needs Analysis.
Sexual Offences	That the CYP Trust notes that Bracknell Forest has a slightly higher than expected rate of sexual offences against young people and takes this into account in decisions re: commissioning and de-commissioning of services. The recommendations from the sexual offences analysis work will be shared with the CYP Trust to inform a local preventative approach.
Performance Management	That the CYP Trust note the safeguarding priorities identified in LSCB exception reports and take this into account in strategic planning and commissioning.
Challenges	That the CYP Trust gives specific attention to the LSCB's concerns about whether reductions in resource (i.e. public service budgetary pressures) may reduce the workforce's capacity to identify safeguarding needs, contribute to assessments and monitor/support families. In particular the LSCB recommends that the workforce's potential capacity to safeguard children is risk assessed when services are planned or commissioned and embedded in service specification requirements.

The LSCB awaits a report from the CYP Trust in March 2011 on the Trust's progress with responding to LSCB recommendations.

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CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL

27 OCTOBER 2010

REPORT ON THE OUTCOMES OF THE OFSTED UNANNOUNCED INSPECTION OF CONTACT, REFERRAL AND ASSESSMENT SERVICES

Director of Children, Young People and Learning

1 INTRODUCTION

- 1.1 In August 2010 Ofsted carried out an unannounced inspection of Bracknell Forest's contact, referral and assessment services. The inspection letter is attached for information at Annex 1. The inspection identified many areas of strength and satisfactory practice with some areas for development. There were no areas of weakness identified for priority action.
- 1.2 The Department is pleased with the outcome of the inspection and the recognition of the many areas of good practice in the service which are acknowledged by Ofsted.

2 SUGGESTED ACTION

- 2.1 **There are five areas identified for further development. These are relatively minor areas and in the majority of cases had already been identified for further work. An action plan is in place to address the areas for development see Annex 2. Progress will be reported to the Executive Member for Children's Services.**

3 EQUALITIES IMPACT ASSESSMENT

- 3.1 There are no equality issues arising from this report.

4 STRATEGIC RISK MANAGEMENT ISSUES

- 4.1 The areas identified for development will be a focus for any future inspection as Ofsted will want to see progress.

Background Papers

The Ofsted website has a range of information on the inspection process for an unannounced inspection this can be accessed at www.ofsted.gov.uk

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2 September 2010

Dr Janette Karklins
Director for Children, Young People and Learning
Bracknell Forest Borough Council
Easthampstead House
Town Square
Bracknell
Berkshire
RG12 1AQ

Dear Dr Karklins

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

This letter summarises the findings of the recent unannounced inspection of contact, referral and assessment arrangements within local authority children's services in Bracknell Forest Borough Council which was conducted on 3 and 4 August 2010. The inspection was carried out under section 138 of the Education and Inspections Act 2006. It will contribute to the annual review of the performance of the authority's children's services, for which Ofsted will award a rating later in the year. I would like to thank all of the staff we met for their assistance in undertaking this inspection.

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

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

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

Strengths

Contact, referral and assessment arrangements are very well managed. Management oversight is evident on all cases and is very clearly recorded, demonstrating thoughtful and well considered decisions based on very good analyses. Referrals are responded to appropriately in a very timely way and cases are allocated without delay for assessment.



The morale of staff is high and they report that experienced and accessible managers provide them with very good support.

Assessments are thorough and detailed. Information from other agencies is gathered appropriately and good consideration is given to historical information. Parents' views are appropriately sought. The quality of analysis in assessments is good. Strengths and risk factors are very well evaluated and this leads to appropriate actions and services to support children and young people.

High quality annual appraisals are undertaken for all staff. They are comprehensive and reflective covering performance and professional development with clear action plans monitored through ongoing supervision.

There is evidence of good use of research in social workers' reports to initial child protection case conferences to inform assessment and planning for children and young people in need of protection.

Satisfactory practice

Child protection concerns are responded to promptly. Joint working with the police is effective. Strategy discussions and meetings are undertaken appropriately, sometimes involving a number of agencies. Investigations are thorough and timely interventions ensure children and young people's safety.

Thresholds for children's social care services are appropriate, clearly set out and consistently applied. They are generally well understood by other agencies, and referrals are made appropriately by members of the public and a wide range of professionals.

The emergency duty team takes appropriate steps to ensure children and young people are safeguarded out-of-hours and communicate clearly with day time staff.

Policies and procedures are readily available and good use is made of these by staff to inform and guide their practice.

Managers develop and maintain links with a wide range of agencies to ensure effective joint working.

The needs of young people presenting as homeless are appropriately identified, assessed and responded to through well established joint working arrangements between children's services and the housing department.

Case loads are manageable and work is progressed in a timely way. Case recording is generally up-to-date. Case transfers to longer term teams are made within acceptable and agreed timescales.

Social workers have access to a wide range of training which they find useful in

their day-to-day work.

All staff have regular supervision; allocated cases are discussed and actions clearly recorded. There is some evidence of reflective practice recorded but this is not consistent. Personal and professional development is appropriately considered. Staff care is good, sickness absence is actively managed and staff are encouraged and supported to have a positive work/life balance.

Performance and capability issues are clearly identified by managers and actions are taken promptly to resolve them.

Good efforts are made to obtain feedback from families following initial assessments. The number of completed questionnaires is low but is increasing. Feedback is given to individual staff, contributing to their professional development and identified practice issues are discussed appropriately in team meetings.

The work of the contact, referral and assessment service is quality assured through regular audits by senior managers and independent consultants. Findings from audits of individual cases are discussed with staff and managers, and key findings are summarised and reported to senior managers though not to the Local Safeguarding Children Board (LSCB). Themed audits and multi-agency audits are reported to the LSCB.

There is evidence of clear understanding of the importance of equalities and diversity, for example work has been done with the Nepalese community to improve understanding of safeguarding issues.

A wide range of services are available to support children, young people and their families in their community.

Areas for development

Children and young people are seen when assessments are undertaken but it is not always made clear if they are seen alone. Their views are generally well recorded and taken into account, however, this is not consistent in all cases.

In a small number of cases initial assessments are undertaken by family support workers and there is some evidence that needs are not always properly identified.

