

NOTICE OF MEETING

**Children, Young People & Learning Overview & Scrutiny Panel
Wednesday 15 January 2014, 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 Mrs Hamilton (Vice-Chairman), Councillors
Brossard, Gbadebo, Ms Hayes, Heydon, Kensall, Mrs McCracken and Mrs Temperton

Church Representatives (Voting in respect of Education matters only)

Reverend Canon Parish and One Vacancy

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

Mr R Briscoe and One Vacancy

Teachers' Representatives (Non-Voting)

Miss V Richardson

cc: Substitute Members of the Panel

Councillors Allen, Ms Brown, Dudley, Thompson and Virgo

Children's Social Care Representative (Non-Voting)

One Vacancy

ALISON SANDERS
Director of Corporate Services

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Published: 6 January 2014



Children, Young People & Learning Overview & Scrutiny Panel
Wednesday 15 January 2014, 7.30 pm
Council Chamber, Easthampstead House, Town Square,
Bracknell, RG12 1AQ

AGENDA

A pre-meeting will be held for Panel Members at 7pm in the Function Room

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 11 September 2013. Information sought by the Panel at its last meeting has been circulated electronically and is appended to the minutes.

1 - 8

Matter Arising: The Education Governor Appointments Committee considered the report of the review of School Governance at its meeting on 18 November 2014.

3. DECLARATIONS OF INTEREST AND PARTY WHIP

Members are requested to declare any disclosable pecuniary or affected interest, including the existence and nature of the Party Whip, in respect of any matter to be considered at this meeting.

Any Member with a Disclosable Pecuniary Interest or an affected interest in a matter should withdraw from the meeting when the matter is under consideration and should notify the Democratic Services Officer in attendance that they are withdrawing as they have such an interest. If the Disclosable Pecuniary Interest is not entered on the register of Members interests the Monitoring Officer must be notified of the interest within 28 days.

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. PUBLIC PARTICIPATION

To receive submissions from members of the public which have been submitted in advance in accordance with the Council's Public Participation Scheme for Overview and Scrutiny.

6. **CORPORATE PARENTING ADVISORY PANEL MINUTES**

To receive the minutes of the above Panel held on 18 December 2013 (to follow). The 2012/13 annual report on the summer examination and test results for Bracknell Forest Looked After Children is attached.

9 - 14

BUDGET CONSULTATION

7. **2014/15 DRAFT BUDGET PROPOSALS**

To consider key themes and priorities for the Children, Young People and Learning Department as outlined in the Council's Draft Budget Proposals for 2014/15.

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PERFORMANCE MONITORING

8. **BRACKNELL FOREST LOCAL SAFEGUARDING CHILDREN BOARD ANNUAL REPORT 2012/13**

To consider the attached 2012/13 Annual Report of the Bracknell Forest Local safeguarding Children Board regarding the effectiveness of safeguarding and child protection practice in Bracknell Forest. The Independent Chair of the Board will introduce the report and answer any related questions.

111 - 154

9. **QUARTERLY SERVICE REPORT**

To consider the latest trends, priorities and pressures in terms of departmental performance as reported in the Quarterly Service Report for the second quarter of 2013/14 (July to September 2013) relating to Children, Young People and Learning, giving particular attention to outcomes of Ofsted school inspections and an update on foster carers.

155 - 192

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

Panel members are asked to give advance notice to the Overview and Scrutiny Team of any questions relating to the Quarterly Service Report where possible.

10. **NEW OFSTED INSPECTION FRAMEWORK**

To receive a presentation in respect of Ofsted's inspection of children in need, looked after children, care leavers and local safeguarding children boards and also the Ofsted framework for the inspection of local authority arrangements for supporting school improvement.

OVERVIEW AND POLICY DEVELOPMENT

11. **ANNUAL REVIEW OF THE CHILDREN AND YOUNG PEOPLE'S PLAN**

To receive a presentation reviewing the progress made in achieving the priorities identified in the Children and Young People's Plan during the period 1 April 2012 to 31 March 2013.

12. **SELF ASSESSMENT AGAINST THE DEPARTMENT OF EDUCATION STATUTORY GUIDANCE ON THE ROLES AND RESPONSIBILITIES OF DIRECTORS OF CHILDREN'S SERVICES AND LEAD MEMBERS OF CHILDREN'S SERVICES**
The self assessment is attached for consideration. 193 - 216
13. **CHILD POVERTY STRATEGY: PROGRESS AND NEXT STEPS**
To receive an update regarding the implementation of the Bracknell Forest Child Poverty Strategy and to consider the next steps for further work to address the issues and impact of poverty on children, young people and families in the Borough. 217 - 226
14. **LOCAL HEALTHWATCH PROTOCOL**
To note the attached report concerning Healthwatch Bracknell Forest and the related protocol for Overview and Scrutiny to work jointly with that organisation. 227 - 230
15. **WORKING GROUP UPDATE REPORT AND 2014/15 WORK PROGRAMME**
To receive an update in respect of the Working Group reviewing School Places and to consider the Panel's work programme for 2014/15. 231 - 234
16. **OVERVIEW AND SCRUTINY PROGRESS REPORT**
To note the Bi-Annual Progress Report of the Assistant Chief Executive. 235 - 246

HOLDING THE EXECUTIVE TO ACCOUNT

17. **EXECUTIVE KEY AND NON-KEY DECISIONS**
To consider scheduled Executive Key and Non-Key Decisions relating to Children, Young People and Learning. 247 - 250

DATE OF NEXT MEETING

The next scheduled meeting of the Children, Young People and Learning Overview and Scrutiny Panel will be held on 5 March 2014 at 7.30pm. A pre-meeting for Panel members will be held at 7pm.

**CHILDREN, YOUNG PEOPLE & LEARNING
OVERVIEW & SCRUTINY PANEL
11 SEPTEMBER 2013
7.35 - 9.45 PM**



Present:

Councillors Mrs Birch (Chairman), Mrs Hamilton (Vice-Chairman), Brossard, Gbadebo, Kensall, Mrs McCracken, Mrs Temperton, Virgo and Dr Barnard

Reverend Canon N Parish, Church of England Representative
Mr R Briscoe, Parent Governor Representative

Apologies for absence were received from:

Councillors Ms Hayes and Heydon
Miss V Richardson, Teachers' Representative

Executive Members:

Councillor Dr Barnard

Also Present:

Andrea Carr, Policy Officer (Overview and Scrutiny)
Liz Hassock, Business Manager, Integrated Youth Service
Deborah Hunt, CAHMS Link Worker
Lorna Hunt, Chief Officer: Children's Social Care
Dr Janette Karklins, Director of Children, Young People & Learning
Kashif Nawaz, Assistant Virtual School Head
Sheila McKeand, Head of Service for Looked After Children
Debbie Smith, Team Leader: Safeguarding and Inclusion
Bob Welch, Chief Adviser: Learning & Achievement

19. Apologies for Absence/Substitute Members

The Panel noted the presence of the following substitute member:

Councillor Virgo for Councillor Ms Hayes.

20. Minutes and Matters Arising

RESOLVED that the minutes of the meeting of the Panel held on 3 July 2013 be approved as a correct record and signed by the Chairman.

There were no matters arising.

21. Declarations of Interest and Party Whip

There were no declarations of interest nor any indications that Members would be participating whilst under the party whip.

22. Urgent Items of Business

The Chairman gave notice that she had agreed to the addition of an item of urgent business to the agenda for the meeting. The report was in relation to the provisional examination and test results in Bracknell Forest Schools. The report was to be

considered as an urgent item because the information contained within it would be out of date by the time the Panel next met.

23. Public Participation

No submissions had been made by members of the public under the Council's Public Participation Scheme for Overview and Scrutiny.

24. Examination and Test Performance in Bracknell Forest Schools: Academic Year 2012-13 Provisional

The Panel was provided with a summary of the provisional examination and test results for the Early Years Foundation Stage, Key Stages 1 and 2, GCSE and Post 16 studies.

It was reported that the Early Years Foundation Stage data showed that attainment at age five was above the national attainment average. It was also noted that whilst data demonstrating the gap between the weakest 20% of children and the average point score was not yet available the gap had narrowed over the past couple of years and this trend was expected to continue.

At Key Stage 1 the results of teacher assessments showed that the majority of pupils had attained Level 2 or above and that results were above the regional and national averages. At Key Stage 2 the provisional results at Level 4+ show a continuing upward trend.

There were currently no secondary schools in Bracknell Forest which were below the current GCSE floor standard and 90.08% of students in Bracknell Forest achieved five or more A* to C grade GCSEs. At A Level 99% of those sitting the exams achieved a pass grade.

The Panel requested that data relating to the number of students achieving A* grades in different subjects be circulated.

It was noted that exam boards published data sets in October and that more detailed information would be included in the next Quarterly Service Report.

The Panel commended the successful achievements of the Borough's students.

25. Departmental Budgetary Position

The Director of Children, Young People and Learning gave a presentation in respect of the emerging budget position for the 2014/15 financial year. The presentation included an overview of the underlying principles of the Council's budget setting process, an overview of the assumptions made when initially planning the 2014/15 budget, the projected funding gap to 2016/17, an overview of the approaches adopted by the Council when addressing the funding gap and a timetable setting out the key steps in the approval of the 2014/15 budget.

The Panel noted the update.

26. Quarterly Service Report

Liz Hassock, Youth Service Business Manager, gave a presentation in respect of the take up of youth service provision by the young people of Bracknell Forest and the Duke of Edinburgh Awards Scheme. The presentation would be circulated to the Panel.

It was reported that a significant amount of work had been undertaken to improve the accuracy and robustness of attendance data for youth service sessions and that attendance to date had increased by 25% since the start of the new financial year in April with total attendance each month ranging between 2,090 and 3,354. The number of different individuals attending Youth Service sessions each month ranged between 1,105 and 1,547 with 760 young people attending sessions on a regular basis. It was confirmed that demographic data relating to a range of factors was collected to enable the targeting of specific groups.

There were currently 310 young people participating in the various phases of the Duke of Edinburgh Awards Scheme and during 2012/13 100 young people had achieved their Bronze Awards, 20 had achieved Silver Awards and 13 had achieved a Gold Award. All those who had achieved a Silver Award during 2012/13 had indicated that they wished to progress onto the Gold Award Scheme. Work was taking place to expand the availability of the Scheme in schools and other outlets including the Pupil Referral Unit, Kennel Lane School and the Youth Offending Service. An invitation to attend a Presentation Evening on the 26 September was extended to Panel members.

It was acknowledged that there were a number of synergies between the National Citizenship Scheme being run by Berkshire Youth and it was hoped that young people would become more involved with volunteering through the Volunteer Passport Scheme.

The Panel considered the Quarterly Service Report for Children, Young People and Learning for the first Quarter of 2013/14 (April to June) and arising from Members' questions and comments the following points were noted:

- It was clarified that the term Out of Court Disposals used in relation to young offenders was a technical term used in the legal process
- All the bids made as part of the Schools Capital Programme had been successful and work was now taking place to allocate the funding
- Work had been taking place with Adult Social Care to draw out links between those known to be entitled to claim benefits and those claiming free school meals
- Bracknell Forest homes had launched a credit union which would help residents budget
- Ofsted were currently inspecting the Department

The Panel thanked officers for their updates.

27. Children's Social Care Compliments and Complaints Annual Report 2012-2013

The Panel received a report containing the statutory Children's Social Care Annual Complaints Report. The report provided an overview of the work of the Complaints Manager, identified key issues arising from the complaints received and areas for improvement and an overview of the compliments that had been received by Children's Social Care.

It was noted that during the period covered by the report 37 complaints had been received and 26 of these had been investigated. This was higher than the number of complaints received during the previous year (24 complaints) however the number of open cases that were potentially eligible to make a complaint had been higher in 2012/13 than in 2011/12 (781 open cases in 2012/13 compared to 683 cases in 2011/12). In contrast, during 2012/13 a total of 138 compliments had been received. Arising from the Panel's questions and comments the following points were noted:

- The number of open cases referred to the number of children that the Children's Social Care Team was working with
- If a complaint was likely to conclude outside the proscribed timescales then an extension would be negotiated with the complainant
- It was usual practice to defer a complaints investigation if court proceedings were taking place
- When investigating a complaint it was standard practice to ask a complainant what it was they wanted to achieve by making the complaint at the outset of an investigation
- It was rare for the council to be required to pay costs or compensation associated with complaints

The Panel noted the report.

28. **Life Chances Team - Update**

The Panel were provided with an overview of the work of the Life Chances Team and a case study of the effect that the team's work had had on an individual.

The Life Chances Team was a multi-agency team that met on a monthly basis to look at the needs of the Borough's looked after children. Members of the team looked at a range of indicators for each child and if during this process it was found that multiple concerns were being noted then the case was brought to a meeting of the Life Chances Team for further discussion and to enable the planning and development of a way forward for the child in question. The Life Chances Team also looked at children who were considered to be on the edge of being taken in to care and those children who were about to leave care to ensure that the appropriate support was in place.

It was noted that whilst specific case files were not shared information relating to looked after children was added to a single database which all members of the Life Chances Team had access to. This simplified the identification of any issues that a child might have, what the blocks to improving the situation were and who was taking action to resolve a problem.

Although the main intention of the introduction of the Life Chances Team had been the development of a faster more cohesive approach to problem solving its introduction had also resulted in better communications between the various teams involved in the care of looked after children and a better understanding of each other's roles.

The Panel thanked officers for their informative update.

29. **Annual Report on the Work of the Virtual School**

Kashif Nawaz, Assistant Virtual School Head, presented a report containing the Annual Report on the Work of the Virtual School for 2012-13. The Virtual School had been established to ensure that looked after children received an appropriate education and made good progress. The Annual Report provided an overview of the service, an overview of the specialist support available to schools, information relating to celebrating the achievements of looked after children, data relating to the educational outcomes of looked after children, future steps and areas of challenge faced by the service.

It was noted that looked after children were placed in schools which were best able to meet their needs. A situation that on occasion required a child to be placed in an establishment outside the Borough.

The attendance rates of all looked after children in Bracknell Forest educational establishments was monitored on a monthly basis. The attendance of looked after children in establishments outside the borough was monitored on a termly basis. It was agreed that future reports would contain this information.

Drawing comparisons with the academic achievements of previous cohorts of looked after children were difficult as children moved in and out of the care system. However every looked after child was subject to a personal education plan and schools are asked to provide progress data for this.

It was agreed that the local authority should have the same aspirations for looked after children as it did for those not in the care system and that future reports would place greater emphasis on all children achieving a minimum of 5 A* to C grade GCSEs.

The Panel thanked Kashif Nawaz for his update.

30. Residents' Survey 2012 Results

The Panel noted a report providing the results of the Residents' Survey 2012 as they related to Children, Young People and Learning.

31. A Positive Approach to the Engagement of Young People

The Panel noted a report setting out the Council's agreed approach to youth engagement.

32. Executive Response to the School Governance Overview and Scrutiny Report

The Panel received the Executive Member for Children, Young People and Learning's Response to the review of school governance undertaken by a working group of the Panel.

The Panel thanked both the Executive Member for his positive response to the report and all the officers and governors who had contributed to the review. It was noted that a number of School Governing Bodies had expressed the view that the review would have a positive impact on their work and it was agreed that hard copies of the report would be sent to all School Governing Bodies in the Borough.

It was agreed that the Education Governor Appointments Committee would consider the report at its next meeting.

33. Executive Key and Non-Key Decisions

The Panel noted the scheduled Executive Key and Non-Key Decisions relating to Children, Young People and Learning.

CHAIRMAN

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Bracknell Forest

GCSE level examinations Summer 2013 Full courses

Data source NCER national dataset from examination boards

Subject	Entries	A*	A	A*-C
Arabic	1		SUPP	
Art & Design	83	7.2	20.5	54.2
Art & Design Photo	29	3.4	10.3	31
Art & Design Textiles	17	11.8	17.6	47.1
Art&Des Fine Art	201	19.4	18.9	88.1
Biology	240	12.1	25.8	95.8
Bus. Studies Single	232	3.4	11.6	62.9
Chemistry	239	13	27.6	95.8
Com.Stds/Computing	15	26.7	20	100
D&T Electronics	20	5	10	90
D&T Engineering	45	17.8	22.2	91.1
D&T Food	92	7.6	22.8	73.9
D&T Graphics	137	6.6	19	78.8
D&T RM	100	7	16	81
D&T Systems	17	17.6	29.4	82.4
D&T Textiles	56	17.9	16.1	66.1
Dance	14	21.4	35.7	57.1
Drama & Theatre Studies	117	8.5	22.2	91.5
Dutch	1		SUPP	
Economics	18	16.7	61.1	88.9
English	181	12.2	34.8	12.2
English Language	786	3.9	17.2	81.4
English Literature	851	3.5	17.6	77
French	254	7.5	13	72
Geography	410	4.4	15.1	67.3
German	169	13.6	11.8	74
HE: Child Devlp.	40	5	20	35.7
History	458	9	17.7	71.2
Humanities: Single	1		SUPP	
ICT	83	1.2	7.2	60.2
Mathematics	972	7.9	11.4	72.2
Media/Film/TV Stds	69	14.5	26.1	97.1
Music	69	5.8	34.8	91.3
Office Technology	19	5.3	42.1	5.3
Physics	241	13.3	25.7	97.1
Polish	2		SUPP	
Religious Studies	171	17	19.9	90.1
Science (core)	724	1	4.1	52.9
Science: Additional	354	2.3	9	81.4
Spanish	67	7.5	22.4	71.6
Sport/P.E.Studies	165	1.8	18.2	100
Statistics	195	3.6	26.7	94.4
Turkish	5		SUPP	
Urdu	2		SUPP	

SUPP - suppressed due to small number of entries

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**CORPORATE PARENTING ADVISORY PANEL
18 DECEMBER 2013**

**ANNUAL REPORT ON THE SUMMER RESULTS FOR BRACKNELL FOREST
LOOKED AFTER CHILDREN**

Director: Children, Young People and Learning

1 INTRODUCTION

- 1.1 The attached report from the Bracknell Forest Virtual School presents the outcomes for looked after children in end of key stage tests and assessments.

2 SUPPORTING INFORMATION

- 2.1 The attached report summarises the attainment for looked after children in the Early Years Foundation Stage (EYFS) Key Stages 1, 2 and 4 and post-16 education. The length of time these young people have been in the care of Bracknell Forest has also been included.
- 2.2 Additional information has been included for the young people who were educated in alternative provision at Key Stage 4 in order to reflect the length of time they have spent there.

Background Papers

- Annex 1 Bracknell Forest Borough Council Looked After Children – Examination and Test Results Academic Year 2012 - 2013

Contact for further information

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Bracknell Forest Borough Council

Looked After Children - Examination and Test Results

Academic Year 2012 - 2013

Notes:

- There were several changes in 2013 to how children were assessed in the Early Years Foundation Stage and at the end of Key Stage 2.
- Due to the small number of pupils in each cohort overall percentages are subject to wide fluctuation.

Context

There were 107 young people in the care of Bracknell Forest Council at the end of the 2012/13 academic year.

Of these:

- 70 were of school age
- 46 attended a Bracknell Forest school or setting.
- 23 attended schools that were judged by Ofsted to be either Good or Outstanding.

The progress made by most Looked After Children has generally been in line with the expectations for their age.

Three in particular made more than the expected level of progress in relation to their starting point during the time they have been in the care of the Council (One at Key Stage 2 and 2 at Key Stage 4).

Early Years Foundation Stage Results

The following results relate to those students who:

- were in the care of Bracknell Forest Council
- were looked after continuously during the last academic year

There were three pupils in the cohort, all whom were placed in a Bracknell Forest setting

		Time in care	Average Points Score	Detail
A		12 months	36	
B		23 months	17	SEN
C		18 months	17	SEN
		LA average	34.5	

Key Stage 1 Results

- The following results relate to those students who:
 - completed Year 2;
 - were in the care of Bracknell Forest Council
 - were looked after continuously during the last academic year

There were three pupils in the cohort all of whom studied at a Bracknell Forest mainstream school.