The use of the common assessment framework (CAF) is not consistent or fully established. Inspectors saw detailed and thorough CAFs with good multi-agency involvement and clear and appropriate plans. However, in some cases CAFs are only completed at the point of a referral being made to children's social care services without children and young people having the benefit of co-ordinated early intervention services and support.

There is a lack of clarity between the recording of contacts and referrals. Some cases are inaccurately recorded as contacts instead of referrals while information is gathered to inform decisions and actions.

It is part of the role of assistant team managers to hold cases. This has the potential to blur boundaries between the social worker and the managerial role.

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

Yours sincerely

Pat O'Brien
Her Majesty's Inspector

Copy: Timothy Wheadon, Chief Executive, Bracknell Forest Borough Council
Elaine Coleridge Smith, Chair of Bracknell Forest Safeguarding Children Board
Dr Gareth Barnard, Executive Member for Children's Services, Bracknell Forest Borough Council
Andrew Spencer, Department for Education

Action Plan following Unannounced Inspection of Contact Referral & Assessment Arrangements in August 2010

	Area for development	Action needed	Who / by when
1.	Children and young people are seen during assessment but it is not always clear if they are seen alone. Their views are generally well recorded and taken into account, but this is not consistent.	<ul style="list-style-type: none"> • The forms used to record assessments are being changed so that there is specific section on which to record whether or not the child was seen alone • To be raised at Duty Team Meeting that while awaiting form amendment record to show whether seen alone • Reminder to all staff to record the views of children and young people - to be raised at next Team Managers meeting 	<p>Head of Service Safeguarding, by December 2010</p> <p>Duty Team Manager - immediate</p> <p>Chair of Managers Meeting – October 2010</p>
2.	Initial Assessments undertaken by family support workers.	This practice has now ended as already planned. Development of Family Worker role within Duty under consideration.	Duty Team Manager – by December 2010
3.	Use of the Common Assessment Framework [CAF] not consistent or fully established.	Action Plan needed to further embed CAF and Lead Professional working in other agencies. Prevention and Early Intervention Programme Manager has been asked to develop this with CAF Co-ordinator.	CAF Co-ordinator – by December 2010
4.	Lack of clarity between recording of contacts and referrals.	Further analysis needed of which kinds of cases are being held too long as contacts, in order to address the problem.	Duty Team Manager – by October 2010
5.	Part of Assistant Team Manager [ATM] role to hold cases.	This will be reviewed as part of wider review of social work roles and functions. Also need to await Munro review of Child Protection and Social Work. In the meantime, any case work undertaken by ATM will continue to be supervised by the Team Manager.	<p>Head of Service Safeguarding, by December 2010</p> <p>Duty Team Manager - immediate</p>

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CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL 27 October 2010

GROW OUR OWN **Director Children, Young People and Learning**

1 INTRODUCTION

- 1.1 This paper provides an update on the progress of the 'Grow Our Own' service since operational activity began in Bracknell Forest in February 2010. The service is financed from section 106 funds.

2 SUGGESTED ACTION

- 2.1 That the Children Young People & Learning Overview and Scrutiny Panel note the Report.

3 SUPPORTING INFORMATION

- 3.1 Grow Our Own originally started in 2006, continuously developing to meet current economic needs. The service provides support and training to complement existing qualification-based programmes by focusing on local people and their potential to gain new or better quality employment, as an immediate response to newly created jobs, or for those preparing for employment in the future.
- 3.2 The service delivers the Council's medium term objective 1.5 (ensuring local people gain the skills for employment in the new town centre) and assists towards objective 12.1 (contribute to the development of an appropriately skilled workforce through Adult and Community Learning).
- 3.3 This is a unique service for non-employed people, providing opportunities for skills development in order to improve employability and facilitate career change. Due to the economic downturn and revisions to Welfare to Work programmes there are currently fewer statutory programmes available for job seekers and virtually no programmes for non-employed people not claiming benefits. The Grow Our Own service has therefore attracted growing interest from Bracknell Forest residents.
- 3.4 In 2009 Grow Our Own bid for the Future Jobs Fund contract from Department of Work and Pensions to provide funding to employ and train 168 18 – 24 year olds not in education, training or employment across Berkshire for a six month period, providing them with experience and skills to include on their CV. Bracknell Forest hosts 30 Future Jobs Fund posts with 27 young people already in employment. Grow Our Own provides the majority of training for all candidates and supports those that are not offered continuous employment in their FJF roles with job search and skills. This scheme will cease in December 2010, due to change in government policy.
- 3.5 Between February and September 194 Bracknell residents received support. Due to their individual circumstances the nature of this work requires intense support and activity. A number of clients had been in the same employment for many years and not had an interview or updated their CV for some time. Others have been made redundant, experiencing the different levels of emotions and practical barriers associated with redundancy. Some are returning to the labour market following a career break either for parenting or for health reasons including mental ill health.
- 3.6 The average cost per person for 1:1 intensive support, skills training and Advisor assistance aiming to result in progression to employment or further education is approximately £445.00

based on the current target of 350 initial interactions per year. This cost also includes the additional activity of forming partnerships to provide a wider service offer, identifying local skill requirements and shaping the skill offer within Bracknell Forest. The interaction target was increased from 200 to 350 in July due to the high demand for the service in the first 5 months

3.7 The level of activity against targets is shown in table A.

Table A	Annual target Year 1 Revised	Pro-rata target (February - September)	Actual (February - September)	Notes
Receiving Information, Advice or Guidance (IAG)	350	233	230	All clients receive IAG and are either signposted to other external provision or move on to the targets below.
Attended skills based training (minimum of 7.5 hrs per session)	80	53	63	Clients eligible to attend any number of training sessions.
Progression to employment. (Average of 4 x 1:1 sessions + 4 skills training sessions & 10 attendances at Job Club)	35	23	27	Low number in initial months as clients have to undertake a range of activities prior to gaining sustainable employment.
Progressed to further education	10	6	8	
Employer vacancies identified	40	26	30	

A number of case studies are included in Annex 1 which illustrates the breadth and range of adults accessing support through the Grow Our Own project.