Pupil	Year	Reading	Writing	Maths	Time in care as of July '13	Average pts	Detail
E	2	2A	2A	2B	30 months	15.7	SEN
F	2	3	2A	3	47 months	19.7	
G	2	1	1	2A	7 months	11.7	SEN
					LA Average	16.1	

The expected level of attainment is Level 2. All three Looked After Children achieved the Level 2 or above standard in mathematics whilst two secured this across Reading, Writing and Mathematics.

Key Stage 2 Results

- The following results relate to those students who:
 - completed Year 6;
 - were in the care of Bracknell Forest Council
 - were looked after continuously during the last academic year

There were four pupils in the cohort. However the three that were eligible to take the end of Key Stage 2 tests studied at Bracknell Forest mainstream schools.

Pupil	Year	Reading	Writing	Maths	Time in care as of July '13	Average pts	Details
H	6	3	3	2	25 months	18	SEN
I	6	5	4	5	47 months	31.5	
J	6	4	4	4	24 months	27	
					LA Average	28.5	
K	6	Disapplied	Disapplied	Disapplied	26 months		SEN

The expected level of attainment is Level 4.

Two out of the three Looked After Children achieved this across Reading, Writing and Mathematics. Comparisons with last year's key indicator are not possible since the measure last year combined English and Mathematics levels rather than reporting reading and writing levels separately. 67% of Looked After Children achieved the new Level 4 standard compared with 78% across the LA in 2013 (compared with 50% against an LA average of 74% in 2012).

Key Stage 4 Results:

- The results relate to those students who:
 - completed Year 11
 - were in the care of Bracknell Forest Council
 - were looked after continuously during the last academic year

There were 14 students in the cohort for whom results were recorded.

- 6 students had full statements of special educational needs (SEN)
- 3 attended Bracknell Forest comprehensive schools and 1 attended a mainstream school in another LA
- 4 attended a PRU
- 4 did not sit any exams due to various reasons and were placed in specialist provision out of Bracknell Forest.

BRACKNELL FOREST MAINSTREAM SCHOOLS

Pupil	Time in care as of July '13	5+ A* - C (incl En and Ma)	5+ A* - C	1 A* - G	Results breakdown by subject (level/grade)
L	95 months	Yes	Yes	Yes	English (C), Maths (C), Business Studies (C), Food Technology (D), Art (B) Science (C), RE (C), French(D), DIDA (pass)
M	23 months	No	Yes	Yes	Science (C), Geography (F), NQF Nutrition/Diet (Pass), BTech Child Care (Pass), BTech Science (Pass)
N	42 months	No	Yes	Yes	Art (D), English Literature (E), Food Studies (D), Motor Vehicle Studies (ABC Cert), Safe Learner (L2), Science A (core - E), Science BTEC (Pass), Wider Key Skills (L2), Numeracy (AlaN L2), Nutrition and Health (L2) Workskills (L2)

Out of Borough Mainstream School

O	87 months	No	No	Yes	GCSEs - Eng Lit (D), Drama (D), History (F), Ethics and Philosophy (F). BTECs - Science (Pass), Business Studies (Pass).
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PRU / Alternative Provision (BFC or other LA)						
Pupil	Time in care as of July '13	5+ A* - C (incl En and Ma)	5+ A* - C	1 A* - G	Time in an alternative setting	
P (SEN)	73 months	n/a	n/a	n/a		Working at levels too low to access the examination curriculum.
Q (SEN)	4 months	No	No	Yes	4 months	Citizenship (U), Religious Studies (U).
R	5 months	No	No	Yes	7 months	Citizenship (F), Religious Studies (E), BTEC Level 2 Certificate Science.
S	4 months	No	No	Yes	4 months	Citizenship GCSE short course (C), Science (D), Additional Science (F), Functional Skills Maths (L2), Functional Skills English (L1), English Literature (E) Preparation for Working Life (L1),
T	10 months	n/a	n/a	n/a	12 months	Lack of engagement with placement and support offered
U (SEN)	22 months	n/a	n/a	n/a		Working at levels too low to access the examination curriculum.
V (SEN)	51 months	No	No	Yes	83 months	GCSEs - Maths (C), DT (E). Entry Levels - English (3), Geography (2), Preparation for Working Life (1).
W (SEN)	42 months	n/a	n/a	n/a	31 months	Lack of engagement with placement and support offered

Pupil	Time in care as of July '13	5+ A* - C (incl En and Ma)	5+ A* - C	1 A* - G	Time in an alternative setting	
X	25 months	n/a	n/a	n/a		BTEC Home Cooking – Pass. EL2 Certificate in Science – Pass. EL1 ESOL - Pass
Y (SEN)	24 months	n/a	n/a	n/a	24 months	Developing Bricklaying Skills (Level 1 – pass), Producing a Timber Product (entry 3). IT (entry 2 pass), English (Entry 2 – pass), mathematics (entry 2 – pass)

Comparison with last year's results:

- One student achieved 5+ A*-C including English and mathematics. None did so in 2012.
- All students who took examinations achieved at least 1 or more GCSE A*-G grade compared to 78% in 2012.
- A number of pupils had enrolled on entry level and college based courses and qualifications which has enabled them to seek an alternative way onto further education.

Of the three young people that attended mainstream schools, one performed better than expected whilst the other two achieved results in line with their target grades.

Post 16 Results

There were four young people in this cohort one of whom is NEET and for whom appropriate support is being provided. The remaining three secured the following grades:

Pupil	Time in care as of July '13	Subjects (Grades)	Future plans
Z	12 months	Business Studies(A*), Mathematics (A), Biology (A), Further Mathematics (B)	University (Maths and Business)
AA	12 months	Biology (C), Mathematics (C), Psychology (C)	University 2014 – employment until then
AB	95 months	Psychology (B), Economics (C), Biology (D)	University (Business)

**TO: ADULT SOCIAL CARE AND HOUSING OVERVIEW AND SCRUTINY PANEL
14 January 2014
CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY
PANEL
15 January 2014
ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW AND SCRUTINY
PANEL
21 January 2014**

DRAFT BUDGET PROPOSALS 2014/15 (Borough Treasurer)

1 INTRODUCTION

- 1.1 The Executive agreed the Council's draft budget proposals for 2014/15 at its meeting on 10 December 2013 as the basis for consultation with the Overview and Scrutiny Commission, Overview and Scrutiny Panels and other interested parties. The consultation period runs until 21 January 2014, after which the Executive will consider the representations made at its meeting on 11 February 2014, before recommending the budget to Council.

2 SUGGESTED ACTION

- 2.1 **That the Overview and Scrutiny Panels comment on the Council's draft budget proposals for 2014/15.**

3 SUPPORTING INFORMATION

- 3.1 Attached to this report are extracts from the 2014/15 Revenue Budget and Capital Programme reports that are of relevance to each of the Overview and Scrutiny Panels. These extracts are for information and background to assist consideration of the Council's draft budget proposals and comprise:

- Revenue Budget Report
- Commitment Budget
- Draft Revenue Budget Pressures
- Draft Revenue Budget Savings Proposals
- Proposed Fees and Charges
- Equalities Screening Record Form
- Capital Programme Report and Summary
- Proposed Capital Schemes

The full 2014/15 Revenue Budget and Capital Programme reports are available on the Council's public website as part of the wider budget consultation (<http://consult.bracknell-forest.gov.uk/portal>).

ALTERNATIVE OPTIONS CONSIDERED/ ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS/ EQUALITIES IMPACT ASSESSMENT/ STRATEGIC RISK MANAGEMENT ISSUES / OTHER OFFICERS/ CONSULTATION – Not applicable

Background Papers

None

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TO: THE EXECUTIVE
DATE: 10 DECEMBER 2013

**GENERAL FUND REVENUE BUDGET 2014/15
(Chief Executive/Borough Treasurer)**

1. PURPOSE OF REPORT

- 1.1 Under the Council's constitution, the Executive is required to consult on its detailed budget proposals with the Council's Overview & Scrutiny Commission and any other interested parties or individuals for a period of at least six weeks. This report summarises the current position on the Council's budget preparations for 2014/15.
- 1.2 At the time the Executive agenda was published the Provisional Local Government Financial Settlement had not been announced and is not expected until early January 2014. Therefore, in the absence of the Provisional Settlement, the report is based on a number of assumptions regarding government funding.
- 1.3 All comments received on these budget proposals will be submitted to the Executive on 11 February along with details of the final Financial Settlement. This will allow the Executive to determine its final budget package and recommend the appropriate Council Tax level to Council, who will formally approve the 2014/15 budget and Council Tax on 26 February 2014.

2 RECOMMENDATIONS

That the Executive:

- 2.1 **Agree the draft budget proposals for 2014/15 as the basis for consultation with the Overview & Scrutiny Commission and other interested parties or individuals.**
- 2.2 **Agree the Treasury Management Strategy and associated documents at Annexe D and request that the Governance and Audit Committee review each of the key elements.**
- 2.3 **Agree that the 2014/15 Schools Budget be set at the estimated level of Dedicated Schools Grant income plus any accumulated balances, with the Executive Member for Children, Young People and Learning authorised to make amendments and agree budgets for schools and services centrally managed by the Council.**
- 2.4 **Approve the virements relating to the 2013/14 budget as set out in Annexes E and F and recommend those that are over £0.100m or amend support service recharges for approval by Council.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 **The recommendations are designed to allow the Executive to consult on its draft budget proposals for 2014/15 as required by the Local Government Act 2003.**

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 The range of options being considered is included in the report and its Annexes.

SUPPORTING INFORMATION

5 COMMITMENT BUDGET 2014/15 – 2016/17

- 5.1 Initial preparations for the 2014/15 budget have focussed on the Council's Commitment Budget for 2014/15 – 2016/17. This brings together the Council's existing expenditure plans, taking account of approved commitments and the ongoing effects of service developments and efficiencies that were agreed when the 2013/14 budget was set.
- 5.2 The Commitment Budget was approved by the Executive in October and is summarised in Table 1. Table 1 shows that base expenditure (excluding schools) is planned to decrease by £1.288m to £83.951m next year, before consideration is given to allowances for inflation and the budget proposals identified by individual Departments in 2014/15.

Table 1: Summary Commitment Budget 2014/15-2016/17

	Planned Expenditure		
	2014/15 £000	2015/16 £000	2016/17 £000
Base Budget	85,239	83,951	84,143
<i>Movements in Year:</i>			
Chief Executive / Corporate Services	112	56	-70
Children, Young People and Learning (excluding schools)	-160	-5	-30
Adult Social Care, Health and Housing	-327	-10	0
Environment, Culture & Communities	97	151	72
Non Departmental / Common	-1,010	0	775
<i>Total Movements</i>	<u>-1,288</u>	<u>192</u>	<u>747</u>
Adjusted Base	83,951	84,143	84,890

- 5.3 The most significant changes to the Commitment Budget include:
- The removal of one off items included in the 2013/14 budget, in particular the revenue contribution to the works at Time Square (-£1.100m), the Members' Initiative Fund (-£0.420m) and the additional investment in dementia and long term conditions resulting from increased demand for rehabilitation and social care support (-£0.183m).
 - The revenue impact of the 2013/14 capital programme, including IT maintenance and support costs (£0.071m) and the minimum revenue provision (£0.262m), representing the annual amount of the capital investment repaid from revenue.

- An increase in the employer's contribution to the pension fund arising from the inclusion of non contractual overtime and additional hours for part time staff within pensionable pay (£0.180m) in accordance with the national scheme.

6 PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2014/15

- 6.1 Alongside the 2013/14 Local Government Financial Settlement announced in February 2013, the Government published a Provisional 2014/15 Settlement for local authorities. As must be expected, for such an early Provisional Settlement, this did not contain a great amount of detail but gave Councils an indication of the likely level of funding to be used for planning purposes.
- 6.2 Funding from central government is received through Revenue Support Grant (RSG) and Specific Grants. The provisional amount of RSG announced in February 2013 for 2014/15 showed a fall from £20.890m to £17.804m, representing a 14% reduction.
- 6.3 In July 2013 the Government published a consultation paper on potential changes to both the total amount of funding assumed in the Provisional Settlement and a number of technical changes to the allocation methodologies. The outcome of this exercise is expected to be known in January 2014 as the Government have indicated that the 2014/15 Provisional Settlement will not be published until early in the New Year. Further reductions may, therefore, result from the consultation proposals outlined by the Government in the summer.
- 6.4 The level of Specific Grants will be announced as part of the 2014/15 Provisional Settlement. The budget proposals in this report assume that these Grants will be in line with that received in 2013/14; however this too is likely to change in the Final Settlement when further detail is provided by the various government departments. Public Health is the most significant specific grant received by the Council. The Council has previously been notified of ring fenced grant allocations of £2.772m in 2013/14 and £3.049m in 2014/15. Announcements suggest that the ring fencing of public health grant will also continue into 2015/16, although no indication of the likely grant amount has been provided at this stage.
- 6.5 A third important stream of income for the Council is Business Rates, a proportion of which is retained locally following the introduction of the Business Rates Retention reforms in April 2013. The level of Business Rates change each year due to inflationary increases (set by central government) and local growth or decline as local businesses and economic conditions expand or contract.
- 6.6 The Government sets a baseline level of funding against which any growth or reduction is shared between local and central government. Taking into account the baseline funding level published in February 2013 and factoring in local circumstances, the budget projections assume income of £15.155m reflecting local growth of £0.068m. There is a risk associated with these projections due to the near-term impact of the Town Centre regeneration and changes in the local economic conditions; however officers monitor total yield, revaluations, changes-in-circumstances, appeals and refunds on a monthly basis.
- 6.7 Furthermore, a significant revision was made mid-year to the Council's Business Rates local list with the addition of a large business rate payer. However, given the uncertainties surrounding the permanent inclusion of this rate-payer and any related impact on the Council's grant determination it is considered prudent to await the

outcome of the Financial Settlement before reflecting the financial impact of this potentially one off event.

- 6.8 Based on the number of additional properties that have been built and liable for Council Tax in the last 12 months to October, the budget proposals assume an additional New Home Bonus (NHB) grant of £0.500m. This excludes a share of the NHB Adjustment Grant (NHBAG) that is top-sliced from the local government overall funding total to ensure there is sufficient funding to meet all the NHB allocations. Any surplus is returned to local-authorities on a pro-rata basis. The actual figure will be announced as part of the Provisional Settlement, but the current model assumes that the level of NHBAG received in 2013/14 will be continued in 2014/15. Plans to further top slice the New Homes Bonus in order to provide funding to Local Enterprise Partnerships, in line with the Heseltine Review, will not come into effect until 2015/16.

7 COUNCIL TAX

- 7.1 Following the acceptance of Council Tax Freeze Grant and the resultant zero increase for the last three years, Council Tax at present levels will generate total income of £44.983m in 2014/15. The Local Council Tax Benefit Support Scheme is treated as a discount i.e. a reduction in the calculation of the Council Tax Base. The latest information on the take-up of Council Tax support indicates that it will be significantly less than that budgeted for in 2013/14. Based on the latest forecast, Council Tax income will increase by £0.593m as a result in 2014/15. In addition a further £0.364m will be generated from an increase in the Tax Base primarily arising from the occupation of new properties during 2014/15. Based on these provisional figures, Council Tax income is therefore expected to be £45.940m for 2014/15.
- 7.2 The Government has again prioritised keeping Council Tax increases to the minimum possible next year. To support this aim, the Department for Communities and Local Government has announced that it will give Councils who agree to freeze or reduce Council Tax in 2014/15 a grant equivalent to a 1% increase in Council Tax. This grant will be provided until at least 2015/16. Any support beyond that date will be announced as part of the 2016 Spending Round following the General Election.
- 7.3 The Executive intends to accept the Government's offer to work in partnership with local authorities to protect council tax payers with a council tax freeze, thereby passing on the benefit to the council tax payers for a fourth consecutive year. The working assumption, upon which the proposals in this report are based, therefore, is that there will be no increase in Council Tax and that the Council will receive additional grant from Central Government of £0.501m.
- 7.4 The Executive at its meeting in February will recommend to Council the level of Council Tax in light of the Final Settlement, the results of the consultation and the final budget proposals.

8 BUDGET PROPOSALS 2014/15

Service Pressures and Developments

- 8.1 In the face of significant reductions in public expenditure in general and in grants to Local Government in particular the scope to invest in new service provision is self evidently severely restricted. Nevertheless, it is important to retain a clear focus to ensure that the Council continues to protect and, wherever possible, improve services and to invest in the Borough, focussing on protecting front line services and

delivering the Council's Medium Term Objectives. In preparing the 2014/15 draft budget proposals each department has evaluated the potential pressures on its services and these are set out in Annexe A. The following Table summarises the pressures by department.

Table 2: Service Pressures/Development

Department	£'000
Chief Executive / Corporate Services	134
Children, Young People and Learning (excluding schools)	790
Adult Social Care, Health and Housing	890
Environment, Culture & Communities	276
Total Pressures/Developments	2,090

- 8.2 Many of the pressures are simply unavoidable and respond only to changing demographic trends, particularly as they principally relate to increases in children and young people in care and increases in client numbers within Adult Social Care. They do, however, also support the Council's six overarching priorities and medium term objectives.
- 8.3 In addition to these revenue proposals the Council continues to invest in its priorities through targeted capital expenditure and is planning a significant programme of work during 2014/15, details of which are contained in the capital programme report elsewhere on tonight's agenda.

Service Economies /Balancing the Budget

- 8.4 Members and officers have held regular meetings to determine options for savings and a list of potential draft budget savings has been developed. This list totals £3.920m and is attached at Annexe B and summarised in Table 3. As in previous years, these economies focus as far as possible on central and departmental support rather than on front-line services. However, since it became a Unitary Authority the Council has successfully delivered savings of around £58m in total. Against this background of continually bearing down on costs and driving to improve efficiency it is becoming increasingly difficult to find further savings in these areas, which would not compromise the Council's ability to function effectively. The economies have been analysed between those arising from efficiencies, support service reviews, changes in demand or additional income, and those with a potential service impact. The former are termed 'glide path savings' as they represent the Council's ongoing approach to the delivery of savings, implementing them as soon as practicable rather than awaiting the start of the financial year. As such, many represent the full year effect of economies that have already been implemented in 2013/14. Economies identified by Adult Social Care, Health and Housing resulting from the current take-up of the Local Council Tax Benefit Support Scheme have been incorporated into the Council Tax calculation in paragraph 7.1.

Table 3: Summary Service Economies

Department	Glide Path	Potential Service Impact	Total
	£'000	£'000	£'000
Chief Executive / Corporate Services	610	211	821
Children, Young People and Learning (excluding schools)	537	213	750
Adult Social Care, Health and Housing	851	40	891
Environment, Culture and Communities	1,066	392	1,458
Total Savings	3,064	856	3,920

Significant Budget Decisions

8.5 Consideration and approval of the budget is a major policy decision. However, the budget, by its nature, includes a range of proposals which in themselves represent significant policy decisions. Examples of these which are included in the overall budget package are the proposals on:

- fixed civil penalties;
- support for 13-19 year old pupils;
- Children and Adolescent Mental Health Services;
- and Early Years Childcare and Play.

More details on each of these proposals are included in Annexe B.

8.6 As the budget report is a policy document and is subject to six weeks consultation, the identification of these issues within the budget report facilitates detailed consultation on a range of significant policy decisions.