- 3.8 A budget plan for any future work has been developed in partnership with RBWM, as this joint working will provide a benefit of reduced cost through sharing management arrangements. These include providing an ability to keep internal staff resources to a minimum as cross Borough working is utilised during peak periods and staff annual leave, shared website and marketing responsibilities and wider partnership working with external organisations and therefore improved opportunities for GOO clients. The current funds will support the service through to July 31st 2011
- 3.9 Working alongside the Bracknell Forest Adult and Community Learning (ACL) service, Grow Our Own project staff have been able to identify new provision to be offered that meets the requirement of the ACL service as well as enhancing the offer for learners. This in turn has brought new learners to the service thus supporting ACL Skills Funding Agency targets.
- 3.10 Partnerships have been formed with a variety of organisations, public, private and voluntary to enable greater economies of scale, client support and clear referral routes as well as to bid for additional funds to build on delivery and interventions. Work undertaken includes specific activity for target groups and interventions to widen engagement and participation. Details are included in Annex 1.

- 3.11 Grow Our Own compliments the work of Job Centre Plus (JCP) for those clients that are unemployed and claiming benefits. The focus of JCP is to register claimants for benefits, check eligibility and identify they are actively seeking work. A claimant must be unemployed for a minimum of six months prior to being referred to a mandatory Department of Work and Pensions intervention. Grow Our Own has an intermediary agreement with JCP to enable clients to access an employment support service at the beginning of their claim when they have more chance of success of a job outcome rather than six months later when self esteem, motivation and confidence could be reduced.
- 3.12 The current Welfare to Work provision is in the process of a complete revision. Grow Our Own has confirmed their interest as a provider to DWP in the future or as a partner to a main DWP provider.
- 3.13 In the event of no further funding or additional funds to continue the project the main function would be closed in Bracknell. The skills delivery programme would continue within the adult learning programme as far as financially possible and continue to be advertised as a skills for work programme strand.

Background Papers

Appendix 1 – Client Case Studies

Contact for further information

Amanda Waters, 01344 354036

Amanda.waters@bracknell-forest.gov.uk

Example Client Case Studies

These case studies have been selected to illustrate the range of clients who have used the Grow Our Own service

1. Following attendance on a summer course delivered by Grow Our Own to support the Education Business Partnership (EBP). 18 year old has enrolled on a full time hair and beauty course at college and is continuing to work with Grow Our Own to gain part time employment to fit in with her course and gain practical work experience.
2. 21 year old with 6 previous jobs, continuous employment but all temporary worked with the Advisor to identify a clear career direction and identify specific skills that would appeal to defined employers. He attended the Path to Work course and is currently on a work trial with an opportunity of an employment contract at the end of the trial.
3. A young person referred via the Future Jobs Fund who had been unemployed for over 12 months was awaiting a placement opportunity and CRB clearance, during this time attend a 2 day "Career Taster" in Health & Social Care and worked with a Grow adviser to pursue permanent opportunities in Health & Social Care. Secured a permanent post as a support worker to older people in a residential care home.
4. JCP referred a client to Grow Our Own to revise for the Construction Skills Corporate Safety test (CSCS). He later passed the test, a requirement to work on any construction site and secured employment with a local Contractor.
5. A young person referred via the Learning Bus gained support with his CV and advice on suitable organisations to approach speculatively as he has a degree in Sports. He has secured employment with Sports Direct.
6. A professional decorator had been made redundant from his last employer and was considering setting up his own business. He attended 'Be Your Own Boss' and Health and Safety course through Grow Our Own and confirmed he would like to continue down the path of self employment. He was referred to the local Business Link Advisor. He has now opened for business and is building a customer base.
7. Employed as a research chemist, however could not sustain full time employment due to childcare issues. Following careers advice and transferable skills analysis she has decided to change career and has recently started a course of study towards a PGCE due to commencing in September.
8. 50+ woman made redundant from a Supervisor post and referred to Grow Our Own through a friend. By this stage she was despondent and felt 'rejected' by the redundancy process from an employer of 15 years. Alternative career options had been considered but she felt she lacked the skills to undertake an alternative career path. The Client Adviser secured a place on a specific careers guidance project aimed at 50+ clients. The project provided action learning sessions with 5 other participants followed up with 1:1 focused career developments. This enabled our client to review her career, consider her transferable skills, self promotion and networking skills. She explored a number of options before deciding to undertake further training and has now secured employment in a different industry sector to that she was made redundant from.

9. 60 year old referred from Nextstep came for help with his job search, his circumstances were such that he had to have an income for a further 5 years minimum. Using resources and funds from the Digital Learning Project he was encouraged to attend 'job club' which he did on a regular basis as well as the open IT sessions at the Open Learning Centre on Fridays to search the internet for work. He subsequently secured employment with Thames Travel as a bus driver. He applied for the role via the job club facility where assistance with completing and scanning the application form was provided and then emailed to the employer. Prior to the interview he had 1:1 interview skills support. His interviewer commented on his polished interview skills.
10. 50+ couple who had run a pub in Devon and were made redundant, moved back to BFC area and had struggled to find work for 4 months after working with Grow Adviser and attending accredited Food Hygiene course (their previous qualification had expired) he secured job as a Catering Manager, she a Food & Beverage Assistant, and they are awaiting the outcome of an application to manage a pub/restaurant in the area.

Grow Our Own Activity

This is a summary of work that has taken place in Bracknell Forest from February until September 2010.

Partnerships

- Partnerships formed with the following organisations to enable greater economies of scale and impact:
 - National careers advice service (Nextstep). GOO provides a follow on service for clients they are unable to assist due to eligibility constraints. In turn Nextstep provide up to date information on work and soft skills required by clients. GOO deliver interventions or set up provision that is open to all as well as providing a referral route for Nextstep ensuring there are progression routes from advice and guidance onto skills support prior to FE or employment take up.
 - Jobcentre Plus. An intermediary agreement has been set up between both organisations to ensure JCP refer clients at the start of their period of unemployment rather than having to wait until their 6 month point before an intervention is compulsory. Client Advisor has a regular slot at JCP to inform Advisers of current provision and likewise JCP Advisers provide input on current requirements. An example of this is a recent directive that JCP Customers must provide JCP with a CV to hold on file. Writing a CV is not a service that JCP offer and so the client comes to GOO for support who then submits the CV to JCP. In turn JCP refer clients of all abilities to provision.
 - Careers Springboard (Executive job support volunteer led and facilitated organisation operating in Bracknell). Telephone calls for Careers Springboard are directed from their website and literature to GOO who then forwards the relevant information back to the lead volunteer. Several clients have engaged with GOO as a result of this and have been able to access specific careers advice and additional networking opportunities.
 - The Royal British Legion (Ghurkha Community). Planning Education for Speakers of other Language provision (ESOL), numeracy, literacy and family learning events to support the Nepali community with improving their employability.
 - Children's Centres and PACT. Providing specific interventions for women returners to work, access to a careers adviser to discuss progression opportunities and practicalities of returning to work. Plans in progress for the learning bus to set up sessions in Crowthorne and Sandhurst to deliver ICT skills related to improving access to employment.
 - Berkshire Healthcare Trust NHS – Talking Therapies, providing outreach support for service users looking to return to employment after a career break.
 - Bracknell & Wokingham College Work Based Learning/Apprenticeships team – Proposing the expansion of their programme to include more sectors e.g. Retail, Hospitality, and Catering as a progression route for learners.

Information

- Set up and implementing weekly job seeking resource sessions, regular sector based career tasters, business start up information events, accredited training programmes and a 3 week rolling programme of basic job support for clients with limited previous job seeking experience.

Funding

- Sourced additional funding to deliver a specific project identifying barriers to work and progression to education or training for adult NEETS.

Joint working

- 'Flair on the Floor' a contract with Age UK for people aged 50+ to identify the transferable skills they can offer the retail sector. Clients attend a sessional workshops and a 13 week work placement leading to secure sustainable employment.

CHILDREN, YOUNG PEOPLE & LEARNING OVERVIEW AND SCRUTINY PANEL 27 OCTOBER 2010

DELIVERING THE 14 – 19 EDUCATION ENTITLEMENT in BRACKNELL FOREST

Director of Children, Young People & Learning

A progress report in respect of the implementation of the 14-19 education entitlement, including an update on the new Diploma courses.

1. SUGGESTED ACTION

- 1.1 That the Children Young People & Learning Overview and Scrutiny Panel note the Report.

2. Recent developments

- 2.1 The new coalition government has removed the requirement for young people to have access to all Diploma lines of learning by 2013. There will therefore be no further Diploma Gateways where the LA sought approval on behalf of schools and Bracknell and Wokingham College to offer the new Diploma courses. Schools and Colleges will therefore be free to offer the Diplomas which they feel will best meet the needs of their students. National planning for Diplomas in humanities, languages and science has been stopped.
- 2.2 Bracknell Forest is currently discussing the future Diploma offer with local providers, including all six secondary schools and Bracknell and Wokingham College. Other aspects of provision will also be considered as part of this review, including the Increased Flexibility Programme, Young Apprenticeships, Foundation Learning and alternative vocational qualifications, including BTECs and OCR Nationals.
- 2.3 The LA is developing a new vocational skills centre in partnership with Wokingham LA and the College. This will be created on the former Wick Hill site and partly use facilities formerly part of Garth Hill college.

3. Current take up of Diploma courses

- 3.1 Students in our schools were offered the option of taking a Diploma in four areas. Three of these recruited and have now started. These are:

Hair & Beauty at Wick Hill (Bracknell & Wokingham College), Level 2 KS4,
Six Bracknell Forest students (plus students from Wokingham)

Business, Administration & Finance at Brakenhale school, Level 2 KS4,
Eight Bracknell Forest students

IT at Sandhurst school, Level 2 KS4,
Three Bracknell Forest students

- 3.2 This level of take-up is in line with that experienced in the other Berkshire LAs. There was insufficient demand to run Diploma courses at post-16. Reasons for the low take-up of Diplomas both locally and nationally may include perceptions that it is a new and relatively 'untried' qualification, particularly where popular BTEC courses are already established and some adverse reports that students have found Diplomas less practical and more challenging than had been envisaged.
- 3.3 Bracknell Forest has gained approval to offer the following additional Diploma lines of learning from September 2011.
- Creative & Media at Garth Hill College, Brakenhale, Bracknell & Wokingham College
 - Engineering at Bracknell & Wokingham College
 - Construction & Built Environment at Bracknell & Wokingham College
 - Society Health and Development at Bracknell & Wokingham College
 - Sport & Active Leisure at Easthampstead Park
- 3.4 In addition to developing these Diplomas, all providers are considering alternative vocational provision such as BTECs in order to ensure that the enhanced range of opportunities that will be available will be the most appropriate ones from the young people of Bracknell Forest.
- 3.5 The targeted capital fund has been used to enhance facilities at all schools in preparation for the delivery of Diplomas. Particular developments include catering facilities at Garth Hill College, a business suite as part of the new sixth form centre at Edgbarrow school and refurbished business and ICT suites at Brakenhale, Ranelagh and Sandhurst schools. The development of sporting facilities at Easthampstead Park school is ongoing. These improved facilities are available for the benefit of all learners in these institutions.

4. Other developments in provision

- 4.1 The number of learners following Young Apprenticeship programmes in Key Stage 4 increased this year – this may be due to improved access to this provision facilitated by the collaborative timetable.
- 4.2 Bracknell & Wokingham College's Eastern Road site has now closed and all 14-16 vocational options provided by the College are now delivered at the Wick Hill site. Bracknell Forest and Wokingham LAs have supported the refurbishment of the facilities which, when this work has been completed, will offer a broader range of improved facilities than was available at Eastern Road.
- 4.3 All schools now teach functional skills in English, mathematics and ICT.
- 4.4 Schools have increased their offer of BTEC and OCR National qualifications, providing additional choices for students alongside Diploma courses. These courses will be available alongside the core subjects and will reinforce the degree of choice available to young people, both at Key Stage 4 and Post-16. Schools and colleges will continue to collaborate to ensure that there is effective use of improved facilities and the broadest possible access to new courses and qualifications.
- 4.5 More students are accessing the collaborative delivery of AS courses, with 36 students studying at least one AS level other than in their 'home' school or college.

- 4.6 Most schools have conducted an audit of Foundation Learning provision and will use this to plan further developments, including greater collaborative delivery across the LA.