Council Wide Issues

8.7 Apart from the specific departmental budget proposals contained in Annexes A and B there are some Council wide issues affecting all departments' budgets which need to be considered. The precise impact of these corporate budgets is likely to change before the final budget proposals are recommended, however the current view on these issues is outlined in the following paragraphs:

a) Capital Programme

The scale of the Council's Capital Programme for 2014/15 will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new capital receipts, government grants, developer contributions or borrowing from internal resources. The proposed Council Funded Capital Programme of £8.428m and externally funded programme of £12.801m for 2014/15 features in a separate report on tonight's agenda. After allowing for projected receipts of approximately £5m in 2014/15 and carry forwards, but excluding the self-funding Invest to Save schemes, the additional revenue costs will be £0.020m

in 2014/15 and £0.280m in 2015/16. These figures include on-going costs associated with the maintenance and support of IT capital purchases.

b) Interest and Investments

Until 2013, the economic recovery in the UK since 2008 had been the slowest recovery in recent history. However, growth rebounded in quarters 1 and 2 of 2013 to surpass all expectations. Growth prospects remain strong looking forward, not only in the UK economy as a whole, but in all three main sectors, services, manufacturing and construction.

A rebalancing of the economy towards exports has started but as 40% of UK exports go to the Eurozone, the difficulties in this area are likely to continue to dampen UK growth. The US, the main world economy, faces similar debt problems to the UK, but thanks to reasonable growth, cuts in government expenditure and tax rises, the annual government deficit has been halved from its peak without appearing to do too much damage to growth.

The current economic outlook and structure of market interest rates and government debt yields have several key treasury management implications:

- Although Eurozone concerns have subsided in 2013, Eurozone sovereign debt difficulties have not gone away and there are major concerns as to how these will be managed over the next few years as levels of government debt, in some countries, continue to rise to levels that compound already existing concerns. Counterparty risks therefore remain elevated. This continues to suggest the use of higher quality counterparties for shorter time periods;
- Investment returns are likely to remain relatively low during 2014/15 and beyond.

Whilst the Bank Rate is not expected to change over the coming 12 months, there are a number of factors that will impact on the rate of return that can be expected to be earned by the Council. The Government's various "Help to Buy a Home" schemes are providing excess liquidity in the money markets, and combined with the continued Quantitative Easing policy of the Bank of England, short-to-medium term investment rates have fallen in the past 12 months to below the Bank Rate – with an average yield currently available to the Council of approximately 0.4%. Given the Council's approach to managing risk and keeping investments limited to a maximum of 6 months maturity with the exception of the part-nationalised UK Banks, the opportunity to achieve rates in excess of the Bank Rate is limited.

The 2014/15 budget is therefore based on an average rate of return of approximately 0.5% and reflects the lower cash balances as a result of the 2014/15 and proposed 2015/16 Capital Programme.

The net impact of these is a £0.050m pressure, being £0.020m related to the Capital Programme and a loss of income of £0.030m from the fall in the expected yield on investments from the 1% included in the 2013/14 Budget and other cash-flow movements.

There is a risk, however, that the Council's cash-flow will differ from past years as a result of the reforms to Business Rates Retention which has a dramatic impact on the cash-profile of the Council. As such any change in interest rates

or cash balances will clearly have an impact on the overall investment income generated by the Council with every 0.1% reduction in the average rate of return adding a £0.02m pressure to the General Fund.

The Council reviews the annual Treasury Management Strategy Statement under the requirement of the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes (“the CIPFA TM Code”). The Local Government Act 2003 required the Council to “have regard to the Prudential Code and to set Prudential Indicators for the next three years to ensure that the capital investment plans are affordable, prudent and sustainable”. Annexe D outlines the Council’s prudential indicators for 2014/15 – 2016/17 and sets out the expected treasury management activities for this period. It is recommended that the Executive agree the Treasury Management Strategy and associated documents and in line with the Code of Practice request that the Governance and Audit Committee review each of the key elements.

c) Provision for Inflation and Pay Awards

The Commitment Budget excludes the cost of inflation on both expenditure and income. In past years, the Council has restricted the provision for inflation on prices as a general economy measure, to help address the underlying budget gap, although pay awards have been fully funded. In the context of the Council’s overall financial position, it is again prudent to consider where the provision for inflation on prices can be limited as an economy measure, although some exceptions will be necessary to reflect actual increases that will not be containable without real service reductions or to meet contractual commitments. In particular it will again be important to have realistic discussions with key providers about what level of inflation is genuinely necessary on some contracts and placements.

At this stage the inflation provision is not finalised, although for planning purposes a sum of £1.900m (£1.889m 2013/14) has been added to the budget. This will be achieved by:

- A pay award of no more than 1%;
- Negotiating to minimise inflation on contracts;
- Increasing fees and charges by 2.2% unless this is inconsistent with the Council’s income policy.

The Council will need to consider in more detail where it is appropriate and necessary to provide for inflation over the coming weeks so that the actual inflation provision can be added to the final budget report in February 2014.

d) Fees and Charges

The Council has a long established policy for the review of fees and charges. This requires each Department to consider the level of charges against the following criteria:

- fees and charges should aim, as a minimum, to cover the costs of delivering the service;
- where a service operates in free market conditions, fees and charges should at least be set at the market rate;

Unrestricted

- fees and charges should not be levied where this is an ineffective use of resources, i.e. the cost of collection exceeds any income generated.

It is estimated that many prices, where the Council charges users a fee for services, will need to increase by around 2.2% to recover the costs of those services. However, where current economic conditions and the market rate indicate a different percentage, for example for leisure income, this has been applied. Certain other fees also attract a different percentage as they are determined by statute. The proposed fees and charges are included in Annexe C.

e) Corporate Contingency

The Council manages risks and uncertainties in the budget through the use of a general contingency added to the Council's budget. During the next year the Council will face significant risks on its budget particularly in relation to:

- demand led services;
- retention of Business Rates by councils;
- general economic uncertainty.

The level of risk and uncertainty, whilst still significant, has diminished compared to last year. Take up of Council Tax support has been significantly less than originally budgeted for in 2013/14 and in the first year of operation of local retention of Business Rates it is anticipated that the budget for additional Business Rate income will be achieved relatively comfortably. For planning purposes the general Contingency has been reduced by £1m to £1m in order to set a realistic and deliverable budget in 2014/15.

The Executive will need to make a judgement on the appropriate level of contingency at its February meeting, taking advice from the Borough Treasurer who will need to certify the robustness of the overall budget proposals in the context of the Council's remaining general and earmarked reserves. All the reserves will be reviewed to ensure that they are sufficient to manage the financial risks facing the Council in the coming years.

Spending on Schools

8.8 The Education funding framework is undergoing change to better reflect government policy which is seeking to:

- reform the school funding system so it is fairer, simpler, more consistent and transparent;
- ensure that good, popular schools find it easier to expand in response to demands from parents;
- ensure that funding intended for education reaches schools and pupils that need it most.

8.9 The funding arrangements are that the Schools Budget – both delegated school funding and centrally managed items such as Special Educational Needs placements made outside of the Borough – continues to be funded by the specific, ring-fenced Dedicated Schools Grant (DSG).

- 8.10 From April 2013, the DSG was split into three notional blocks – schools (which includes delegated school budgets and a small number of centrally managed services) and early years, both of which have their own per pupil funding rate, and the high needs block which is funded at the level of historic spend. Funding in each block was initially based on 2012/13 budgeted spend but has subsequently been updated for changes in pupil numbers. The allocations are not ring-fenced to each block, so more or less can be planned to be spent within each element, but a ring-fence continues on the DSG as a whole so that it can only be spent on the functions defined within the School Funding Regulations.
- 8.11 With the new funding framework comes a new timetable for the production of budgets. The DfE requires councils to confirm the basis on which actual school budgets will be allocated, including per pupil and all other funding rates, by 21 January 2014 even though relevant information required to calculate budgets will not be supplied before 16 December 2013. To meet this requirement, 2014/15 school budgets will have to be set on the basis of the estimated level of DSG plus any accumulated balances. The draft budget proposals therefore assume the Schools Budget is set at the estimated level of DSG and that any accumulated deficit or surplus is managed to a nil balance by the end of the funding period.
- 8.12 Decisions around the final balance of the budget between spending by schools and that on services managed by the Council is the responsibility of the Executive Member for Children, Young People and Learning, although the Schools Forum must be consulted, and in certain circumstances, agree to budget proposals.

Summary

- 8.13 Adding the draft proposals to the Commitment Budget and taking account of the corporate issues identified above would result in total expenditure of £82.503m as shown in Table 5.

Table 5: Summary of proposals:

	£'000
Commitment Budget	83,951
Budget Pressures	2,090
Budget Economies	-3,920
Capital Programme	20
Changes in Investment Income	30
Inflation Provision	1,900
Decrease in Contingency	-1,000
Growth in Business Rates income	-68
New Homes Bonus 2014/15	-500
Draft Budget Requirement 2014/15	82,503

- 8.14 Without the Provisional Finance Settlement assumptions have had to be made on the level of grant income. It has been assumed that the Council can anticipate income of up to -£79.400m. This arises from Revenue Support Grant and Business Rates baseline funding (-£32.959m excluding Council Tax Freeze Grant), additional Council Tax Freeze Grant (-£0.501m) and Council Tax (-£45.940m).

Unrestricted

- 8.15 With the potential overall cost of the budget package being consulted on in the region of £82.503m, this leaves a potential gap of around £3.103m. Members can choose to adopt either or both of the following approaches in order to bridge the remaining gap:
- an appropriate contribution from the Council's revenue balances, bearing in mind the Medium Term Financial Strategy;
 - identifying further expenditure reductions.

9 BALANCES

- 9.1 The Council has an estimated £8.6m available in General Reserves at 31 March 2014. Details are contained in Table 6.

Table 6: General Reserves as at 31 March 2014

	£m
General Fund	13.0
Planned use in 2013/14	(4.4)
Estimated Balance as at 31 March 2014	8.6

- 9.2 The Council has, in the past, planned on maintaining a minimum prudential balance of £4m. This assessment is based on the financial risks which face the Council and the Borough Treasurer considers these in the February report to the Executive at which a final decision on the use of balances can be taken, taking account of the financial position likely to face the Council over the next three to four years.

10 CONCLUSION

- 10.1 The Council's constitution requires a six week consultation period on the draft budget proposals. In this context, it is inevitable that, of the broad range of options proposed for consultation, not all will necessarily be included in the final budget package. It is also likely that some further issues with a financial impact will arise between now and February. When the Final Settlement is known, the Executive can consider the prudent use of revenue balances to support expenditure in line with the overall medium term financial strategy, along with any further expenditure reductions.
- 10.2 It is suggested, therefore, that the normal process whereby the Overview & Scrutiny Commission reviews the overall budget package and determines whether any specific issues should be considered further by the Overview and Scrutiny Panels at their meetings in January, is followed. The proposals will also be placed on the Council's website for public consultation and Directors will ensure that particular arrangements are made to engage with individuals or groups that may be affected by some of the more direct reductions and/or changes to service provision.
- 10.3 All comments from the Overview & Scrutiny Commission, Overview and Scrutiny Panels and all others will then be submitted to the Executive on 11 February 2014. This will allow the Executive to determine the final budget package and recommend the appropriate Council Tax level to the Council on 26 February 2014.

11 BUDGET MONITORING 2013/14- VIREMENT REQUEST

- 11.1 A virement is the transfer of resources between two budgets but it does not increase the overall budget approved by the Council. Financial Regulations require formal approval by the Executive of any virement between £0.050m and £0.100m and of virements between departments of any amount. Full Council approval is required for virements over £0.100m or any virements that result in an adjustment to recharges. During 2013/14 a number of virements have been identified which require the approval of the Executive. These have been previously reported to the Corporate Management Team which recommends them to the Executive for approval. They have been included in the Quarterly Service Reports. Details of virements between departments are set out in Annexe E. Details of internal departmental virements exceeding £0.050m or that result in an adjustment to recharges are set out in Annexe F.

12 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 12.1 Nothing to add to the report.

Borough Treasurer

- 12.2 The financial implications of this report are included in the supporting information.

Equalities Impact Assessment

- 12.3 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views of a broad section of residents and service users. A number of the budget proposals require specific equality impact assessments to be carried out and draft versions of these are attached in Annexe G. Consultation with equalities groups that are likely to be affected by the proposal is part of the assessment process.

Strategic Risk Management Issues

- 12.4 A sum of £1m is currently proposed to meet the costs of unpredictable or unforeseen items that would represent in year budget risks. The Executive will need to make a judgement on the level of Contingency at its meeting in February.
- 12.5 The Borough Treasurer, as the Council's Chief Finance Officer (Section 151 Officer), must formally certify that the budget is sound. This will involve identifying and assessing the key risk areas in the budget to ensure the robustness of estimates and ensuring that appropriate arrangements are in place to manage those risks, including maintaining an appropriate level of reserves and Contingency. This formalises work that is normally undertaken each year during the budget preparation stages and in monthly monitoring after the budget is agreed. The Borough Treasurer will report his findings in February, when the final budget package is recommended for approval.

13 CONSULTATION

Principal Groups Consulted

- 13.1 The Overview & Scrutiny Commission will be consulted on the budget proposals and may also choose to direct specific issues to individual overview and scrutiny panels. Targeted consultation exercises will be undertaken with business rate payers, the Over 50's Forum, the Schools Forum, town and parish councils and voluntary organisations. Comments and views will be sought on both the overall budget package and on the detailed budget proposals. In addition, this report and all the supporting information are publicly available to any individual or group who wish to comment on any proposal included within it. To facilitate this, the full budget package will be placed on the Council's web site at <http://consult.bracknell-forest.gov.uk/portal>. There will also be a dedicated mailbox to collect comments.
- 13.2 The timetable for the approval of the 2014/15 Budget is as follows

Executive agree proposals as basis for consultation	10 December 2013
Consultation period	11 December 2013 - 21 January 2014
Executive considers representations made and recommends budget.	11 February 2014
Council considers Executive budget proposals	26 February 2014

Background Papers

None

Contact for further information

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Commitment Budget 2014/15 to 2016/17

	2013/14 £'000	2014/15 £'000	2015/16 £'000	2016/17 £'000
Children, Young People and Learning				
Approved Budget	14,942	15,065	14,905	14,900
Suitability surveys			20	-20
Schools Music Festival		-10	10	-10
Local foster home placements		-150		
Special Education Needs Team			-35	
Net Inter Departmental Virements	123			
Children, Young People and Learning Adjusted Budget	15,065	14,905	14,900	14,870

CHILDREN YOUNG PEOPLE AND LEARNING

Description	2014/15 £'000	2015/16 £'000	2016/17 £'000
<p>Looked After Children</p> <p>Based on the current costed schedule of known placements, a pressure has been identified to ensure the fulfilment of statutory duties for children and young people in care. This reflects an increase in the number of children being looked after and requiring care and support from 87 when the budget requirement for 2013/14 was established, to 92. Within this figure, there is a significant turnover in the looked after population, with varying placements costs depending on the age of child and type of placement needed. A small number of placements are at a very high cost.</p>	450		
<p>Children's Social Care</p> <p>The increase in number of cases and their complexity has placed work load pressure on social workers and others to meet statutory timescales and duties and maintain the safety of children and young people. In particular the number of child protection cases has increased by 37% between March 2012 and September 2013 (from 82 to 112). To manage the increased workload, it is proposed to fund the recruitment of 6 staff (£250,000) and the additional demands on court proceedings and associated commissioned legal costs (£50,000).</p>	300		
<p>Education grants to former looked after children without leave to remain in the UK</p> <p>Recent case law has confirmed a duty on local authorities to fund the cost of education to the age of 25 - university entry or other courses - for young people who have previously been supported by the local authority as a looked after child and who have no recourse to public funds to complete their education.</p>	40		
<p>CHILDREN YOUNG PEOPLE AND LEARNING TOTAL</p>	790	0	0

CHILDREN YOUNG PEOPLE AND LEARNING

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
Glide Path Savings			
<p>Additional income</p> <p>A number of services are exceeding their income targets, or identifying new opportunities for income generation, either through improved trading, or additional external contributions, and where this is expected to continue, budgets will be increased accordingly. This relates to the School Improvement Team (£30,000) School Admissions (£20,000), Early Years (£14,000), Larchwood short break unit (£10,000) and aspects of Special Educational Needs and Targeted Services (£50,000).</p>	-124		
<p>Managing new efficiencies on contracts and general expenses</p> <p>Efficiencies have been achieved through negotiation of reduced costs for accommodation and support for looked after children. This covers rigorous and sustained work on initial negotiations, reviewing long term placements, securing bulk discounts and limiting annual inflation increases.</p>	-100		
<p>Revised service delivery</p> <p>As part of the on-going process to improve efficiency, a number of services have been reviewed or are in the process of being reviewed to consider alternative ways for their delivery. Where change is considered appropriate, this results in either a more efficient service, delivering the same for less, or a reduced or deleted range of services. It also makes permanent the deletion of associated posts that are currently being held vacant pending the reviews. It relates to the Education Psychology Service (£25,000), Family Support and Parenting Services (£100,000), support to Care Leavers (£22,000), Fostering and Adoption Recruitment (£18,000), the Family Information Service (£22,000), Early Years (payments to providers) (£4,000), Youth Justice (£16,000), Support to the Departmental Management Team (£30,000) and Commissioning and Policy, including school places planning and trading with schools (£50,000).</p>	-287		
<p>Reduced demand</p> <p>Budgets for some aspects of support are planned to be reduced to reflect current demand, with limited impact anticipated. This relates to setting up home grants for care leavers (£20,000) and</p>	-26		

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
bursaries to support up skilling of the childcare workforce (£6,000), where new government grants are now available.			
Total Glide Path	- 537	0	0
Potential Service Impact Savings			
<p>Support for 13-19 year old pupils</p> <p>The service includes information, advice and guidance to young people, and additional support to those not in education, employment or training (NEET). It is provided externally via a contract which will be re-configured to remove non-statutory services relating to job vacancies and bespoke support to young people (£28,000) and support for looked after children which can continue to be provided through existing funding within the Schools Budget (£22,000).</p>	-50		
<p>Pyramid for children</p> <p>This provides routine screening of the emotional health of Year 3 pupils of participating schools. It provides a time limited, out of school club offering short-term therapeutic interventions working with Year 3 pupils identified as having low self-esteem, little or no confidence and/or poor social skills. The programme has not been centrally supported in the current financial year and the budget is now proposed to be permanently deleted.</p>	-30		
<p>Early Years, Childcare & Play</p> <p>Support in three areas of Early Years is proposed to be reduced. The vacant part time post providing individualised training, support and advice to private providers on high quality provision will be deleted (£21,000). Funding for training and supporting volunteers that support vulnerable families in their homes will be reduced by 30% (£20,000), with start-up grants to promote development and extension of childcare providers deleted (£25,000).</p>	-66		
<p>Children and Adolescent Mental Health Service (CAMHS)</p> <p>The proposal is to stop commissioning a CAMHS Tier 2 post which undertakes direct work with children in care who are known to the Youth Offending Service. It also supports foster carers in dealing with challenging behaviours and provides specific training and advice for foster carers, social workers and Youth Offending Service staff. Referrals for support will in future be made direct to</p>	-55		

Description Impact	2014/15 £'000	2015/16 £'000	2016/17 £'000
CAMHS, which is a Tier 3 service, with qualifying criteria.			
<p>Nepali Community Support Officer</p> <p>This is a joint funded post with Corporate Services that provides support to the Nepali community to help them to orientate themselves on arrival to this country, to integrate into the wider community and to access statutory and voluntary services including youth centres/activities, children's centres, schools, housing and benefits. Reducing the hours available to the post will lower the number of families that can be supported.</p>	-12		
Total Potential Service Impact	-213	0	0
CHILDREN YOUNG PEOPLE AND LEARNING TOTAL	-750	0	0

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Adult and Community Learning

Purpose of the Charge: To fully fund the costs of the service not financed by external grant