5. Information, Advice and Guidance (IAG)

- 5.1 A Berkshire area wide prospectus (BOPS) is available. A common application process has been trialled in Reading and in Wokingham.
- 5.2 The Bracknell Forest IAG Strategy Group has met regularly. Developments included the use of similar wording for all Diploma lines, IFP and YA offer in school option booklets.
- 5.3 An Impact Universal production “Opt into Learning” was presented to Year 9 students in five schools and the LA 14-19 Consortium Coordinator attended relevant option evening events at individual schools to publicise diploma availability.
- 5.4 A Diploma Roadshow was held at the Leisure Centre (Connexions and the College also attended to showcase alternatives to Diplomas)
- 5.5 A “Stay in learning” presentation for Year 11 students is being developed for 2010/11 in addition to the Year 9 “Opt into Learning” presentation. As the provision of services by Connexions has been affected by in-year reductions in grant funding, individual school partnership agreements have been adjusted to minimise the impact of this. Current Connexions services will continue in Bracknell Forest until August 31st 2011. Discussions with the other Berkshire LAs are underway with regard to a new Framework Agreement for IAG services, to be in place from September 2011.

6 Other relevant national developments

- 6.1 Plans for the Raising of the Participation Age to 17 in 2013 and to 18 in 2015 are being reviewed by the new coalition government who have also announced an independent review of vocational qualifications, with an interim report to be available by the end of 2011 and the full findings to be presented in the spring of 2012.
- 6.2 The funding mechanism for 16 – 19 education and training has been revised. Local Authorities will retain responsibility for ensuring that there is sufficient appropriate provision available but funding for schools will be based on ‘lagged student numbers’ rather than commissioned places. This has implications for the future commissioning of course provision.
- 6.3 An Education white paper will be published later in 2010 with details of further proposals relating to curriculum and qualifications reform and performance measures.

7 Local priorities and actions

- 7.1 The LA in partnership with schools and the College will seek to:
- Maintain the effectiveness of a reconfigured 14 – 19 Partnership in order to manage the securing of an appropriate range of provision at post-16 in line with the identified commissioning priorities.
 - Monitor and review progression routes from Key Stage 4 to post 16 to ensure all students are able to access courses appropriate provision.

- Review with providers the curriculum offer available at Key Stage 4 and post-16, including; Diplomas, the Increased Flexibility Programme, Young Apprenticeships, Foundation Learning and alternative vocational qualifications, including BTEC and OCR Nationals.
- Develop local vocational provision to a high standard to ensure appropriate learning pathways and progression opportunities are available to all young people.
- Respond proactively to any further national policies and initiatives.
- Continue to monitor outcomes for learners to ensure that provision meets learner needs.

Contact for further information

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CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL 27 OCTOBER 2010

SAFEGUARDING CHILDREN - WORKING GROUP UPDATE **Working Group Lead Member**

1 INTRODUCTION

- 1.1 This report updates the Panel on the progress of its Working Group undertaking a review of Safeguarding Children.

2 SUGGESTED ACTION

- 2.1 **That the Panel notes the progress of the Working Group reviewing the arrangements for Safeguarding Children.**

3 SUPPORTING INFORMATION

- 3.1 The Working Group formed by the Panel to progress a review of safeguarding children comprises Councillors Mrs McCracken (Lead Member), Mrs Angell, Mrs Birch and Kensall, Teacher Representative Miss Richardson and Mrs Ridgway, Chair of the Children and Young People Community Sector Forum. The Group resolved that their overall purpose is to review whether the arrangements by the Council and its partners provide reasonable assurance and confidence that children at risk of significant harm in Bracknell Forest are properly safeguarded, with particular reference to child protection. The Working Group has not presumed that there are any shortcomings in the Council's Children's Social Care section.
- 3.2 The Working Group is making good progress. It met for the first time on 21 May 2010, when the main items were: receiving a briefing from the Director of Children, Young People and Learning and her staff; considering the scope of and arrangements for the review; and receiving some key documentation. Several further meetings have since taken place involving a range of partners, the Executive Member for Children and Young People and Council staff. Meetings with children and parents as service users have also taken place. Further meetings are planned and it is anticipated that the report of the Working Group's review should be completed for submission to the Panel at its meeting on 12 January 2011.

Background Papers

2010-11 Work Programme for Overview and Scrutiny

Contact for further information

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CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL 27 OCTOBER 2010

OVERVIEW AND SCRUTINY PROGRESS REPORT Assistant Chief Executive

1 INTRODUCTION

- 1 This report sets out the Overview and Scrutiny (O&S) activity over the period February to August 2010, also the significant national and local developments in O&S.

2 SUGGESTED ACTION

- 2.1 **That the Children, Young People and Learning Overview and Scrutiny Panel notes the Overview and Scrutiny activity over the period February to August 2010, set out in section 3 and Appendices 1 and 2.**
- 2.2 **That the Children, Young People and Learning Overview and Scrutiny Panel notes the developments in Overview & Scrutiny set out in section 4.**

3 SUPPORTING INFORMATION

(i) Overview and Scrutiny Activity

Changes to Overview and Scrutiny

- 3.1 Consequent on the reduction in the O&S officer team, various changes were decided upon by the O&S Commission on 28 January. These have included: a reduction in the frequency of O&S Progress reports to CMT and O&S Members from quarterly to six monthly; reductions in the frequency of public meetings, also reductions in the O&S Work programme. The changes have been implemented, and the O&S Commission has asked for a review of these new arrangements during 2010-11. The reduction in frequency of meetings has aligned the production of quarterly Performance Monitoring Reports with the O&S Commission's meetings, but it is causing some difficulties synchronising the PMR's with the Panel meetings, which are now every four months.

Overview and Scrutiny Working Groups

- 3.2 The table at Appendix 1 sets out the current status of the O&S Working Groups, along with the list of completed reviews.

Partnership Scrutiny

- 3.3 Good progress has been made with implementing the agreed approach to partnership scrutiny. The round of questionnaires and meetings with the Theme Partnerships is almost complete, with the final meeting in October. The Partnership Overview and Scrutiny Group held its third meeting on 14 May 2010.