	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	12	12

Are concessions available? Yes. 100% reduction for job seekers on Job Seekers Allowance benefits for work and skills courses. 50% reduction for all on means tested benefits on all courses over 5 hours.
--

Link to the Council's Medium Term Objectives: Promoting health and achievement and sustain economic prosperity

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT) Minimum	Increase
	£.p	£p	%

Adult and Community Learning Plan

Course Fees			
Personal & Community Development Learning	5.00	5.00	0.00
Other Courses are fully funded from external grant			

This is the minimum fee

Course fees are agreed on an academic year basis once external funding is confirmed and approved by the Executive Member as part of the Adult Learning Plan.
--

Flexibility is required in order for charges to be made dependant on the programme, qualification and costs charged by external providers for specialist provision. Concessions are available to those learners meeting set criteria such as the unemployed.
--

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Adult and Community Learning

Purpose of the Charge: To fully fund the costs of the service not financed by external grant

	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	156	159

Are concessions available? Yes to the voluntary sector, charities and associated learning agenda organisations as well as internal BFC usage

Link to the Council's Medium Term Objectives: Promoting health and achievement and sustain economic prosperity

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Brakenhale Open Learning Centre Room Hire and Refreshments

Room Hire per Hour				
Grant funded courses		11.25	11.30	0.40
Bracknell Forest Council		13.90	14.00	0.70
External users - Voluntary Sector, Charities & Associated Learning Agenda Organisations		13.90	14.00	0.70
Other external users		17.10	17.50	2.30
IT Suite (specific requirement to use IT)		21.35	21.50	0.70
IT Suite (specific request for large hall)		21.35	21.50	0.70
Insurance		10% room hire	10% room hire	
Refreshments				
Tea & Coffee	Per person per Mug	0.85	0.90	5.90
Lunches		Cost + 10%	Cost + 10%	
Photocopying per copy	Black and White A4	0.10	0.08	-20.00
Photocopying per copy	Colour A4	0.65	0.70	7.70
Photocopying per copy	Black and White A3	0.20	0.10	-50.00
Photocopying per copy	Colour A3	0.95	1.00	5.30

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To contribute to the costs of the service

	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	79	81

Are concessions available? Yes, internal fees are lower than those charged to external customers

Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Room Hire Non Bracknell Forest Council

Whole Day			
Newbury	307.00	310.00	1.00
Bedford	194.00	195.00	0.50
Donnington	194.00	195.00	0.50
Sandys	194.00	195.00	0.50
Wimpole	194.00	195.00	0.50
Other	194.00	195.00	0.50
Cromwell Computer Room	280.00	285.00	1.80
Half Day			
Newbury	154.00	155.00	0.60
Bedford	100.00	100.00	0.00
Donnington	100.00	100.00	0.00
Sandys	100.00	100.00	0.00
Wimpole	100.00	100.00	0.00
Other	100.00	100.00	0.00
Cromwell Computer Room	166.00	170.00	2.40
Hourly rate			
All rooms (new for 2014/15)	-	45.00	-

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To Contribute to the costs of the service

	2013/14 Budget £'000	Proposed 2014/15 Budget £'000
Income the proposed fees will generate:		

Are concessions available? Yes, internal fees are lower than those charged to external customers

Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Room Hire Non Bracknell Forest Council (cont)

Twilight			
Newbury	113.00	115.00	1.80
Bedford	75.00	75.00	0.00
Donnington	75.00	75.00	0.00
Sandys	75.00	75.00	0.00
Wimpole	75.00	75.00	0.00
Other	75.00	75.00	0.00
Cromwell Computer Room	135.00	135.00	0.00
Evening			
Newbury	128.00	130.00	1.60
Bedford	100.00	100.00	0.00
Donnington	100.00	100.00	0.00
Sandys	100.00	100.00	0.00
Wimpole	100.00	100.00	0.00
Other	100.00	100.00	0.00
Cromwell Computer Room	166.00	166.00	0.00

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To contribute to the costs of the service

	2013/14 Budget £'000	Proposed 2014/15 Budget £'000
Income the proposed fees will generate:		

Are concessions available? Yes, internal fees are lower than those charged to external customers. Discounts are available for multiple bookings.

Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Room Hire Bracknell Forest Council

Whole Day			
Newbury	255.00	260.00	2.00
Bedford	161.00	161.00	0.00
Donnington	161.00	161.00	0.00
Sandys	161.00	161.00	0.00
Wimpole	161.00	161.00	0.00
Other	161.00	161.00	0.00
Cromwell Computer Room	237.00	240.00	1.30
Half Day			
Newbury	128.00	130.00	1.60
Bedford	81.00	81.00	0.00
Donnington	81.00	81.00	0.00
Sandys	81.00	81.00	0.00
Wimpole	81.00	81.00	0.00
Other	81.00	81.00	0.00
Cromwell Computer Room	141.00	140.00	-0.70
Hourly rate			
All rooms (new for 2014/15)	-	33.00	-

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To Contribute to the costs of the service

	2013/14 Budget £'000	Proposed 2014/15 Budget £'000
Income the proposed fees will generate:		

Are concessions available? Yes, internal fees are lower than those charged to external customers. Discounts are available for multiple bookings.

Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Room Hire Bracknell Forest Council (cont)

Twilight			
Newbury	96.00	98.00	2.10
Bedford	69.00	70.00	1.40
Donnington	69.00	70.00	1.40
Sandys	69.00	70.00	1.40
Wimpole	69.00	70.00	1.40
Other	69.00	70.00	1.40
Cromwell Computer Room	125.00	125.00	0.00
Evening			
Newbury	107.00	110.00	2.80
Bedford	81.00	81.00	0.00
Donnington	81.00	81.00	0.00
Sandys	81.00	81.00	0.00
Wimpole	81.00	81.00	0.00
Other	81.00	81.00	0.00
Cromwell Computer Room	141.00	140.00	-0.70

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To contribute to the costs of the service

	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	71	73

Are concessions available? Yes, internal fees are lower than those charged to external customers.

Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Refreshment Charges Non Bracknell Forest Council

Tea and Coffee			
Per Day	4.65	4.70	1.10
Per Half day	3.10	3.20	3.20
Per Mug	1.55	1.50	-3.20
Sandwiches			
Per Round with Tea, Coffee, OJ & Fruit	7.75	7.80	0.60
Lunch in Main Restaurant			
Per Person	14.75	15.10	2.40
Finger Buffet			
Per Person with Tea, Coffee, OJ & Fruit	11.35	11.50	1.30

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To Contribute to the costs of the service

	2013/14 Budget £'000	Proposed 2014/15 Budget £'000
Income the proposed fees will generate:		

Are concessions available? Yes, internal fees are lower than those charged to external customers.

Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Refreshment Charges Bracknell Forest Council

Tea and Coffee			
Per Day	4.20	4.30	2.40
Per Half day	2.80	2.90	3.60
Per Mug (change from per cup to per mug wef 1-4-10)	1.40	1.45	3.60
Sandwiches			
Per Round with Tea, Coffee, OJ & Fruit	7.50	7.70	2.70
Lunch in Main Restaurant			
Per Person	14.55	14.90	2.40
Finger Buffet			
Per Person with Tea, Coffee, OJ & Fruit	10.90	11.15	2.30

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To contribute to the costs of the service

	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	7	7

Are concessions available? Yes, internal fees are lower than those charged to external customers.
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Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Charges for printing

Photocopying				
Per Copy - Black & White	A3 Single Sided	0.08	0.10	25.00
	A4 Single Sided	0.06	0.08	33.30
	A3 Double Sided	0.12	0.15	25.00
	A4 Double Sided	0.08	0.10	25.00
Per Copy - Colour	A3 Single side	0.95	1.00	5.30
	A4 Single sided	0.65	0.70	7.70
Laminating	per metre 25" wide	2.35	2.45	4.30
	Pockets A3	0.85	0.90	5.90
	Pockets A4	0.55	0.60	9.10

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Education Centre

Purpose of the Charge: To Contribute to the costs of the service

	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:		

Are concessions available? Yes, internal fees are lower than those charged to external customers see below

Link to the Council's Medium Term Objectives: Promoting health and achievement

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Education Centre Charges for Goods Sold

Stationery/Cards etc				
Cards	Each	1.25	1.30	4.00
	Each when purchasing 10 or more	1.05	1.10	4.80
Thank you notes & invites		4.20	4.30	2.40
Wrapping Paper		1.05	1.10	4.80
Tissue Paper	Coloured	1.05	1.10	4.80
	Metalic & Patterned	1.60	1.65	3.10
Pks Christmas Cards	Small	2.60	2.70	3.80
	Medium	3.65	3.75	2.70
	Large	4.20	4.30	2.40
Bottle Toppers		2.60	2.70	3.80
Bookmarks		0.55	0.60	9.10
Flip Files A4 10 Pockets		1.75	1.80	2.90
Zip Wallets	A3	0.50	0.55	10.00
	A4 Generous	0.45	0.50	11.10
	A4 Ordinary	0.45	0.50	11.10
	A5	0.40	0.45	12.50

To maximise income earned at the Education Centre, room hire rates may be adjusted for multiple bookings and in order to make full use of the rooms when demand is traditionally low (e.g. school holiday periods). Additionally, charges for goods and services need to reflect prices charged by suppliers which may require in-year revisions. New stock items will be purchased if demand justifies with prices to be agreed at the time. Various courses are provided, with charges set at the level required to cover direct costs and contribute to overall running costs.

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Learning and Achievement

Purpose of the Charge: To contribute to the costs of the service

	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	42	43

Are concessions available? Yes, fees to Local Authority schools are lower than those charged to external customers

Link to the Council's Medium Term Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Professional Development Courses

Course Fees and Timings			
Internal and Other LA Schools and Academies			
Full Day (09.15 - 15.45)	130.00	130.00	0.00
Half Day (09.15 - 12.15) or (13.00 - 16.00)	68.00	70.00	2.90
Twilight (16.15 - 17.30)	31.00	31.00	0.00
Independent Schools			
Full Day (09.15 - 15.45)	260.00	260.00	0.00
Half Day (09.15 - 12.15) or (13.00 - 16.00)	135.00	140.00	3.70
Twilight (16.15 - 17.30)	62.00	62.00	0.00
* Course fees will be increased to take account of any specific additional costs incurred			

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Learning and Achievement

Purpose of the Charge: To Contribute to the costs of the service

	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	40	41

Are concessions available? Yes, internal fees are lower than those charged to external customers see below

Link to the Council's Medium Term Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Consultancy Rates

Chargeable Activities			
Services offered include Curriculum Reviews, Data Analysis, Training, Specialist Advice and Performance Management			
All fees include normal preparation time but exclude travel and materials and must be agreed with line manager and Chief Officer			
BFC Schools and Academies			
Daily rate	520.00	500.00	-3.80
Half Day	286.00	280.00	-2.10
Hourly rate	94.00	90.00	-4.30
Twilight session (new for 2014-15)	-	175.00	0.00
Evening Session (new for 2014-15)	-	175.00	0.00
Non BFC Schools, Independent Schools and Academies			
Daily rate	572.00	570.00	-0.30
Half Day	291.00	300.00	3.10
Hourly rate	114.00	115.00	0.90
Twilight session (new for 2014-15)	-	195.00	0.00
Evening Session (new for 2014-15)	-	195.00	0.00

Fees for extended work with schools and other agencies will be negotiated and agreed in advance with the Chief Officer. Charges are set at the level required to cover direct costs and contribute to overall running costs.

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Larchwood

Purpose of the Charge: To cover the costs of the service when used by other Local Authorities

	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	58	59

Are concessions available? Yes, free service for Bracknell children

Link to the Council's Medium Tem Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Residential short break care

Overnight				
Per Night	411.00	420.05	2.20	
Daycare				
Standard	per hour	16.60	17.00	2.40
Additional 1:1 staffing	per hour	13.80	14.15	2.50
Additional 2:1 staffing	per hour	27.65	28.30	2.40
Daycare - New Clients				
Standard	per hour	21.30	21.80	2.30
Additional 1:1 staffing	per hour	17.15	17.55	2.30
Additional 2:1 staffing	per hour	34.25	35.05	2.30

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Children Looked After

Purpose of the Charge: To cover the costs of fostercare charges when BFC fostercarers are used by other Local Authorities

	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	24	24

Are concessions available? No

Link to the Council's Medium Term Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Fostercare charges

Charge per week	288.60 to 620.66	288.60 to 620.66	0.00
Fees are increased in line with guidance from the Fostering Network which has yet to be advised.			
Additional amount: Emergency placement	TBD	TBD	
Additional amount: Long term placement	TBD	TBD	
Additional amounts agreed through negotiation with Berkshire Local Authorities.			

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Other Children's and Family Services

Purpose of the Charge: To charge for other Local Authority children placed with BF adopters

	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	28	28

Are concessions available? No

Link to the Council's Medium Term Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Adoption Fees

One child		27,000.00	27,000.00	0.00
2 children	x 1.5	40,500.00	40,500.00	0.00
3 or more children	x 2	54,000.00	54,000.00	0.00
Fees are set nationally by BAAF, with the rate for 2014/15 yet to be notified				

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Youth Service

Purpose of the Charge: To contribute to the costs of the service
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	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	4	4

Are concessions available? Yes, for young people from low income families.
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Link to the Council's Medium Term Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Young Peoples Attendance Fee

Attendance Fee	per session	0.00 to 1.00	0.00 to 1.00	0.00
Membership Fee	per annum	0.00 to 2.10	0.00 to 2.15	2.40
Activities Fee	per session	0.00 to 2.60	0.00 to 2.70	3.80

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Youth Service

Purpose of the Charge: To Contribute to the costs of the service
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	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	106	108

Are concessions available? Internal fees are lower than those charged to external customers see below

Link to the Council's Medium Tem Objectives: Promoting health and achievement.
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Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Hire Fees

Youth & Community Groups - not for profit basis			
Hall	per hour	7.65 to 12.85	7.65 to 13.15 2.30
Meeting Room	per hour	7.65 to 11.85	7.65 to 12.15 2.50
Private & Commercial			
Hall	per hour	11.20 to 28.50	11.20 to 29.15 2.30
Meeting room	per hour	11.20 to 23.80	11.20 to 24.35 2.30
Other income is generated by long term leases			

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Youth Service

Purpose of the Charge: To Contribute to the costs of the service
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	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	5	5

Are concessions available? No

Link to the Council's Medium Tem Objectives: Promoting health and achievement.
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Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Sale of Goods

Tuck Shops Various refreshments	0.01 to 1.75	0.01 to 1.80	2.90
Price changes are determined by rates set by suppliers			
Duke of Edinburgh Awards Cost per place	17.50 to 25.65	17.50 to 26.25	2.30
Duke of Edinburgh Awards reflect National Awards fee structure.			

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Children's Centres

Purpose of the Charge: To contribute to the costs of the service

	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	11	11

All concessions are included in the fee structure detailed below

Link to the Council's Medium Tem Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Sessional Fees

Sessional Fees			
BFC families (or those with guest cards)	2.15	2.50	16.3
BFC families receiving additional support/benefits	1.10	1.00	-9.1
Families from outside BFC	4.30	5.00	16.3

These charges would apply only to those sessions where substantial additional costs are incurred e.g. baby massage/yoga, messy play sessions etc.

Children's Centres Managers are able, within budget limitations, to incentivise registration and engagement of families with the use of promotional offers which may be less than the sessional fees detailed above.

Any other sessions would either be completely free or donations sought to cover refreshment costs.

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Children's Centres

Purpose of the Charge: To contribute to the costs of the service

	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:	28	29

All concessions are included in the fee structure detailed below

Link to the Council's Medium Term Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Room Hire Fees

Rowans Children's Centre			
Private group/ Statutory Agencies			
Hall	12.85	13.15	2.3
Squirrel Room	10.70	10.95	2.3
Owl Room	8.60	8.80	2.3
Badger Room	6.45	6.60	2.3
Kitchen (if used for cooking)	10.70	10.95	2.3
Modular Building	12.85	13.15	2.3
Voluntary/non profit making Group			
Hall	9.65	9.90	2.6
Squirrel Room	7.50	7.70	2.7
Owl Room	5.35	5.50	2.8
Badger Room	3.25	3.35	3.1
Kitchen (if used for cooking)	7.50	7.70	2.7
Modular Building	9.65	9.90	2.6
Willows Children's Centre			
New charging rate for 2014/15. Previously within the Youth Service.			
Private group/ Statutory Agencies	n/a	13.15	n/a
Hall & kitchen			
Voluntary/non profit making Group			
Hall & kitchen	n/a	9.90	n/a

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Children's Centres

Purpose of the Charge: To Contribute to the costs of the service.
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	2013/14 Budget	Proposed 2014/15 Budget
	£'000	£'000
Income the proposed fees will generate:		

All concessions are included in the fee structure detailed below

Link to the Council's Medium Tem Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Room Hire Fees

Oaks Children's Centre:			
Private group/ Statutory Agencies			
Green Room	9.65	9.90	2.6
Blue Room	8.60	8.80	2.3
Family Room and Kitchen	12.85	13.15	2.3
Pre-school room	15.00	15.35	2.3
Voluntary/non profit making Group			
Green Room	6.45	6.60	2.3
Blue Room	5.35	5.50	2.8
Family Room and Kitchen	9.65	9.90	2.6
Pre-school room	11.75	12.05	2.6
Alders Children's Centre			
Private group/ Statutory Agencies			
Family Room	10.70	10.95	2.3
Meeting Room 1	7.50	7.70	2.7
Meeting Room 2	6.45	6.60	2.3
Voluntary/non profit making Group			
Family Room	7.50	7.70	2.7
Meeting Room 1	5.35	5.50	2.8
Meeting Room 2	3.25	3.35	3.1

Groups who are directly supporting the delivery of CC services will not be charged. Refreshments will be charged at £0.50 per head per session to a maximum of £10.00.

CHILDREN, YOUNG PEOPLE AND LEARNING

2014/15 PROPOSED FEES & CHARGES

Service : Early Years Workforce Development

Purpose of the Charge: To contribute to the costs of the service

	£'000	£'000
Income the proposed fees will generate:	4	4

Are concessions available? Yes, fees to Local Authority schools are lower than those charged to external customers

Link to the Council's Medium Tem Objectives: Promoting health and achievement.

Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

Professional Development Courses

Course Fees and Timings			
Non-statutory courses calculated per course to cover direct costs (delegates advised on application)	At cost	At cost	

Initial Equalities Screening Record Form

Date of Screening: September 2013	Directorate: CYPL		Section: Learning and Achievement
1. Activity to be assessed	Reduction in budget (£50,000) to support young people who are Not in Education, Employment and Training (NEET). Savings from not re-commissioning non-statutory services, savings for services commissioned from children's social care and from the funding retained for bespoke support for young people. Services will still be provided in line with revised service levels.		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Steve Lambert		
5. Who are the members of the screening team?	Steve Lambert and Bob Welch		
6. What is the purpose of the activity?	The service supports young people who are Not in Education, Employment and Training to move into appropriate education, employment or training.		
7. Who is the activity designed to benefit/target?	Young people aged 16-18 who are not in education, employment and training.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both?	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc
8. Disability Equality	N	The service will not impact specifically on disability and all users will be able to access the service based on need.	The data shows that the service itself already allows for assisting those with a wide range of disabilities. Any change in the current provision will ensure that active steps are taken to ensure the service provided positively advances the availability of services to those with disabilities.
9. Racial equality	N	The service will not impact specifically on race and all users will be able to access the service based on need.	When analysing those who access the service, data suggests that it is predominantly being provided to White British teenagers, with approx 89.6% of the service users being White British. The service itself is also reaching those from Ethnic minority backgrounds.
10. Gender equality	N	The service will not impact specifically on gender and all users will be able to access the service based on need.	Figures show the population of Bracknell Forest to be 45% male and 55% female. The figures of those accessing the service appear to be in line with the general population figures of Bracknell Forest. No

			further action has therefore been identified as a result of this screening.
11. Sexual orientation equality		N	The service will not impact specifically on sexual orientation and all users will be able to access the service based on need.
12. Gender re-assignment		N	As above
13. Age equality		N	The service is only accessible to young people up to the age of 19 and to 25 for those with learning disabilities and difficulties. Any proposed change to the service will not impact on the age range of those who can access the service.
14. Religion and belief equality		N	The service will not impact specifically on religion or belief and all users will be able to access the service based on need.
15. Pregnancy and maternity equality		N	The service will not impact specifically on pregnancy or maternity and all users will be able to access the service based on need.
16. Marriage and civil partnership equality		N	The service will not impact specifically on marriage and/or civil partnerships and all users will be able to access the service based on need.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Not applicable.		
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	The configuration of aspects of the service to support young people who are not in education, employment and training will ensure that there is greater involvement in partner organisations for the delivery of non-statutory aspects of the services, such as job vacancies for young people, with greater support being provided by Job Centre Plus. Also, the use of central government funding, for example, the youth contract and ESF funding, will continue to support those young people who need bespoke interventions in order to move them into education, employment and training.		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Not applicable.		

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	The service which is currently offered and will be offered in the future does not discriminate against any specific group as access to the service is based on need, such as securing education, training and employment.
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	The current service provider provides monthly management information data on the numbers of young people who they are tracking and data regarding the numbers of young people accessing the IAG by level of support is also available.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	This initial screening is considered to be sufficient as the statutory service will not be effected by these proposal and alternatives have been sought in order to ensure that a comprehensive service is maintained.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Ensure current contract is monitored to ensure equality of access to all service users.	Ongoing	Steve Lambert	Quarterly contract monitoring includes analysis of service user data.
24. Which service, business or work plan will these actions be included in?	Children, Young People and Learning: Learning and Achievement		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Not applicable		
26. Chief Officers signature.	Signature: R.H.Welch		Date: September 2013

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22 nd November 2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention
1. Activity to be assessed	Reduce funding used to support the Orchard Childminding scheme	
2. What is the activity?	Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> X Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Karen Frost	
5. Who are the members of the screening team?	Karen Frost/Lorraine Collins	
6. What is the purpose of the activity?	To reduce the budget allocated to support the Orchard Childminding network by £5,000 to leave £1,200 to deliver support to specific targeted services that may otherwise impact on our most vulnerable families.	
7. Who is the activity designed to benefit/target?	To maintain a network of quality assured childminders who provide an enhanced service of childcare to local families. High quality childminders form a recognised network where services and quality are monitored, measured and maintained through a support and challenge role delivered by Local authority officers complimented by enhanced personal development opportunities. There are currently 32 childminders on the Orchard network (approx 9% of minders providing a service in Bracknell Forest) These childminders are currently supporting 182 children via 145 families. 36 of these children have additional needs and 18 have been referred by CSC.	
Protected Characteristics	Please tick yes or no Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason. There is unlikely to be any impact on the service users (the families) as the Orchard network minders will continue to offer the same services regardless of the levels of support received by the Local authority. The main function of the network has been to offer monitored services to support the allocation of early years government funded places. The government has removed the requirement that those drawing down funding must be part of a local authority approved network, therefore the functions of the network have decreased. The funding that remains following the proposed reduction will be used to	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data Changes to government legislation from 1-9-13 removes the requirement that childminders must be part of a local authority approved network in order to draw down public funds. Withdrawal of targeted support of the Orchard network for those eligible to draw down nursery grant would result in a fairer system being operated as all childminders now having the opportunity to draw down funding based

			support the quality of existing delivery of services to support new minders, children referred by CSC and placement of children with additional needs	upon new Government guideline, therefore those drawing down funding can obtain support via general development work and possible proposed Childminder agency support and guidance.
8. Disability Equality		N	No impact. The intention is to continue to support the existing functions that impact upon the placement of children with additional needs	Families with children who have additional needs would still benefit from the support of quality placements in home based childcare settings.
9. Racial equality		N	No impact. The intention is to continue to support the existing functions that impact upon the placement of vulnerable children regardless of race or ethnic origin.	Withdrawal of support to the existing network members would be based upon non - activity that impacts upon our most vulnerable families and not upon race or ethnic origin.
10. Gender equality		N	No impact. The intention is to continue to support the existing functions of the network that impact upon the placement of vulnerable children regardless of gender of the childminder or the child.	All network childminders are currently female. This is because childcare remains a female dominated profession. Criteria that allows recruitment onto the network is based upon quality of service delivery and not gender, so opportunities to join have been open to all.
11. Sexual orientation equality		N	No impact. The intention is to continue to support the existing functions of the network that impact upon the placement of vulnerable children regardless of the sexual orientation of the or the child's carers.	Withdrawal of support to the existing network members would be based upon non - activity that impacts upon our most vulnerable families and not upon their sexual orientation.
12. Gender re-assignment		N	No impact. The Orchard childminders are recruited solely based upon quality of services.	Withdrawal of support to the existing network members would be based upon non - activity that impacts upon our most vulnerable families.
13. Age equality		N	No impact. Childminders are registered according to Ofsted requirements, and are aged from 17 upwards with no upper age limit.	Withdrawal of support to the existing network members would be based upon non - activity that impacts upon our most vulnerable families and not upon their age.
14. Religion and belief equality		N	No impact. Childminders are registered according to Ofsted requirements, and all religion and beliefs are welcomed.	Withdrawal of support to the existing network members would be based upon non - activity that impacts upon our most vulnerable families and not upon their religion or belief.
15. Pregnancy and maternity equality		N	No impact. This is not a consideration that needs to be taken into account when registering as a childminder or becoming part of the network.	Withdrawal of support to the existing network members would be based upon non - activity that impacts upon our most vulnerable families.
16. Marriage and civil partnership equality		N	No impact. Marital status/ civil partnership is not taken into account therefore there would be no impact based upon these groups.	Withdrawal of support to the existing network members would be based upon non - activity that

				impacts upon our most vulnerable families
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	No impact. Childminders have excellent community networks that ensure quality community relations are active and these will continue to thrive locally.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No adverse negative impact identified			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	None noted			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No the impact could not constitute unlawful discrimination.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Document - Terms and conditions of drawing down early years funding (Sept 2013) Available from own department			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	No	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
	Action	Timescale	Person Responsible	Milestone/Success Criteria
	Orchard network minders will still receive enhanced services if they have placements from CSC, look after children with additional needs, or support new minders via the buddy system	ongoing	Out of School Support and Intervention Manager	New minders continue to achieve outcome of good or higher for first full Ofsted inspection. Number of placements remain relatively consistent when compared to placements over the past year at 15-20 There will be continued support of placements of children with additional needs and the childminders who care for them.
	24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
	25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the	Discussion with PACEY regarding national trends of support.		

screening?	
26. Chief Officers signature.	Signature: _____ Date: _____

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22 nd November 2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention
1. Activity to be assessed	Withdrawal of £6,000 funding used to support new Childminder start up costs in the form of a grant	
2. What is the activity?	X Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Karen Frost	
5. Who are the members of the screening team?	Karen Frost/Lorraine Collins	
6. What is the purpose of the activity?	To provide a grant to support new childminders with the costs incurred in setting up their business to provide appropriate provision and services to satisfy initial Ofsted inspection of home based childcare	
7. Who is the activity designed to benefit/target?	New childminders in the process of training and registration –approx 45 new childminders per annum attend registration course and set up a home based childcare service. Childminders come from all walks of life and there are no restrictions placed upon setting up a childcare business regardless of points 8-16 below. Grant could support cost of health check, CRB check, course completion, first aid, environment changes etc. depending on the needs of the individual.	
Protected Characteristics	Please tick yes or no	<p>Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p> <p>There will no impact on those who receive this grant as Central Government has introduced a process where providers of new childcare can draw down an initial £250 - £500 grant to support set up costs. This grants is open to all regardless of points 8-16 and no one will be disadvantaged as the Central Government grant has a greater financial value than that offered currently by the Local Authority.</p>
		<p>What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data</p> <p>Information posted on Government website https://www.gov.uk/.../funding-a-grant-scheme-for-new-childcare-businesses</p> <p>Downloads provided from Ofsted for briefing sessions delivered to potential childminders.</p>
8. Disability Equality	N	<p>No negative impact regarding disability equality</p> <p>The grant offer from Central Government is open to all new childminders regardless of disability and would be subject to Ofsted suitability in the same way that local grants were offered</p>

9. Racial equality		N	No negative impact regarding racial equality	The grant offer from Central Government is open to all new childminders regardless of race and would be subject to Ofsted suitability in the same way that local grants were offered.
10. Gender equality		N	No negative impact regarding gender equality	The grant offer from Central Government is open to all new childminders regardless of gender and would be subject to Ofsted suitability in the same way that local grants were offered
11. Sexual orientation equality		N	No negative impact regarding sexual orientation equality	The grant offer from Central Government is open to all new childminders regardless of sexual orientation and would be subject to Ofsted suitability in the same way that local grants were offered.
12. Gender re-assignment		N	No negative impact regarding gender re-assignment	The grant offer from Central Government is open to all new childminders regardless of gender re-assignment and would be subject to Ofsted suitability in the same way that local grants were offered.
13. Age equality		N	No negative impact regarding age equality	The grant offer from Central Government is open to all new childminders regardless of age and would be subject to Ofsted suitability in the same way that local grants were offered.
14. Religion and belief equality		N	No negative impact regarding religion or belief.	The grant offer from Central Government is open to all new childminders regardless of religion or belief and would be subject to Ofsted suitability in the same way that local grants were offered.
15. Pregnancy and maternity equality		N	No negative impact regarding pregnancy or maternity equality	The grant offer from Central Government is open to all new childminders regardless of pregnancy or maternity equality and would be subject to Ofsted suitability in the same way that local grants were offered.
16. Marriage and civil partnership equality		N	No negative impact regarding marital or civil partnership status.	The grant offer from Central Government is open to all new childminders regardless of marital or civil partnership status and would be subject to Ofsted suitability in the same way that local grants were offered.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	No impact – new Government grant is open to all subject to Ofsted suitability checks in the same way that local grants were offered.			

18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No adverse negative impact identified			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	New childminders will benefit from drawing down the Central Government grant as it has higher financial value than the Local authority offer. It would not be best use of local funds to continue to offer this grant when central Government has provided a better alternative.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No the impact is actual positive as the Central Government alternative offer of start up funding is greater than that of the local authority offer.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Information posted on Government website https://www.gov.uk/.../funding-a-grant-scheme-for-new-childcare-businesses			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	NO	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.				
	Action	Timescale	Person Responsible	Milestone/Success Criteria
	All potential childminders receive information regarding the Government grant at the initial briefing process within information provided directly by Ofsted that takes place prior to the course registration process.	3 times per annum	Out of School Support & Intervention Manager	Information passed to potential childminding as initial Ofsted briefing meeting that all those interested in setting up childcare business would be expected to attend.
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan			
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Childminders are told about the Government grant at the earliest possible opportunity in order that they can draw down funding to meet their individual needs in a timely manner.			
26. Chief Officers signature.	Signature:		Date:	

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22 nd November 2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention
1. Activity to be assessed	Deletion of Family Information Services manager	
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Karen Frost	
5. Who are the members of the screening team?	Karen Frost/Lorraine Collins	
6. What is the purpose of the activity?	To rationalise management of FIS and the Play and Childcare Team in order to ensure that both services can continue to be delivered despite a significant reduction in available funding.	
7. Who is the activity designed to benefit/target?	To lead, manage and co-ordinate the ongoing development and implementation of family information services in Bracknell Forest. To ensure that the Council's responsibilities are met under Section 12 of the Childcare Act 2008. The beneficiaries are parents, young people, members of the public, professionals and partner agencies living and working in Bracknell Forest who require signposting to services The service also takes responsibility for the effective handling of childcare information from Ofsted and the administration of the Council's childcare database.	
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason. Alternative management can be put into place for the existing 2 part time staff who carry out the operational roles and functions of the service. Enquiries that come from parents, young people, members of the public, professionals and partner agencies will be unaffected. Childcare information downloads from Ofsted and the administration of the Council's childcare database will be unaffected.
8. Disability Equality	N	No impact. Enquiries that may impact upon disability equality would come via the signposting service using the same routes that all other enquiries take, therefore would be unaffected.
		What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data The service can be managed as part of ongoing services where synergies are evident that will lead to smarter working practices and more effective frontline delivery.
		The service operates on a part time basis and responses are made to all enquiries within an agreed time.

9. Racial equality		N	No impact. Enquiries that may impact upon racial equality would come via the signposting service using the same routes that all other enquiries take, therefore would be unaffected	The service is open to all members of the public, professionals and partner agencies and all enquiries are dealt with in an equal manner
10. Gender equality		N	No impact. Enquiries are dealt with in the same manner regardless of gender.	No priority of service response would be given according to gender, but to the urgency / priority of the request of information.
11. Sexual orientation equality		N	No impact. Enquiries are dealt with in the same manner regardless of sexual orientation.	No priority of service response would be given according to sexual orientation, but to the urgency / priority of the request of information
12. Gender re-assignment		N	No impact. Enquiries are dealt with in the same manner regardless of gender re-assignment.	Priority of service response would be given according to the urgency / priority of the request of information
13. Age equality		N	No impact. Enquiries are dealt with in the same manner regardless of age.	No priority of service response would be given according to age, but to the urgency / priority of the request of information
14. Religion and belief equality		N	No impact. Enquiries are dealt with in the same manner regardless of religion or belief.	No priority of service response would be given according to religion or belief, but to the urgency / priority of the request of information
15. Pregnancy and maternity equality		N	No impact. Enquiries are dealt with in the same manner regardless of pregnancy or maternity.	Priority of service response would be given according to the urgency / priority of the request of information
16. Marriage and civil partnership equality		N	No impact. Enquiries are dealt with in the same manner regardless of marriage or civil partnership.	Priority of service response would be given according to the urgency / priority of the request of information
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Responsibilities would still be met under Section 12 of the Childcare Act 2008, however community work and additional services may need to be reduced or reconfigured to take into account reduced staffing levels.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No adverse negative impact identified			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Users of the service are unlikely to be affected with regards to the council meeting its responsibilities under Section 12 of the Childcare Act 2008.			

20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No unlawful discrimination has been identified
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Number of enquiries is relatively low and can be dealt with using the existing but reduced staffing levels and some re configuration of priorities within the service.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	No
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Reconfiguration of services to fit within existing management and support structures	ongoing	Out of School Support & Intervention Manager	Council continues to meet its responsibilities under Section 12 of the Childcare Act 2008
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Chief Officers signature.	Signature:	Date:	

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22/11/2013	Directorate: CYP&L	Section: Prevention and Early Intervention	
1. Activity to be assessed	Deletion of 0.65 FTE Free Entitlement Officer Post (currently vacant) and passporting data entry of early education funding claims to childcare providers in the Private, Voluntary and Independent (PVI) sector of the childcare market via the implementation of a secure provider portal		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input checked="" type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Karen Frost		
5. Who are the members of the screening team?	Heather Carter / Karen Frost		
6. What is the purpose of the activity?	<p>Currently claim forms for early education funding are completed manually by PVI providers and The Free Entitlement Officer post processes data entry of these claims. In addition, this post provides ad hoc telephone support and advice on claiming funding to PVI provider.</p> <p>It is proposed to introduce a secure, online portal enabling PVI providers to complete and submit claims online, thus passporting the data entry element to each individual provider.</p>		
7. Who is the activity designed to benefit/target?	<p>This activity aims to benefit both the Local Authority and PVI providers.</p> <p>By passporting the data entry responsibility from the Local Authority to PVI providers the proposed change aims to:</p> <ul style="list-style-type: none"> • Reduce the burden of administration currently placed on PVI providers by removing <ul style="list-style-type: none"> ▪ the handwriting of significant amounts of information onto multiple claim forms ▪ the requirement for them to photocopy or scan and retain copies of claim submissions ▪ the requirement for them to pay for secure, tracked mail submission of claims (required due to the IL3 level of data contained in claims) • Ensure the Local Authority appropriately secures the transmission of IL3 data to and from PVI providers • Generate 'green' savings for both the Local Authority and PVI providers in the reduction of photocopying, filing, archiving and mail costs 		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g. equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality

			monitoring data
8. Disability Equality		N	No adverse impact
9. Racial equality		N	No adverse impact
10. Gender equality		N	No adverse impact
11. Sexual orientation equality		N	No adverse impact
12. Gender re-assignment		N	No adverse impact
13. Age equality		N	No adverse impact
14. Religion and belief equality		N	No adverse impact
15. Pregnancy and maternity equality		N	No adverse impact
16. Marriage and civil partnership equality		N	No adverse impact
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Some voluntary groups operating out of hired halls may not be able to access suitable internet connections and therefore a system to ensure low numbers of paper-based claims has been allowed for and it is anticipated this work can be absorbed within the existing workload of the remaining Early Years Business Support Team.		
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group	All existing PVI settings were provided with a grant from SureStart funding to purchase a laptop and internet dongle in Spring 2010 to ensure they had access to a computer and internet services, and it is therefore anticipated that the number of voluntary groups needing to continue with paper-based claims will be very low, and work will be done by		

or for any other reason?	the Business Support Team to support such PVI providers to gradually move forward to a position where they are able to make use of the online portal system.		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	N/A		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Provider training for all PVI providers on use of Online Portal	Apr-2014	Performance Management Co-ordinator	All relevant PVI staff trained in use of Online Portal
Systems in place to ensure some paper-based claims can be submitted if necessary	Apr-2014	Performance Management Co-ordinator	All early education funding claims received and processed in accordance with pre-published schedule of payment dates
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Please list		
26. Chief Officers signature.	Signature:		Date:

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22 nd November 2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention
1. Activity to be assessed	Withdrawal of £10,000 funding allocated to support Graduate Leadership development for early years practitioners	
2. What is the activity?	<input checked="" type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input type="checkbox"/> Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Karen Frost	
5. Who are the members of the screening team?	Karen Frost/Lorraine Collins	
6. What is the purpose of the activity?	To financially support graduate leaders to further their professional development to enhance and develop best practice in early years group settings	
7. Who is the activity designed to benefit/target?	Practitioners who wish to train and operate at degree level in early years settings, thus dictating and shaping best practice. There are currently 21 early years settings with a graduates listed as leading practice.	
Protected Characteristics	Please tick yes or no	<p>Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason. Following the Nutbrown review, the recommendation is a EYT is leading practice in every early years setting. The level of funding remaining available is so small that it presently has little or no impact compared to previous years.</p> <p>What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data. The level of funding available at £10,000 would be very difficult to allocate fairly and in a way that would result in a positive impact across a number of candidates therefore it is fairer to withdraw the funding for all to maintain equality of opportunity</p>
8. Disability Equality		<p>N</p> <p>Neutral impact The Early Years Foundation Stage Inclusion Team already provides support and training to providers offering care to children with disabilities. It is planned to continue this service at the same level.</p> <p>The majority of Graduate Leader training does not include extensive training and development specifically targeted to support the needs of children with disabilities.</p>
9. Racial equality		<p>N</p> <p>Neutral impact This grant has been available to all Early Years</p> <p>No specific implications relating to race have been identified at this time.</p>

			practitioners so would be withdrawn to all Early Years practitioners	
10. Gender equality		N	Neutral impact - to date, all practitioners drawing down funding have been female because the Early Years workforc is predominatly female. Male practitioners would have been offered identical opportunities to access grants so withdrawal of grant would apply to	The Early Years workforce is predominantly female. This information is monitored and tracked through the workforce development team and information gained via the Early Years census.
11. Sexual orientation equality		N	Neutral impact This grant was available to all Early Years practitioners and would be withdrawn to all	No specific implications relating to sexual orientation have been identified
12. Gender re-assignment		N	Neutral impact This grant was available to all Early Years practitioners and would be withdrawn to all.	No specific implications relating to gender re-assignment have been identified.
13. Age equality		N	Neutral impact – Withdrawal of grant would be the same regardless of the age of the practitioner	There are no age limits placed upon student loan applications, therefore practitioners would not be disadvantaged in relation to age equality if the funding was withdrawn leaving a loan option as the alternative.
14. Religion and belief equality		N	Neutral impact This grant was available to all Early Years practitioners and would be withdrawn to all regardless of religion or belief.	No specific implications relating to religion and beliefs have been identified at this time.
15. Pregnancy and maternity equality		N	Neutral impact This grant was available to all Early Years practitioners and would be withdrawn to all.	No specific implications relating to pregnancy and maternity have been identified
16. Marriage and civil partnership equality		N	Neutral impact This grant is available to all Early Years practitioners and would be withdrawn to all.	No specific implications relating to marriage and civil partnerships have been identified
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Low impact – application and approval of grants to support graduate training may impact on those on very low incomes who may have concerns regarding repayment of a loan, however the student loan system is set up in such a manner to support low earners.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No adverse negative impact identified on grounds of promoting equality of opportunity for one group has been identified.			