- 3.4 Representatives of the Audit Commission met the Chairman of the O&S Commission and the Head of O&S on 3 February to enquire about O&S of the Bracknell Forest Partnership, as part of the Comprehensive Area Assessment process.
- 3.5 We put forward an entry for the Centre for Public Scrutiny's 'Good Scrutiny Awards' based on our joint working in the field of partnership scrutiny, and received a commendation. The judges said they shortlisted Bracknell Forest Council, *'because the group has created a powerful, independent and respected resource which is able to feed into the development of strategic planning. It also shows a commitment to partnership working and to the continuous development of scrutiny'*.
- 3.6 Over the next quarter, officers will draw together the results of the partnership scrutiny work in the Commission, the O&S Panels, and the Partnership O&S Group. This will be used to compile an annual report of that group as required in its terms of reference.

Overview and Scrutiny Commission

- 3.7 The O&S Commission now meets on a quarterly cycle. At its last meeting on 15 July, the main items considered were: receiving a progress update on the Bracknell Healthspace from NHS Berkshire East; considering and adopting the O&S Working Groups' reports on Preparedness for Public Health Emergencies, Housing and Council Tax Benefits, the Supporting People programme, and the Council's Response to Severe Weather; and reviewing the Performance Monitoring Reports for the Chief Executive's Office and Corporate Services Department, also the Corporate Performance Overview Report for quarter four (January to March) of the 2009/10 financial year. The O&S Commission's next meeting is on 28 October.

Environment, Culture and Communities O&S Panel

- 3.8 The Panel now meets on a four-monthly cycle. It last met on 22 June, and the main items included: electing a Chairman and appointing a Vice Chairman; considering the Department's Performance Monitoring Report for quarter four; and considering the O&S Working Groups' reports on Preparedness for Public Health Emergencies, Housing and Council Tax Benefits, the Supporting People programme, and the Council's Response to Severe Weather. The Panel's next meeting is on 5 October.
- 3.9 Additional to the work in the Panel and in its Working Groups, the Panel Chairman and a member of the O&S officer team have been involved, in an observer capacity, in an O&S review by Reading BC of the waste recycling contract.
- 3.10 As a number of this Panel's working groups have recently completed their reviews, there is some scope and capacity to undertake further work, and arrangements are in hand to resume the review of Highway Maintenance. Additionally, Members are likely to be involved in a Member reference group currently being established to explore opportunities for commercial sponsorship income from roundabouts and other means.

Health O&S Panel

- 3.11 The Panel now meets on a four-monthly cycle. At its last meeting on 17 June, the Panel elected a Chairman and appointed a Vice Chairman, and other key items included: receiving a presentation on the transfer of Community Health Services from NHS Berkshire East; considering the report of the working group on Preparedness for Public Health Emergencies; reviewing the position on the Bracknell Healthspace, and noting the draft minutes for the Joint East Berkshire Health Overview and Scrutiny

Committee meeting on 30 March 2010. The Health O&S Panel's next meeting is on 7 October.

- 3.12 We have recently secured the agreement of the Chief Executives of the six NHS Trusts serving Bracknell Forest to our updated Health Scrutiny Protocol, summarising the legal and operational framework, and setting out the respective responsibilities of the Trusts and the O&S Panel. In reaching this agreement, we have had some quite complimentary remarks from the Chief Executives, for example:

- *'I am very happy to sign up to the requirements.....I welcome the opportunity to work closely with the Overview and Scrutiny Panel to ensure we are listening and responding to our local community'* (CEO Royal Berkshire Hospital)
- *'I have now reviewed the code of practice that you sent through. It is the only one I have seen and as you know SCAS covers an area with quite a number of HOSCs. It is an extremely helpful and welcome document and one I would certainly like to see adopted as good practice in other areas.'* (CEO South Central Ambulance Service).

Children, Young People and Learning O&S Panel

- 3.13 The Panel now meets on a four-monthly cycle. At its last meeting on 30 June the Panel elected a Chairman and appointed a Vice Chairman. The main items considered by the Panel included: the annual reports of the Independent Reviewing Officer and Children's Social Care Complaints; receiving progress reports on new youth facilities in South Bracknell and the Playbuilder project; and receiving an update on the Working Group reviewing arrangements for safeguarding children. The Panel's next meeting is on 27 October.

Adult Social Care O&S Panel

- 3.14 The Panel now meets on a four-monthly cycle. At its last meeting on 8 June, the Panel elected a Chairman and appointed a Vice Chairman. The main items considered by the Panel included: meeting officials from the Care Quality Commission to discuss the new role for local authorities to comment on service performance; receiving the annual report on adult social care complaints; and receiving update presentations on the Departmental Service Plan, the Carer's Service, and the Personalisation Pilot. The Panel's next meeting is on 12 October.

Joint East Berkshire Health O&S Committee

- 3.15 This Committee now meets on a four-monthly cycle, rotating between the three Councils' venues. Bracknell Forest Council has assumed Chairmanship and officer support for this Committee for the 2010/11 municipal year. The last Committee meeting was on 16 June in Slough, when the Committee: elected a Chairman and appointed two Vice Chairman; appointed co-optees from Runnymede Borough Council and the three Local Involvement Networks; received a presentation from the Director of Public Health; received an update on the Working Group reviewing car parking charges at NHS Establishments; received an update on the budgetary position of Heatherwood and Wexham Park Hospitals Trust; and conducted the annual review of the Committee's terms of reference. The Committee's next meeting is on 6 October 2010 at Wexham Park Hospital.

Other Overview and Scrutiny Issues

- 3.16 Responses to the feedback questionnaires on the quality of O&S reviews are summarised in Appendix 2, showing a consistently high score across the various questions posed.
- 3.17 Four-monthly review and agenda-setting meetings between O&S Chairmen, Vice Chairmen, Executive Members and Directors are taking place regularly for the Panels (quarterly for the O&S Commission).
- 3.18 External networking on O&S in the last six months has included Members and an officer attending the South Central Health O&S Committees meeting on 20 July in Winchester, and Members and officers attending the Centre for Public Scrutiny's annual conference.
- 3.19 Efforts were made to recruit to the vacancies of Parent Governor, Children's Social Care representative, Catholic Church representative and teacher representative in June. This resulted in one vacancy being filled. The other vacancies will be re-advertised in six months time.
- 3.20 The O&S Annual Report was adopted by Council on 21 April.