19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	There will be practitioners who would like the opportunity to become graduates, but this can still be achieved by anyone through a student loan should they wish to pursue this avenue of funding.		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	No impact		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	No
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Information about how to access a student loan is available on the training pages of the website or guidance can be discussed with a development officer. One to one support to complete and submit application is available if requested. Existing graduates are being used to support non graduate settings in order to raise quality of provision	Jan 2014	Out of School Support & Intervention Manager	Ensure that every setting is aware of student loan opportunities and how to apply.
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Information regarding students loans has been developed and placed on the training website along with contact details to access further support and information.		
26. Chief Officers signature.	Signature:		Date:

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Equalities Screening Record Form

Date of Screening: November 2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention
1. Activity to be assessed	A reduction of grant funding allocated to Home-Start Bracknell Forest from £61,000 to £41,000. The funding enables three paid part time members of staff to train and support volunteers who work with vulnerable families of children aged 0-5 for short periods of time.	
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Bridget Shepherd	
5. Who are the members of the EIA team?	Bridget Shepherd, Karen Frost	
6. What is the purpose of the activity?	Proposal to reduce the overall grant given to Home-Start Bracknell Forest by £20,000 (one third of the existing grant).	
7. Who is the activity designed to benefit/target?	<p>Data 1.4.12 to 31.3.13</p> <p>Number of children supported = 211 (Under 5 years of age = 149, including 10 children born during period of support; Over 5 years of age = 62)</p> <p>Number of children with a disability = 19</p> <p>Number of adults supported: Female = 85 Male = 2</p> <p>Ethnicity of families supported: White British = 73 W & B Caribbean = 1 Chinese = 1 White Other = 9 White Irish = 1 Mixed Other = 2 (BME families represent 16.1% of the families supported in line with BFC average.)</p> <p>Lone parents supported = 29</p>	

Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality	N	Neutral impact. This group will be impacted to the same degree as other groups. No differential or adverse impacts identified Reduced services will continue and be targeted to meet local need.	Home-Start is an inclusive service and all families are assessed for support on the same basis.
9. Racial equality	N	Neutral impact. This group will be impacted to the same degree as other groups. No differential or adverse impacts identified Reduced services will continue and be targeted to meet local need.	See above in Section 7 for detailed statistics which demonstrate that BME service users represent an average for the Borough (16%).
10. Gender equality	Y	There will be an impact on this group, as women represent a higher proportion of adult service users.	Women form the majority of users of the Home-Start service (see data in section 7 above) however. with the developing holistic Family Support approach via Family Focus the intention is to enable a more effective streamlined service
11. Sexual orientation equality	N	Neutral impact. This group will be impacted to the same degree as other groups. No differential or adverse impacts identified Reduced services will continue and be targeted to meet local need.	This information is not available unless parents chose to disclose it.
12. Gender re-assignment	N	Neutral impact. This group will be impacted to the same degree as other groups. No differential or adverse impacts identified Reduced services will continue and be targeted to meet local need.	This information is not available unless parents chose to disclose it.

13. Age equality	Y		There may be an adverse impact on this group as the Home-Start service is targeted at children aged 0-5 and their families.	See above in Section 7 for detailed statistics for the number of children and adults supported. See Section 10 above re holistic Family Support Approach
14. Religion and belief equality		N	Neutral impact. This group will be impacted to the same degree as other groups No differential or adverse impacts identified Reduced services will continue and be targeted to meet local need.	Information about the religion of service users is not currently collected Hindus are the largest minority religious group in Bracknell Forest (1.6%) and the main concentrations of this faith group are in the South of the Borough and the centre. Muslims are the second largest minority religious group (1.4%) and their presence is evenly distributed across the Borough. They will therefore be no more affected by the mergers than any other religious group.
15. Pregnancy and maternity equality	Y		There may be an adverse impact on this group as the vast majority of service users will either be pregnant or be the parents/carers of young children.	See above in Section 7 for detailed statistics. See Section 10 above re holistic Family Support Approach
16. Marriage and civil partnership equality		N	Neutral impact. This group will be impacted to the same degree as other groups. No differential or adverse impacts identified. Lone parents and those in a civil partnership are supported to meet their needs.	This information is not available unless parents chose to disclose it. However, families of all make-ups access the Home-Start service which is inclusive.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carer's/ex-offenders) and on promoting good community relations.	Home-Start works with vulnerable families e.g. young parents, workless households, victims of domestic abuse, families with mental health issues, adults with substance misuse issues etc. Establishing relationships with vulnerable families is key to successful engagement and early intervention and a reduction in the Home-Start service will have an adverse impact on the number of families who can be supported.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	The Council needs to ensure it delivers a balanced budget for the good of all its residents.			

19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	No		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	Please explain for each equality group
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None required.		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	There will be a reduction to the existing service, but the service will continue.
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
To ensure that all family services meet the needs of those vulnerable/targeted families	Ongoing	Children's Centre Operations Manager	Family services respond to the needs of vulnerable families
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Regular reports are received from Home-Start which are reviewed by the Children's Centre Operations Manager and representatives from CSC and Bracknell and Ascot CCG.		
26. Chief Officers signature.	Signature:		Date:

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22.11.2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention	
1. Activity to be assessed	Reduction of Early Years Advisory Teacher post by 0.26 FTE		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Karen Frost		
5. Who are the members of the screening team?	Karen Frost/Cherry Hall		
6. What is the purpose of the activity?	<p>The current post is FTE, the post offers:</p> <ul style="list-style-type: none"> • advice, support and challenge to foundation 1 and 2 classes in Infant and Primary schools across Bracknell Forest • training opportunities for practitioners working within early years • Foundation stage profile moderation activities • Analysis of Early Years Foundation Stage Profile data • Support for newly qualified teachers and those new to foundation stage 		
7. Who is the activity designed to benefit/target?	<p>The activity is designed to make necessary staff budget savings to benefit the Local Authority</p> <ul style="list-style-type: none"> • The post will reduce from 1 FTE to 0.74 FTE • The post will continue to target support where there is an identified need, for example, where children's attainment at the end of foundation stage is lower than expected. • There will be a service level agreement to enable schools to buy support from the advisory teacher, for example, support and mentoring for Newly Qualified teachers and teachers new to Foundation stage 		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality	N	No adverse impact	All schools have to comply with the equality act and

9. Racial equality		N	No adverse impact	ensure that no child or parent is discriminated against or denied access to services due to any of the equality groups listed Support for settings to ensure compliance with the duty will be covered by remaining staff by improving efficiency and targeting work to those settings most in need. Targeted support for children with additional educational needs and disabilities is available through Local Authority Inclusion Officers and this service will be unaffected by the reduction of the Advisory teacher post. Support is available for children and families with English as an additional language through a third party provider.
10. Gender equality		N	No adverse impact	
11. Sexual orientation equality		N	No adverse impact	No child or family is refused access to the service for any reason relating to sexual orientation.
12. Gender re-assignment		N	No adverse impact	No child or family is refused access to the service for any reason relating to gender reassignment.
13. Age equality		N	No adverse impact Foundation 1 classes admit children from the term after their 3 rd birthday Foundation 2 classes admit children from the September following their 4 th birthday	No child within the admittance age range for is refused access to the service for any reason relating to age. No parent or carer is refused access to the service for any reason relating to age.
14. Religion and belief equality		N	No adverse impact	No child or family is refused access to the service for any reason relating to religion and belief.
15. Pregnancy and maternity equality		N	No adverse impact	No child or family is refused access to the service for any reason relating to pregnancy or maternity.
16. Marriage and civil partnership equality		N	No adverse impact	No child or family is refused access to the service for any reason relating to marriage and/or civil partnership.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	No other impact/groups identified			

18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No adverse impact		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	No adverse impact		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None required		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
A service level agreement to be completed to enable schools to buy additional services from the Early Years Advisory Teacher	March 2014	Head of Prevention and Early Intervention	Service level agreement is completed, available online and schools buy in required support
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Chief Officers signature.	Signature:	Date:	

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22.11.2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention	
1. Activity to be assessed	Development of Childcare Places		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Karen Frost		
5. Who are the members of the screening team?	Karen Frost/Cherry Hall		
6. What is the purpose of the activity?	<ul style="list-style-type: none"> Reduction of the development of childcare budget from £30,800 to £3,800 to generate a financial saving of £27,000 Funds are used to support the development of new /additional early education childcare places for 3/4/5 yr olds and childcare places for 3-12 yr olds in the private (non-profit making) and voluntary sector of the childcare market and to provide sustainability support where required to support providers to become, and remain viable 		
7. Who is the activity designed to benefit/target?	<ul style="list-style-type: none"> The activity is designed to make efficiency savings This may impact on providers setting up new provision, however providers can now apply to central Government for a grant to support new provision 		
Protected Characteristics	Please tick yes or no	<p>Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p>	<p>What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data</p>
8. Disability Equality	N	No adverse impact	The grant offer from Central Government is open to all new providers regardless of any of the protected characteristics.
9. Racial equality	N	No adverse impact	
10. Gender equality	N	No adverse impact	

11. Sexual orientation equality		N	No adverse impact
12. Gender re-assignment		N	No adverse impact
13. Age equality		N	No adverse impact
14. Religion and belief equality		N	No adverse impact
15. Pregnancy and maternity equality		N	No adverse impact
16. Marriage and civil partnership equality		N	No adverse impact
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Existing private (non-profit) and voluntary childcare settings will not be able to access central Government grant funding as it is only available to new settings. Existing settings which need to increase the number of places to meet demand for places (childcare sufficiency) will struggle to do so without financial support. These settings operate to cover costs only to ensure childcare is affordable to parents and therefore do not have opportunities to build up financial reserves.		
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	All childcare providers will be able to access support and advice from the Early Years Business Support team, ensuring equality of service provided by BFC across the sector. The proposed remaining budget of £3.8k will be targeted to support voluntary/non profit childcare provision with sustainability and development needs.		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	No adverse impact		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	

23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
All childcare providers to be offered business support and advice to ensure they can become, and remain, viable in a challenging market, including signposting and support with applying for and accessing suitable external grant funds	Ongoing	Early Years Business Support Team	No providers withdrawing from the market due to sustainability issues
All potential new providers receive information regarding the Government grant	Ongoing	Out of School Support & Intervention Manager	All new providers receive the necessary information and apply for grants available from Government
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Chief Officers signature.	Signature:		Date:

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Initial Equalities Screening Record Form

Date of Screening: 22.11.13	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention	
1. Activity to be assessed	Deletion of the Early Years Foundation Stage (EYFS) Development Officer post (0.69 FTE)		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Karen Frost		
5. Who are the members of the screening team?	Karen Frost/Cherry Hall		
6. What is the purpose of the activity?	The EYFS Development Officer (currently a vacant post) supports the development of early years provision across Bracknell Forest within the private, voluntary, independent and maintained sectors (PVIM).		
7. Who is the activity designed to benefit/target?	The activity is designed to make necessary staff budget savings to benefit the Local Authority The activity will decrease the FTE of the EYFS team from 2.15 to 1.47 The decrease will impact on the volume of support available to PVIM providers, approximately 54 settings. This will be managed by remaining staff by improving efficiency and targeting work to those settings most in need.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data
8. Disability Equality	<input type="checkbox"/>	N No adverse impact	All early years settings have to comply with the equality act and ensure that no child or parent is discriminated against or denied access to services due to any of the equality groups listed Support for settings to ensure compliance with the duty will be covered by remaining staff by improving efficiency and targeting work to those settings most in need. Targeted support for children with additional educational needs and disabilities is available through Local Authority Inclusion Officers and this
9. Racial equality	<input type="checkbox"/>	N No adverse impact	
10. Gender equality	<input type="checkbox"/>	N No adverse impact	

			service will be unaffected by the deletion of the DO post. Support is available for children and families with English as an additional language through a third party provider
11. Sexual orientation equality		N	No adverse impact This information is not available unless parents choose to disclose it. To date, nobody has disclosed this information. No child or family is refused access to the service for any reason relating to sexual orientation.
12. Gender re-assignment		N	No adverse impact This information is not available unless parents choose to disclose it. To date, nobody has disclosed this information. No child or family is refused access to the service for any reason relating to gender reassignment.
13. Age equality		N	No adverse impact Early years settings will be registered for a particular age group of children, for example, 0-5yrs, 2-5 yrs Ofsted registration documentation will detail the age range of children each EY setting is registered to accept. No child within the age range the setting is registered for is refused access to the service for any reason relating to age. No parent or carer is refused access to the service for any reason relating to age.
14. Religion and belief equality		N	No adverse impact This information is not available unless parents choose to disclose it. To date, nobody has disclosed this information. No child or family is refused access to the service for any reason relating to religion and belief.
15. Pregnancy and maternity equality		N	No adverse impact Some parents accessing EY services may be pregnant and all will have young children No child or family is refused access to the service for any reason relating to pregnancy or maternity.
16. Marriage and civil partnership equality		N	No adverse impact This information is not available unless parents choose to disclose it. To date, nobody has disclosed this information. No child or family is refused access to the service for any reason relating to marriage and/or civil partnership.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	No other impact/groups identified		

18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	No adverse impact		
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	No adverse impact		
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	No adverse impact
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	None required		
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Workloads for remaining posts will be evaluated and responsibilities redeployed	March 2014	EYFS(IS) Manager	Workloads have been evaluated and a clear pathway for targeting support to early years settings has been implemented and all PVIM continue to receive appropriate levels of support
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?			
26. Chief Officers signature.	Signature:		Date:

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: 22.11.2013	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention
1. Activity to be assessed	Deletion of the Nepali Community Support Worker post	
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change	
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
4. Officer responsible for the screening	Karen Frost	
5. Who are the members of the screening team?	Karen Frost/Cherry Hall	
6. What is the purpose of the activity?	<ul style="list-style-type: none"> • Supports the Nepali community across Bracknell Forest to integrate and access services, works in partnership with CSC, Youth Service etc 	
7. Who is the activity designed to benefit/target?	<p>The Nepali Community Support worker supports Nepali adults to integrate into the community and access services. This work is often one to one with people helping them to orientate to life in the UK including helping new arrivals to access benefits, housing and employment. However the number of Nepali people arriving in Bracknell Forest has significantly reduced since 2009/10 and the community support worker has noticed a significant decrease in demand for this service. Combined with this a European Integration Fund (EIF) 'Healthy Voices' project has significantly increased the English language skills and awareness of life in the UK of the Nepali community in the borough so their ability to access services without support from the community worker has increased.</p> <p>The Council needs to make £XX million of savings for 2014-15, the deletion of the Nepali Community Support Worker post will contribute to this savings target. It is proposed that this post will be made redundant</p> <p>To following will help to mitigate any impact:</p> <ul style="list-style-type: none"> • Families with young children (aged 0-5 years) will be able to access support through their local Children's Centre • The English as an Additional Language project run by the Pre-school Learning Alliance will be able to support families with young children (aged 0-5 years) with translations and access to services • Schools and Family Support Advisors will be able to offer support to families accessing education within Bracknell Forest • The youth service will be able to support Nepali young people • Nepali adults and families will be able to support the services provided by Bracknell CAB and the Welcome to Bracknell Forest booklet has been translated in Nepalese to signpost non English speakers to the services that the Council and its partner provides • The Council's lifelong learning team continue to provide English for Speakers of Other Languages (ESOL) courses to support community integration working with Bracknell and Wokingham College 	

			<ul style="list-style-type: none"> The Council's Nepali Integration Group will continue to support the integration of the Nepali community in the borough. The group consists of Council officers from a range of service areas including housing, benefits and adult social care. Partners including Thames Valley Police and the Royal Military Academy also attend. While there will no longer be a dedicated support worker for the community work will continue mainstreamed within service areas coordinated by the Council's community engagement and Equalities Team. A further bid for funding has been made to the European Integration Fund to support community integration. The Bracknell and Sandhurst Nepalese Societies members provide support to individuals on a voluntary basis helping them to access services. <p>The deletion of this post does not affect the Council's commitment to supporting the integration of the Nepali community but rather that needs have changed over time.</p>
Protected Characteristics	Please tick yes or no		<p>Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both? If the impact is neutral please give a reason.</p> <p>What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data</p>
06 8. Disability Equality		N	No adverse impact
9. Racial equality	Y		<p>Nepali people will no longer be able to access the services of the community support worker; however the measures listed in section 7 above will help to mitigate this impact.</p> <p>Demand for the services of the Community Support Worker has decreased significantly over the past three years. Work continues to support the community to integrate and find alternative ways to support the community.</p>
10. Gender equality		N	No adverse impact
11. Sexual orientation equality		N	No adverse impact
12. Gender re-assignment		N	No adverse impact
13. Age equality		N	No adverse impact

14. Religion and belief equality		N	No adverse impact	No child or family is refused access to the service for any reason relating to religion and belief.
15. Pregnancy and maternity equality		N	No adverse impact	No child or family is refused access to the service for any reason relating to pregnancy or maternity.
16. Marriage and civil partnership equality		N	No adverse impact	No child or family is refused access to the service for any reason relating to marriage and/or civil partnership.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	No other impact/groups identified			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	The financial climate means that the Council needs to make £ of savings for 2014-15. The reduced demand for the services of the Community Support Worker means that the post can no longer be sustained.			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	The Community Support Worker supports between 5-10 individuals on a monthly basis.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N		
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	N/A			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N		

23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Ensure service plans reflect the needs of the Nepali community	March 2014	Head of Prevention and Early Intervention	Needs of Nepali community have been identified and are included in service plans
Continue to support the integration of the Nepali community through developing new projects and bids for funding to meet community needs	Ongoing	Head of Community Engagement and Equalities	Continued high levels of community cohesion in the borough and low levels of hate crime. Good levels of awareness of Council services amongst the community and knowledge of how to access them. Improved English language skills within the community.
24. Which service, business or work plan will these actions be included in?	Prevention and Early Intervention Service Plan/The Council's Equality Scheme 2012-16		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	<ul style="list-style-type: none"> • Nepali translated 'Welcome to Bracknell Forest' guide • Nepali safety DVDs produced with the community • Development of community and volunteer led ESOL provision • 'Healthy Voices' EIF project evaluation praised the innovative approach to community integration taken by the Council and East Berkshire PCT 		
26. Chief Officers signature.	Signature:	Date:	

Initial Equalities Screening Record Form

Date of Screening: 22.11.13	Directorate: Children, Young People and Learning	Section: Prevention and Early Intervention	
1. Activity to be assessed	Service Level Agreement between BFC and The Pre-school Learning Alliance for provision of English as an additional language service for families		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Karen Frost		
5. Who are the members of the screening team?	Karen Frost/Cherry Hall		
6. What is the purpose of the activity?	To reduce the service level agreement by £2,500 from £27,500 to £25,000		
7. Who is the activity designed to benefit/target?	<p>The activity is for families with children up to the age of 5 years whose first language is not English.</p> <p>The service currently</p> <ul style="list-style-type: none"> • supports 9 different languages • runs 5 family language groups per month • supports approximately 40 early years settings per quarter • supports approximately 60 children per annum 		
Protected Characteristics	Please tick yes or no	<p>Is there an impact?</p> <p>What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both?</p> <p>If the impact is neutral please give a reason.</p>	<p>What evidence do you have to support this?</p> <p>E.g equality monitoring data, consultation results, customer satisfaction information etc</p> <p>Please add a narrative to justify your claims around impacts and describe the analysis and interpretation of evidence to support your conclusion as this will inform members decision making, include consultation results/satisfaction information/equality monitoring data</p>
8. Disability Equality	N	All families meeting the criteria of English as an additional language are able to access the service regardless of ability or disability	No child or family is refused access to the service due to a disability. Current data does not identify whether children and families with disabilities are accessing the service
9. Racial equality	Y	Children and families whose first language is not English are able to access the service.	The service regularly reviews the languages it can support and where possible responds to demand

10. Gender equality		N	The service users vary in gender. There is a higher % of female adults using the family group sessions possibly due to meetings generally taking place during the working day.	Registers of attendance reflect a higher number of female carers attending the family groups, however this data is not formally collected from the service provide
11. Sexual orientation equality		N	Neutral impact. No differential or adverse impacts identified	This information is not available unless parents choose to disclose it. To date, nobody has disclosed this information. No child or family is refused access to the service for any reason relating to sexual orientation.
12. Gender re-assignment		N	Neutral impact.	This information is not available unless parents choose to disclose it. To date, nobody has disclosed this information. No child or family is refused access to the service for any reason relating to gender reassignment.
13. Age equality		N	Age of the children able to access the service is 0-6 years, however there is no age range in relation to family members.	There are no age restrictions limiting access for families to this service.
14. Religion and belief equality		N	Neutral impact. The service will continue to be available to all families who live within Bracknell Forest	Information regarding the religion of centre users is not currently collected. No child or family is refused access to the service for any reason relating to religion.
15. Pregnancy and maternity equality		N	Neutral impact. Service users may be pregnant and all will have young children.	No child or family is refused access to the service for any reason relating to pregnancy or maternity.
16. Marriage and civil partnership equality		N	Neutral impact No differential or adverse impacts identified	This information is not available unless parents choose to disclose it. No child or family is refused access to the service for any reason relating to marriage and/or civil partnership.
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	The service will continue but with a small reduction. Work with the service provider will take place to ensure that the service can be targeted to meet the needs of the most vulnerable families within the target group			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	The service is targeted for children and families with English as an additional language to support families and enable them to understand and access services within their local community, including education, social care, health			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the	This service is targeted at a specific sector, i.e. children and families with English as an additional language. Within the targeted sector there is no difference in the impact for each of the equality groups listed.			

difference in terms of its nature and the number of people likely to be affected?			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?		None required	
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	
23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action		Timescale	Person Responsible
Work with service provider to ensure support is available within the reduced service for the most vulnerable families		March 2014	Cherry Hall
			A policy is in place to ensure fair and equitable access for service
24. Which service, business or work plan will these actions be included in?		Prevention and Early Intervention Service Plan	
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?		Quarterly reports are received and meetings held with the service provider. Discussions take place on whether any changes to service are required to continue to meet the needs of the target group.	
26. Chief Officers signature.		Signature:	Date:

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

Initial Equalities Screening Record Form

Date of Screening: September 2013	Directorate: CYPL		Section: Learning and Achievement
1. Activity to be assessed	Pyramid for Children		
2. What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change		
3. Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing		
4. Officer responsible for the screening	Amanda Wilton		
5. Who are the members of the screening team?	Amanda Wilton and Bob Welch		
6. What is the purpose of the activity?	<p>The Pyramid for Children provided routine screening of the emotional health of all Year 3 pupils of participating schools. This service will be funded by schools and thus the service will no longer be commissioned directly by the LA.</p> <p>Schools are now buying this service directly from the provider rather than the LA directly commissioning the service for schools</p>		
7. Who is the activity designed to benefit/target?	Children aged 8 in schools.		
Protected Characteristics	Please tick yes or no	Is there an impact? What kind of equality impact may there be? Is the impact positive or adverse or is there a potential for both?	What evidence do you have to support this? E.g equality monitoring data, consultation results, customer satisfaction information etc
8. Disability Equality	N	The service will not impact specifically on disability and users will be able to access the service based on need.	Schools are now buying this service directly from the provider rather than the LA directly commissioning the service for schools.
9. Racial equality	N	The service will not impact specifically on race and users will be able to access the service based on need.	As above
10. Gender equality	N	The service will not impact specifically on gender and users will be able to access the service based on need.	As above
11. Sexual orientation equality	N	The service will not impact specifically on sexual orientation and users will be able to access the	As above.

			service based on need.	
12. Gender re-assignment		N	As above	As above
13. Age equality		N	The service is only accessible to children aged 8. Any proposed change to the service will be a matter for schools as commissioners of the service.	As above
14. Religion and belief equality		N	The service will not impact specifically on religion or belief and users will be able to access the service based on need.	As above
15. Pregnancy and maternity equality		N	Not applicable due to the age of the client group.	Not applicable
16. Marriage and civil partnership equality		N	As above	As above
17. Please give details of any other potential impacts on any other group (e.g. those on lower incomes/carers/ex-offenders) and on promoting good community relations.	Not applicable.			
18. If an adverse/negative impact has been identified can it be justified on grounds of promoting equality of opportunity for one group or for any other reason?	The service is specifically designed for children aged 8 in schools. This will continue to be commissioned by schools.			
19. If there is any difference in the impact of the activity when considered for each of the equality groups listed in 8 – 14 above; how significant is the difference in terms of its nature and the number of people likely to be affected?	Not applicable.			
20. Could the impact constitute unlawful discrimination in relation to any of the Equality Duties?		N	The service which is currently offered and will be offered in the future does not discriminate against any specific group as access to the service is based on need.	
21. What further information or data is required to better understand the impact? Where and how can that information be obtained?	Schools will maintain records of which children benefit from the service they now commission.			
22. On the basis of sections 7 – 17 above is a full impact assessment required?		N	This initial screening is considered to be sufficient as the statutory service will not be affected by these proposals.	

23. If a full impact assessment is not required; what actions will you take to reduce or remove any potential differential/adverse impact, to further promote equality of opportunity through this activity or to obtain further information or data? Please complete the action plan in full, adding more rows as needed.			
Action	Timescale	Person Responsible	Milestone/Success Criteria
Promote the service to schools through meetings and newsletters	Ongoing	Amanda Wilton	Discussions with schools indicate continued take up of the service.
24. Which service, business or work plan will these actions be included in?	Children, Young People and Learning: Learning and Achievement		
25. Please list the current actions undertaken to advance equality or examples of good practice identified as part of the screening?	Not applicable		
26. Chief Officers signature.	Signature: R.H.Welch		Date: September 2013

When complete please send to abby.thomas@bracknell-forest.gov.uk for publication on the Council's website.

TO: THE EXECUTIVE
10 DECEMBER 2013

**CAPITAL PROGRAMME 2014/2015 - 2016/2017
(Borough Treasurer/Chief Executive)**

1 PURPOSE OF DECISION

- 1.1 Under the Council's Constitution, the Executive are required to issue their budget proposals for consultation for a minimum period of six weeks prior to making their recommendations to full Council in February 2014. The capital programme forms an important part of the overall budget proposals and is a key means by which the Council can deliver many of its medium term objectives.
- 1.2 This report draws together each department's proposals so that the Executive can agree a draft capital programme for 2014/15-2016/17 as the basis for consultation. In compiling the draft programme the main focus is inevitably on determining the requirements for 2014/15, although future year's schemes do also form an important part of the programme.
- 1.3 The financial implications of the recommendations in this report are reflected in the subsequent report on the Council's draft revenue budget. Any revisions to the proposals put forward by each service would also need to be reflected in that report which will also be published as the basis for consultation following the Executive's meeting.

2 RECOMMENDATIONS

That the Executive:

- 2.1 **Approves, for consultation, an initial Council funded capital programme of £8.428m for 2014/15 summarised in Annex A, including the schemes listed in Annexes B – F.**
- 2.2 **Approves, for consultation, the inclusion of an additional budget of £1m for Invest to Save schemes.**
- 2.3 **Approves, for consultation, the inclusion of £1.17m of expenditure to be funded from S106 as outlined in para 5.21.**
- 2.4 **Approves, for consultation, the inclusion of £12.801m of expenditure to be externally funded as outlined in para 5.21.**
- 2.5 **Recommends to the Council that the allocation and associated virements resulting from additional grants received in year as noted in paragraph 5.30 and Annex H be approved.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The reasons for the recommendations are set out in the report.

4 ALTERNATIVE OPTIONS CONSIDERED

4.1 The alternative options are considered in the report.

5 SUPPORTING INFORMATION

Capital Resources

5.1 Each year the Council agrees a programme of capital schemes. In the past these schemes have been funded from three main sources:

- the Council's accumulated capital receipts
- Government Grants
- other external contributions

5.2 The Local Government Act 2003 brought in radical changes to the financing of capital expenditure and from that date, the Government no longer issued borrowing approvals. Instead, under a new "prudential framework", Councils can set their own borrowing limits based on the affordability of the debt.

5.3 The Council's estimated total usable capital receipts at 31st March 2013 are zero. As a debt free authority the Council is heavily reliant on capital receipts to fund its capital programme, although interest generated from capital receipts can also help support the revenue budget in the short term. Historically the Council has been heavily reliant on housing sales to generate new receipts. Following the transfer of the housing stock to Bracknell Forest Homes (BFH) in 2008, the Council still receives a share of any Right-To-Buy proceeds from BFH in addition to a share of capital receipts from the VAT Shelter scheme. However the disposal of other assets is increasingly seen with greater importance if the Council's spending plans are to continue to be realised. However current market conditions may mean that the immediate disposal of an asset is not necessarily in the Council's best interests. To support this there is a programme of disposals and all surplus, or potentially surplus, property is reported to every meeting of the Asset Management Group who co-ordinate and manage the Council's disposal programme.

5.4 At the time of the housing stock transfer it was estimated that the RTB Sharing and VAT Shelter schemes would deliver annual receipts of between £2m and £3m over the proceeding 10 years. However, added to the miscellaneous sales of surplus land and property planned for next year, including the receipt for Binfield Nursery, it is assumed that receipts in 2014/15 will amount to £5.0m.

5.5 As the Council's accumulated capital receipts have been fully utilised, the Council returned to a position of internal borrowing in 2010 and as such a revenue contribution is required each year to repay this internal borrowing. Once the Council's current level of investments is exhausted, which is expected to be within the next 2 years, the Council will need to borrow externally.

5.6 The proposed capital programme for 2014/15 has been developed, therefore, on the assumption that it will be funded by a combination of Government grants, other external contributions and some internal borrowing in addition to the £5.0m of capital receipts. The financing costs associated with the General Fund Capital Programme have been provided for in the Council's revenue budget plans which also appear on tonight's agenda.

New Schemes

- 5.7 Within the general financial framework outlined above, Service Departments have considered new schemes for inclusion within the Council's Capital Programme for 2014/15 – 2016/17. Given that both capital and revenue resources are under pressure, each Department has evaluated and prioritised proposed schemes into the broad categories, set out in the Council's Corporate Capital Strategy and in line with the Council's Asset Management Plan. Having done this, only the very highest priority schemes and programmes are being recommended for inclusion in the Capital Programme.

Unavoidable & Committed schemes

- 5.8 This category covers schemes which must proceed to ensure that the Council is not left open to legal sanction and includes items relating to health and safety issues, new legislation etc. Committed schemes also include those that have been started as part of the 2013/14 Capital Programme. Also included within this category are those schemes that were previously funded from the General Fund Revenue Account, but which by their nature could be legitimately capitalised, thereby reducing pressure on the revenue budget. Schemes in this category form the first call on the available capital resources.

- 5.9 Within these categories, provision has been made to address the rolling programme of disabled access requirements to Council buildings (£0.1m). The works have been identified through independent access audits and have been prioritised to meet the needs of users of these buildings. Significant progress has been made in past years and a programme of works has been planned across a range of service areas.

Town Centre Highway Works

- 5.10 In order to facilitate transport movements around the Borough, including in the medium term the planned Town Centre redevelopment, it is necessary to continue to fund a number of highway schemes in particular works required on the Twin Bridges site. As such a funding need of £2.0m has been identified in the 2014/15 proposals with further commitments required in future years to ensure that the regenerated town centre functions as a "whole centre" and not just as an isolated shopping outlet. The detail of subsequent years programmes will be worked up in the coming months, but spending levels of around £2m per annum are likely to be required until the new Broadway area is open for trading, which at this stage is anticipated to be in 2016.

- 5.11 This additional expenditure, aimed at maximising the positive experience of visiting the regenerated town centre, should be more that repaid through increases in car parking revenue and a massively increased business rate base.

Maintenance (Improvements and capitalised repairs)

- 5.12 An assessment has been made of the condition of the Council's property assets to arrive at an estimate of the outstanding maintenance works required. An assessment is made of the state of each building element and its repair priority with a condition rating and repair urgency as follows.

Definition of Condition Categories:	
A: Good – Performing as intended and operating efficiently.	
B: Satisfactory – Performing as intended but showing minor deterioration.	
C: Poor – Showing major defects and/or not operating as intended.	
D: Bad – Life expired and/or serious risk of imminent failure.	
Priority:	
1	Urgent works that will prevent immediate closure of premises and/or address an immediate high risk to the health and safety of the occupants and/or remedy a serious breach of legislation.
2	Essential work required within two years that will prevent serious deterioration of the fabric or services and/or address a medium risk to the health & safety of the occupants and/or a minor breach of the legislation.
3	Desirable work required within 3 to 5 years that will prevent deterioration of the fabric or services and/or address a low risk to the health & safety of the occupants and/or a minor breach of the legislation.
4	Long-term work required beyond a period of 5 years that will prevent deterioration of the fabric or services.

- 5.13 The figures below are based on the information held in the Construction and Maintenance Groups' property management system as of the 21st November 2013. They have been adjusted to exclude those works that are already budgeted for within existing 2013/14 schools and corporate planned maintenance programmes.

The priorities can be broken down as follows:

Maintenance Backlog

		£ (000)	£ (000)
Schools	Priority 1C & 1D	2,088	
	Priority 2C & 2D	4,007	
	Lower Priorities	10,261	16,356
Corporate Properties	Priority 1C & 1D	1,780	
	Priority 2C & 2D	5,273	
	Lower Priorities	7,754	14,807
Total			31,163

- 5.14 The overall maintenance liability has reduced from £40.1m in 2011/12 to £31.2m and reflects the investment that the Council has made in its property asset base and a number of disposals.

Schools

- 5.15 Historically the Schools Maintenance Programme has been funded from the Capital Maintenance grant allocation from the Department for Education. The allocations from the DfE are expected on or after the publication of the Provisional Settlement and will be used to tackle the highest priority items identified in the condition surveys indicated above.

Non-schools

- 5.16 From an analysis of the work required it is clear that some works, whilst urgent, cannot be legitimately capitalised and must be met from a revenue budget. An allowance of £200,000 is available in the 2014/15 Revenue Budget proposals to meet these liabilities. In line with the policy adopted last year the Asset management Group has considered only those works that fall within categories 1C and 1D. Given the financial constraints on both the revenue and capital budgets an allocation of £1.5m is recommended to address the most pressing 1C & 1D priorities.
- 5.17 The implications of failing to maintain Council buildings and to address the backlog will be a significant issue for the Council over the coming years and efforts will be focussed on ensuring that the highest priority items are tackled first, that efficiencies are maximised in the procurement of works and that maintenance which will result in energy efficiencies are undertaken through the invest-to-save programme.

Rolling programmes

- 5.18 These programmes cover more than one year and give a degree of certainty for forward planning schemes to improve service delivery. They make an important contribution towards the Council's Medium Term Objectives and established Asset Management Plans.

Other Desirable Schemes

- 5.19 In addition to the schemes identified in the above categories, each service has requested funding for other high priority schemes that meet the needs and objectives of their service and the Council's Medium Term Objectives. The net cost of schemes which attract partial external funding are included in the schemes put forward.

Invest To Save Schemes

- 5.20 These are schemes where the additional revenue income or savings arising from their implementation exceeds the internal borrowing costs. The Council's approach to Invest to Save schemes is included in its Capital Strategy and in accordance with the Capital Strategy it is proposed that a further £1m be included in the 2014/15 capital programme for potential Invest to Save schemes.

Capital Programme 2014/15 – 2016/17

- 5.21 A detailed list of suggested schemes within the draft capital programme, together with a brief description of each project, for each service is included in Annexes B – F. For reasons of commercial confidentiality the proposed IT schemes are detailed in Annex G (Restricted). A summary of the cost of schemes proposed by Departments is set out in the table below and in Annex A. This shows that the total council funding requested is £8.428m in 2014/15

Capital Programme 2014/15-2016/17				
Annex	Service Area	2014/15 £000	2015/16 £000	2016/17 £000
B	Adult Social Care, Health & Housing	2,513	2,320	2,000
C	Children, Young People & Learning	8,985	270	270
D	Corporate Services	250	50	0
E	Council Wide	2,820	1,813	1,681
F	Environment Culture & Communities	6,661	6,747	4,897
	Total Capital Programme	21,229	11,200	8,848
	Externally Funded	12,801	3,759	3,909
	Total request for Council funding	8,428	7,441	4,939

Externally Funded Schemes

- 5.22 A number of external funding sources are also available to fund schemes within the capital programme, amounting to £12.801m of investment in 2014/15. External support has been identified from two main sources:

Government Grants (Estimated to be £11.631m)

A number of capital schemes attract specific grants. It is proposed that all such schemes should be included in the capital programme at the level of external funding that is available.

A significant element of the grant-funded capital programme relates to the planned investment in Schools. The schools investment programme included in this report (and outlined in Annex C) reflects the latest position approved by the Executive in October 2013. In order to effectively deliver a schools investment programme the Government have announced two-year funding deals for schools capital investment. The report to the Executive on 15th October 2013 highlighted the levels of grant that had been initially allocated as a result of the bidding process and approved how these funds would be used. Additional Targeted Basic Needs Grant of £7.867m was initially awarded covering the period 2013/14 to 2014/15; however this has since been reviewed by DfE and reduced to £7.635m as the costs for one of the schemes is now classified as refurbishment rather than new-build and as such attracts a lower grant allocation.

A second key constituent of capital grant funding relates to the Highway Maintenance and Integrated Transport Block. The Council's 2014/15 allocation was provisionally announced as part of a two-year settlement last year, and the Council expects this to be confirmed as part of the Provisional Local Government Settlement.

Section 106 (£1.170m)

Each year the Council enters into a number of agreements under Section 106 of the Town & Country Planning Act 1990 by which developers make a contribution towards the cost of providing facilities and infrastructure that may be required as a result of their development. Usually the monies are given for work in a particular area and/or for specific projects. The total money available at present, which is not financially committed to specific projects, is £5.1m, although conditions restricting its use will apply to almost all of this.

Officers have identified a number of schemes that could be funded from Section 106 funds in 2014/15, where funding becomes available. These are summarised below

Department	Schemes	Budget
		<i>£000</i>
CYPL	Schools	250
ECC	Parks & Open Spaces	320
ECC	Local Transport Plan	600
	Total	1,170

The level of new funding available through Section 106 will reduce significantly in the future following the introduction of the Community Infrastructure Levy (CIL). However the more flexible CIL funding should offset this reduction.