4 (ii) Developments in O&S

- 4.1 The O&S provisions in the Local Democracy, Economic Development and Construction Act commenced in the period. The two new requirements on O&S have been addressed by: the Deputy Chief Executive being appointed as the statutory Scrutiny Officer; and Council adopting a new petitions scheme at its meeting on 21 July, which includes a new role for Overview and Scrutiny to review any petitions where the petitioner is not content with the Council's response.
- 4.2 The monitoring of the O&S function is carried out by the statutory Scrutiny Officer on a quarterly basis, who has commented that good progress has been made on the agreed programme of work by Overview and Scrutiny in the last six months and the quality of the work done continues to be high.
- 4.3 The regulations and guidance for the O&S provisions in the Local Government and Public Involvement in Health Act 2007 are still awaited, despite the Act having commenced on 1 April 2009. CLG is continuing to work with the Centre for Public Scrutiny to develop these.
- 4.4 The Government's consultation entitled 'Strengthening Local Democracy', which the Council responded to, resulted in the previous government supporting a Private Member's Bill to extend the remit of O&S. The Private Member's Bill failed to survive its third reading debate.
- 4.5 The Government has published a major White Paper on the NHS, with a series of consultation documents, one of which proposes a complete change to local authority O&S of NHS services. Arrangements are being made to ensure that O&S Members' views are reflected in the Council's response to the consultation.
- 4.6 A new approach to improving public engagement was agreed by the O&S Commission, in consultation with the Leader and Chief Executive. This is in the course of being implemented, and has included the design and issue of a new publicity 'flyer' explaining the role of O&S and encouraging greater involvement

Background Papers

Minutes and papers of meetings of the Overview and Scrutiny Commission and Panels.

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OVERVIEW AND SCRUTINY WORKING GROUPS – 2010/11

Position at 3 August 2010

Overview and Scrutiny Commission								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
The Council's response to the severe weather	Finnie, Harrison, Turrell	Vincent Paliczka	None	√	√	√		Sent to the Leader on 20 July

Adult Social Care Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Safeguarding Vulnerable Adults - Personalisation	Mrs Fleming, Turrell (Lead Member), Leake, Edger and Mrs Shillcock	Zoe Johnstone	Andrea Carr	√				Information gathering nearing an end

Environment, Culture and Communities Overview and Scrutiny Panel

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Supporting People - Monitoring	Mrs. Shillcock (Lead) & Mrs. Fleming	Simon Hendey / Clare Dorning	Andrea Carr	√	08/09 √ (Annual monitoring)	08/09 √ (Annual monitoring)		Sent to the Executive Member on 21 July
Review of Highway Maintenance [On hold]	Mclean (Lead) Beadsley, Brossard, Leake and Parish and Town Councillors: Edwards (Binfield) Kensall (Bracknell) Withers (Crowthorne) Mrs Cupper (Sandhurst)	Steve Loudoun	Richard Beaumont	√	The Commission decided on 28 January to suspend this review until other O&S reviews have been completed and resources become available. This is now expected to be in September 2010.			The Group has now met three times. The scoping document has been agreed, also a report to the Panel on the highways maintenance budget reduction.

Health Overview and Scrutiny Panel								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Preparedness for Public Health Emergencies	Burrows (Lead), Mrs. Angell, Thompson. Mrs. Mattick	David Steeds	Andrea Carr	√	√	√		Sent to the Executive Members on 22 July
Bracknell Health Space (Reconvened)	Virgo (lead) Mrs Angell, Baily, Leake, Mrs Shillcock	Glyn Jones/ Mary Purnell	Richard Beaumont					First reconvened meeting arranged for 5 August

Joint East Berkshire Health Overview and Scrutiny Committee								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Hospital Car Park Charges	Plimmer (Slough, Lead member), Virgo, Endacott (RB W&M) Jacky Flynn (LINK)	TBC	Andrew Millard (Slough BC)	√	√			

Children's Services and Learning Overview and Scrutiny Panel

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	DRAFT REPORT / SUBMISSION	FINAL REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Safeguarding Children	Cllrs Mrs McCracken (Lead) , Mrs Birch, Mrs Angell, and Kensall. Miss V Richardson, Mrs P Ridgway	Penny Reuter	Richard Beaumont	√				Information gathering about 1/3 completed

Completed Reviews

Publication Date	Title
December 2003	South Bracknell Schools Review
January 2004	Review of Adult Day Care Services in Bracknell Forest (Johnstone Court Day Centre & Downside Resource Centre)
May 2004	Review of Community & Voluntary Sector Grants
July 2004	Review of Community Transport Provision
April 2005	Review of Members' Information Needs
November 2005	The Management of Coronary Heart Disease
February 2006	Review of School Transfers and Performance
March 2006	Review of School Exclusions and Pupil Behaviour Policy
August 2006	Report of Tree Policy Review Group
November 2006	Anti-Social Behaviour (ASB) – Review of the ASB Strategy Implementation
January 2007	Review of Youth Provision
February 2007	Overview and Scrutiny Annual Report 2006
February 2007	Review of Library Provision
July 2007	Review of Healthcare Funding
November 2007	Review of the Council's Health and Wellbeing Strategy
December 2007	Review of the Council's Medium Term Objectives
March 2008	2007 Annual Health Check Response to the Healthcare Commission
April 2008	Overview and Scrutiny Annual Report 2007/08
May 2008	Road Traffic Casualties
August 2008	Caring for Carers
September 2008	Scrutiny of Local Area Agreement
October 2008	Street Cleaning
October 2008	English as an Additional Language in Bracknell Forest Schools

Publication Date	Title
April 2009	Overview and Scrutiny Annual Report 2008/09
April 2009	Healthcare Commission's Annual Health Check 2008/09 (letters submitted)
April 2009	Children's Centres and Extended Services in and Around Schools in Bracknell Forest
April 2009	Older People's Strategy
April 2009	Services for People with Learning Disabilities
May 2009	Housing Strategy
July 2009	Review of Waste and Recycling
July 2009	Review of Housing and Council Tax Benefits Improvement Plan
December 2009	NHS Core Standards
January 2010	Medium Term Objectives 2010/11
January 2010	Review of the Bracknell Healthspace
January 2010	14-19 Years Education Provision
April 2010	Overview and Scrutiny Annual Report 2009/10
July 2010	Review of Housing and Council Tax Benefits Improvement Plan (Update)

Appendix 2

Results of Feedback Questionnaires on Overview and Scrutiny Reports

Note – Departmental Link officers on each review were asked to score the key aspects of each O&S review on a scale of 0 (Unsatisfactory) to 3 (Excellent)

	Average score for previous 11 Reviews ¹
PLANNING Were you given sufficient notice of the review?	2.8
Were your comments invited on the scope of the review, and was the purpose of the review explained to you?	2.9
CONDUCT OF REVIEW Was the review carried out in a professional and objective manner with minimum disruption?	2.7
Was there adequate communication between O&S and the department throughout?	2.7
Did the review get to the heart of the issue?	2.6
REPORTING Did you have an opportunity to comment on the draft report?	2.9
Did the report give a clear and fair presentation of the facts?	2.5
Were the recommendations relevant and practical?	2.5
How useful was this review in terms of improving the Council's performance?	2.6

¹ Road Traffic Casualties, Review of the Local Area Agreement, Support for Carers, Street Cleaning, Services for Adults with Learning Disabilities, English as an Additional Language in Schools, Children's Centres and Extended Services, Waste and Recycling, Older People's Strategy, Review of Housing and Council Tax Benefits Improvement Plan, and 14-19 Education.

CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL 27 OCTOBER 2010

OVERVIEW AND SCRUTINY WORK PROGRAMME 2011/12 Assistant Chief Executive

1 INTRODUCTION

The purpose of this report is to invite Members of the Children, Young People and Learning Overview and Scrutiny Panel to consider and suggest review items to be added to the Panel's draft indicative work programme for 2011/12, which is attached at Appendix 1 to this report. The indicative work programme will be included in the 2010/11 Annual Report of Overview and Scrutiny and will be adopted by the Overview and Scrutiny Commission once it has formally consulted the Corporate Management Team and the Executive thereon, as required by the Council's Constitution.

2 SUGGESTED ACTION

- 2.1 **That the Children, Young People and Learning Overview and Scrutiny Panel considers and suggests review items to be added to the Panel's draft indicative work programme for 2011/12.**

Background Papers

None

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Work Programme for Overview and Scrutiny in 2011/12

The work programme for Overview and Scrutiny in 2011/12 is aimed at maintaining a strategic and coordinated work programme based on major areas of Council and partner organisations' activity, of direct and significant interest to residents. The programme incorporates the routine, on-going work of Overview and Scrutiny and the completion of reviews currently underway. It proposes a limited number of new Overview and Scrutiny reviews which are seen to be timely, relevant, significant and likely to add value.

CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL	
1.	<p>Monitoring the performance of the Children, Young People and Learning Department</p> <p>To include on-going review of the Performance Monitoring Reports, receiving statutory plans and reports (such as the annual reports on the Children and Young People's Plan, and on complaints received) and monitoring the action taken by the Executive to earlier reports by the Panel.</p>
2.	<p>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</p>
3.	<p>2012/13 Budget Scrutiny</p> <p>To review the Council's Children, Young People and Learning budget proposals for 2012/13, and plans for future years.</p>
4.	<p>English as an Additional Language</p> <p>To carry out a follow-up review to the issues which arose in the 2008 Overview and Scrutiny review of English as an Additional Language in Bracknell Forest schools.</p>

Note – This programme may need to be amended to meet new requirements arising during the year.

CHILDREN, YOUNG PEOPLE & LEARNING OVERVIEW & SCRUTINY PANEL

EXECUTIVE WORK PROGRAMME

REFERENCE	1025207
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TITLE: Garth Hill College - Completion of Phase 1

PURPOSE OF DECISION: Report to inform the Executive of completion of Phase 1 of Garth Hill College.

FINANCIAL IMPACT: None at this time.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED:

METHOD OF CONSULTATION: None.

DATE OF DECISION: 16 Nov 2010

REFERENCE	1025209
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TITLE: Award of Contract for the Wick Hill Skills Centre

PURPOSE OF DECISION: Award of contract for the creation of the Wick Hill Skills Centre.

FINANCIAL IMPACT: Central government grant.

WHO WILL TAKE DECISION: Executive Member for Education

PRINCIPAL GROUPS TO BE CONSULTED: Bracknell and Wokingham College
Wokingham Borough Council

METHOD OF CONSULTATION: Meetings with interested parties.

DATE OF DECISION: 16 Nov 2010

REFERENCE	I025211
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TITLE: Kennel Lane School Procurement Plan

PURPOSE OF DECISION: Approval of Kennel Lane School Redevelopment Plan.

FINANCIAL IMPACT: Central government grant.

WHO WILL TAKE DECISION: Executive Member for Education

PRINCIPAL GROUPS TO BE CONSULTED: School and Officers

METHOD OF CONSULTATION: Meetings with interested parties.

DATE OF DECISION: 16 Nov 2010

REFERENCE	I025213
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TITLE: Independent Reviewing Officer Service: Annual Report

PURPOSE OF DECISION: To receive the Annual Report of the Independent Reviewing Officer Service and to agree any recommendations arising from the Departmental response to issues raised in the report.

FINANCIAL IMPACT: Dependent of findings of the report

WHO WILL TAKE DECISION: Executive Member for Children & Young People

PRINCIPAL GROUPS TO BE CONSULTED:

METHOD OF CONSULTATION: None

DATE OF DECISION: 16 Nov 2010

REFERENCE	I024404
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TITLE: The Secondary Education Strategy

PURPOSE OF DECISION: To approve the Secondary Education Strategy.

FINANCIAL IMPACT: Central Government Grant.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: Corporate Management Team, Officers of Children Young People & Learning, Headteachers and Chairs of Governors of Secondary Schools.

METHOD OF CONSULTATION: Meetings with interested parties.

DATE OF DECISION: 16 Nov 2010

REFERENCE	I024484
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TITLE: Appropriation of Surplus Land at Garth Hill College

PURPOSE OF DECISION: To consider the future use of land adjoining the new Garth Hill College site which has become surplus to educational requirements.

FINANCIAL IMPACT: To be determined depending upon the course of action to be taken.

WHO WILL TAKE DECISION: Executive

PRINCIPAL GROUPS TO BE CONSULTED: None.

METHOD OF CONSULTATION: None

DATE OF DECISION: 14 Dec 2010

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