On-going Revenue Costs

- 5.23 A number of schemes have associated on-going revenue costs relating primarily to maintenance and support costs (particularly IT schemes). These costs tend to become payable in the year after implementation and as such will be included within the Council's Commitment Budget for 2015/16. These total £54,000 and are summarised in Annex G.

Funding Options

- 5.24 There are a number of important issues concerning the long term funding of capital expenditure. Following the transfer of the housing stock in 2008, the Council's capital receipts are limited to miscellaneous asset sales and the contribution from the VAT Shelter Scheme and Right-to-Buy claw back agreed as part of the transfer. As noted earlier in this report, these receipts are estimated to be in the region of £5.0m.
- 5.25 The proposed capital programme for 2014/15 has been developed, therefore, on the assumption that it will be funded by a combination of £5.0m of capital receipts, Government grants, other external contributions and some internal borrowing. The financing costs associated with the Capital Programme have been provided for in the Council's revenue budget plans.
- 5.26 Should any additional capital receipts be generated in 2014/15 the interest earned on these will be used to mitigate the revenue cost of the capital programme.
- 5.27 For 2014/15 it is unlikely that the Council will need to resort to external borrowing as it will be able to utilise resources held internally. However the Capital Finance regulations require the General Fund to set aside an amount which would be broadly equivalent to the amount the Council would need to pay if it borrowed externally. If any amendments are made to the capital programme, the revenue consequences will need to be adjusted accordingly. Executive Members will therefore need to consider the impact of the capital programme as part of the final revenue budget decisions.

- 5.28 The reduction in available capital receipts has placed greater emphasis on the capital programme and its impact on the revenue budget. Following the introduction of the Prudential Borrowing regime local authorities are able to determine the level of their own capital expenditure with regard only to affordability on the revenue account. In practice this represents the amount of borrowing they can afford to finance, and will necessitate taking a medium-term view of revenue income streams and capital investment needs.
- 5.29 To achieve its aim of ensuring that capital investment plans are affordable, prudent and sustainable, the Local Government Act requires all local authorities to set and keep under review a series of prudential indicators included in the CIPFA Prudential Code for Capital Finance in Local Authorities. The Capital Programme recommended in this report can be sustained and is within the prudential guidelines. Full Council will need to agree the prudential indicators for 2014/15 to 2016/17 in February 2014, alongside its consideration of the specific budget proposals for 2014/15 and the Council's medium-term financial prospects.
- 5.30 Members will need to carefully balance the level of the Capital Programme in future years against other revenue budget pressures and a thorough review, including the prioritisation of those schemes planned for 2015/16 onwards, will need to be undertaken during next summer.

Virements in 2013/14 Capital Programme

- 5.31 The Education Capital Programme Board continually reviews the Council's school places programme and its alignment with available funding. It is necessary to make a number of minor adjustments to schemes within the approved external funding envelope following a recent update by the Council's construction partner. Annex G sets out the virements requested.
- 5.32 Following on from the Overview and Scrutiny Commission's working group on delegations, their recommendation to delegate approval of virements up to £250,000 within the Education Capital Programme to the Borough Treasurer will be implemented early in 2014 when the Financial Regulations are updated.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The authorisation for incurring capital expenditure by local authorities is contained in the legislation covering the service areas. Controls on capital expenditure are contained in the Local Government Act 2003 and regulations made thereunder.

Borough Treasurer

- 6.2 The financial implications are contained within the report.

Equalities Impact Assessment

- 6.3 The Council's final budget proposals will potentially impact on all areas of the community. A detailed consultation process is planned in order to provide individuals and groups with the opportunity to comment on the draft proposals. This will ensure that in making final recommendations, the Executive can be made aware of the views of a broad section of residents and service users. Where necessary, impact assessments on specific schemes within the capital programme will be undertaken before work commences.

Strategic Risk Management Issues

- 6.4 The most significant risk facing the Council is the impact of the capital programme on the revenue budget. The scale of the Council's Capital Programme for 2014/15

will impact upon the revenue budget and will itself be subject to consultation over the coming weeks. All new spending on services will need to be funded from new capital receipts or borrowing from internal resources. This effect is compounded by future year's capital programmes. As revenue resources are limited it is clear that a capital programme of this magnitude is not sustainable in the medium term without significant revenue economies. The generation of capital receipts in future years may mitigate the impact on the revenue budget, but as the timing and scale of these receipts is uncertain their impact is unlikely to be significant.

- 6.5 There are also a range of risks that are common to all capital projects which include:
- Tender prices exceeding the budget
 - Planning issues and potential delays
 - Uncertainty of external funding
 - Building delays due to unavailability of materials or inclement weather
 - Availability of staff with appropriate skills to implement schemes

6.6 These can be managed through the use of appropriate professional officers and following best practice in project management techniques. The report also identifies the risk associated with the shortfall in maintenance expenditure compared to that identified by the latest condition surveys. With only those highest priorities receiving funding in 2014/15, there will be a further build up in the maintenance backlog and a risk that the deterioration in Council assets will hamper the ability to deliver good services.

7 CONSULTATION

7.1 The Overview & Scrutiny Commission will be consulted on the budget proposals and may also choose to direct specific issues to individual overview and scrutiny panels. Targeted consultation exercises will be undertaken with business rate payers, the Over 50's Forum, the Schools Forum, town and parish councils and voluntary organisations. Comments and views will be sought on both the overall budget package and on the detailed budget proposals. In addition, this report and all the supporting information are publicly available to any individual or group who wish to comment on any proposal included within it. To facilitate this, the full budget package will be placed on the Council's web site at www.bracknell-forest.gov.uk. There will also be a dedicated mailbox to collect comments.

7.2 The timetable for the approval of the 2014/15 Budget is as follows

Executive agree proposals as basis for consultation	10 December 2013
Consultation period	11 December 2013 - 21 January 2014
Executive considers representations made and recommends budget.	11 February 2014
Council considers Executive budget proposals	26 February 2014

Background Papers

None

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CAPITAL PROGRAMME - CHILDREN YOUNG PEOPLE & LEARNING

	2014/15 £000	2015/16 £000	2016/17 £000
Committed			
<i>None</i>	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
Unavoidable			
<i>None</i>	0	0	0
	<u>0</u>	<u>0</u>	<u>0</u>
Maintenance			
<i>To be funded from DfE Grant</i>			
	<u>0</u>	<u>0</u>	<u>0</u>
Rolling Programme / Other Desirable			
	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REQUEST FOR COUNCIL FUNDING	<u>0</u>	<u>0</u>	<u>0</u>
External Funding			
Other			
Maintenance	tbc	tbc	tbc
Basic Need Grant (School Places)	2,937	tbc	tbc
Targeted Basic Need Grant (School Places)	5,458	tbc	tbc
S106 Contributions (Schemes less than £50k)	250	250	250
Cranbourne Classrooms - Capital Receipt Funded	320	0	0
School Kitchen Refurbishments	20	20	20
Schools Devolved Formula Capital	tbc	tbc	tbc
	<u>8,985</u>	<u>270</u>	<u>270</u>
TOTAL EXTERNAL FUNDING	<u>8,985</u>	<u>270</u>	<u>270</u>
TOTAL CAPITAL PROGRAMME	<u>8,985</u>	<u>270</u>	<u>270</u>

Children Young People and Learning Schemes

Basic Need Grant (School Places)	£2,937,000
Agreed by Executive 15 th October 2013	
Cranbourne Classrooms	£141,000
The Pines Expansion	£650,000
Garth Hill Expansion	£834,000
Olwsmoor Expansion	£1,053,000
Amen Corner Primary	£25,000
North Warfield West Primary School	£25,000
North Warfield East Primary School	£25,000
TRL Primary School	£25,000
Blue Mountain Learning Village	£159,000

Targeted Basic Needs Grant (School Places)	£5,458,000
Agreed by Executive 15 th October 2013	
Winkfield St Marys Surge Classroom	£200,000
SEN Facility Eastern Road	£1,077,000
Owlsmoor Expansion	£653,000
Garth Hill Expansion	£3,528,000

S106 Contributions (Under £50k)	£250,000
As S106 funds become available schemes will be worked up and prioritised by Education Capital Programme Board.	

Cranbourne Classrooms – Capital Receipt Funded	£320,000
The replacement of two old asbestos-roofed modular buildings housing the Nursery and reception classes, plus construction of a new surge classroom. This element of the funding reflects the expenditure funded from the receipt due from the disposal of the former schoolhouse.	

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**TO: CHILDREN, YOUNG PEOPLE & LEARNING OVERVIEW AND SCRUTINY PANEL
15 JANUARY 2014**

**LOCAL SAFEGUARDING CHILDREN BOARD (LSCB) ANNUAL REPORT 2012/13
Director of Children, Young People and Learning**

1 INTRODUCTION

- 1.1 The LSCB's 2012/13 Annual Report regarding the effectiveness of safeguarding and child protection practice in Bracknell Forest locality is provided to the Children, Young People and Learning Overview and Scrutiny Panel for information.

2 RECOMMENDATION

- 2.1 **The Overview and Scrutiny Panel notes the learning and key messages from the LSCB 2012/13 Annual Report (Annex 1).**

3 REASONS FOR RECOMMENDATIONS

- 3.1 Statutory Guidance Working Together to Safeguard Children 2013 states that the LSCB Chair must publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in the local area. The report should be submitted to the Chief Executive, Leader of the Council, the local Police and Crime Commissioner and the Chair of the Health and Wellbeing Board. Whilst it is not a statutory requirement for other bodies to receive this report, it is good practice to do so, and serves as a reminder of the safeguarding roles and responsibilities of all agencies that work with children, young people and families.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None applicable

5 SUPPORTING INFORMATION

- 5.1 Working Together to Safeguard Children (2013) provides the statutory framework for the safeguarding responsibilities of those working with children and young people, including the responsibilities of the LSCB.
- 5.2 The report summarises the main areas of activity in the last year, some areas to note are:
- The overall approach that has been taken to the completion of the Section 11 safeguarding self assessment for organisations working across Berkshire. This process has been well coordinated by a Pan Berkshire Group, which has provided appropriate support and challenge throughout.
 - The strong and robust response to the Section 11 self assessment process by Bracknell Forest Council, which has been led by the Chief Executive and

demonstrated a strong commitment to safeguarding across all Council Departments.

- The undertaking of in-depth case review of a small number of children where there had been a significant safeguarding incident that had not met the criteria for a Serious Case Review, but the LSCB felt that further analysis would be beneficial in learning from them to inform future practice.
- The ongoing commitment to monitoring a key set of performance data, and in-depth analysis of areas of concern.
- The Quality Standards Group providing evidence of seeking the voice of the parent in an audit of parents accessing parenting support, and evidence that the impact of the Bruising Protocol, (developed following the Serious Case Review) is having in terms of professionals making a referral using the protocol.
- The ongoing successful delivery of safeguarding training which has seen a 26% increase in attendance from the previous year (1,617 attendees).
- The success of the 2012 LSCB Conference on the theme of Safeguarding Vulnerable Children which was attended by 250 members of the children's workforce across statutory, private and voluntary organisations.
- The progress made against the Targeted Priority areas, which have been achieved through a strong commitment across the LSCB, Community Safety Partnership and the Children and Young People's Partnership.
- The additional areas of LSCB activity and challenge which highlights specific examples of the way in which the LSCB has addressed local safeguarding issues and concerns.

5.3 The report notes the Targeted Priorities for the 2013/14 Business Plan, which in addition to the ongoing priorities around Domestic abuse, Substance and alcohol misuse and Neglect, have added Child Sexual Exploitation, and Early Help.

5.4 The report provides a range of key messages which are aimed at those responsible for key partnerships and strategic planning across all organisations working with children, young people and families.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

6.1 Not applicable.

Borough Treasurer

6.2 Not applicable.

Equalities Impact Assessment

6.3 The LSCB does not work directly with children, young people and families. Its main function as a Board is to ensure the effectiveness of safeguarding of partner agencies. Within these functions the LSCB would address any equalities issues that arose in the course of its activity.

Strategic Risk Management Issues

- 6.4 This report provides an account of the LSCB activity in the past year. Within this account the report provides a list of key messages which are designed to provide partner agencies with some focus on areas of development which may help to reduce the risk of harm to children and young people in the future.

Contact for further information

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Bracknell Forest
Local Safeguarding Children Board

Annual Report

April 2012 to March 2013





Chairs forward

I am delighted to present the Bracknell Forest Safeguarding Children Board Annual Report for 2012/13. The Safeguarding Children Board is a strategic partnership working together to safeguard and promote the welfare of children living in Bracknell Forest.

This Annual Report describes the main achievements of the Board and partners during 2012/13 to improve safeguarding practice and outcomes for children and young people.

The Report also describes the priority areas for Bracknell Forest LSCB going forward in 2013/14. It has agreed five targeted priorities in addition to ensuring that the Board fulfils its core statutory functions. The targeted priorities are focussing on the need to reduce the impact of domestic abuse, substance misuse and neglect on children and the need to embed early help and reduce the risk of child sexual exploitation. The core functions are:

- To continue to hold partner agencies and organisations to account for their practice through ongoing scrutiny of case files, performance data and Section 11 self assessments.
- To continue to commission effective multi-agency safeguarding training.
- To continue to review all child deaths and undertake case reviews where appropriate.
- To continue to ensure policies and procedures are developed and are fit for purpose.
- To raise awareness in the wider community of safeguarding arrangements

The recent publication by DfE of the revised statutory guidance, Working Together (March 2013) demonstrates the Government's Commitment to strengthening the role of LSCBs to monitor and scrutinise the effectiveness of all safeguarding arrangements.

The Board in this Annual Report provides significant evidence of the scrutiny and challenge it has undertaken throughout the year and this culture of continuous self assessment and constructive challenge is becoming increasingly rigorous and embedded within all partner organisations. The challenge going forward for the Board is to robustly demonstrate and evidence the impact of this activity on improving children's outcomes.

This Annual Report clearly demonstrates the significant amount of effective safeguarding activity undertaken by all partners in Bracknell Forest. I would like to record my thanks to all those who are involved in the Safeguarding Children Board and to all practitioners and the wider workforce who continue to demonstrate their commitment, passion and energy to protecting children and improving practice.

Alex Walters

Independent Chair, Bracknell Forest Safeguarding Children Board.

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1. Introduction

This Annual Report is published by Bracknell Forest Local Safeguarding Children Board (LSCB) and is intended to give those working with, and planning services for children, young people and their families an overview of the work of the LSCB, its achievements and the challenges for its work in the future.

The early part of this document provides information in respect to the reports content, the context in which the LSCB undertakes its role, its statutory mandate and the structure of the Board, LSCB Forum and its Sub Groups.

The remainder of the report goes on to provide details of the range of work undertaken during the year to ensure children and young people are appropriately Safeguarded, their welfare is promoted through services delivered locally and how partner agencies are held to account on the effectiveness of their safeguarding arrangements.

The appendices referred to in the main body of the report provide additional detailed information as well as important contact details should further information be required.



1.1 About Bracknell Forest

Bracknell Forest lies 28 miles west of London and covers an area of 42 square miles, covering the towns of Bracknell and Sandhurst, the villages of Crowthorne, Binfield and outlying areas.

The Borough's population is 113,200 (2011 Census). The population growth rate has slowed considerably since 2001 from 11.7% to 3.3%. The population is relatively young (median age 38 years). Only 12.5% of the population is of pensionable age, compared to 16.3% nationally, although this is expected to grow. 28,000 (25%) are young people under the age of 18 years and the total number of pupils currently on roll at Bracknell Forest schools is approximately 16,000 (Jan 13).

While unemployment rates and measures of poverty and deprivation compare favourably with other areas of the UK, we recognise the impact this can have on the families affected and that such issues can adversely impact on children and young people's development.

Given the close proximity to other towns in the region, many families access services from agencies located within other Local Authority areas. This can present a challenge to organisations working with the most vulnerable families. This is particularly true of those families in need of emergency/temporary housing. As a result all too often children have to move out of the area until their parents can find more permanent accommodation locally. This risks links being broken with families and supportive services and provides a further obstacle to information sharing as well as significant practical difficulties in regard to the monitoring of vulnerable children.

84.9% of those living in Bracknell Forest are reported to be 'White British' (2011 Census). However, the percentage of those from Black and Minority Ethnic Groups (BME) has increased in recent years. This is further reflected in the number of school pupils from BME communities which increased to 18% in 2013. Although English is the first language for 90% of all pupils, a total of 78 languages (excluding English) are currently being spoken locally.

For children and young people growing up in Bracknell Forest, community cohesion is extremely important. While a lot of good work continues to be done through the local Community Safety Partnership, the LSCB is aware that being the victim of hate crime, anti-social behaviour, prejudice and discrimination can significantly impact of children and young people's wellbeing.

Vulnerable Children and Young People

At the 31st March 2013 there were:

578 Children/Young People who had been assessed as being 'in need' of additional services (as defined within s17 Children Act 1989). This is the equivalent of 217.3 per 10,000 of the population of children and young people within the wider community. At the time of writing this report it was not possible to compare the proportion of children receiving these services with the equivalent data gathered regionally and nationally.

112 Children/Young People were the subject of Child Protection Plans because they were likely to suffer significant harm. This is the equivalent of 42.1 per 10,000 of the population of children and young people within the wider community. This is above the previous years average for the region (33.7 per 10,000) and the country (37.8 per 10,000). This is an area of continued focus and scrutiny by the LSCB to understand the increase and monitor the quality of work undertaken.

103 Children/Young People who were 'Looked After' by the Local Authority, with the majority of these being placed in foster care and is the equivalent of 38.7 per 10,000 of the population of children and young people within the wider community. This is below the previous years average for the region of (47 per 10,000) and across the country (59 per 10,000).

1.2 About the Local Safeguarding Children Board (LSCB)

The LSCB was first instituted as a statutory board in April 2006, and has become an established inter-agency forum that brings together senior managers who represent a broad range of organisations working together to promote the welfare of, or protect, children and young people in Bracknell Forest.

The LSCB is independently chaired and a key element of the Chair's function is to hold to account the partner members of the LSCB, both individually and collectively.

This critical role reflects the statutory requirement recently re-issued in the updated guidance, Working Together to Safeguard Children (HMGov, 2013)¹.

This guidance in association with the underpinning legislative obligations² makes clear the requirement for LSCBs to have in place robust scrutiny of partner organisations and to ensure that its independent function is not subordinate to, nor subsumed within, other local structures. Statutory regulation supporting the implementation of Section 14 of the Children Act 2004 requires that the central focus of the LSCB is to:

- Ensure the effectiveness of local services safeguarding and child protection practice.
- Co-ordinate services' to promote the welfare of children and families.

In addition Regulation 5³ of the Local Safeguarding Children Boards Regulations 2006 sets out the following specific LSCB roles and functions that support the objectives set out below:

(a) Developing policies and procedures

for safeguarding and promoting the welfare of children in the area of the authority including policies and procedures in relation to:

- The actions to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention.
- Training of persons who work with children or in services affecting the safety and welfare of children.

¹ <http://www.workingtogetheronline.co.uk/documents/Working%20TogetherFINAL.pdf>

² <http://www.legislation.gov.uk/ukpga/2004/31/contents>

³ <http://www.legislation.gov.uk/uksi/2006/90/regulation/5/made>

- Recruitment and supervision of persons working with children.
- Investigation of allegations concerning persons who work with children.
- Safety and welfare of children who are privately fostered.
- Cooperation with neighbouring children’s services authorities and their Board partners.

(b) Communicating to persons and bodies in the area of the authority the need to safeguard and promote the welfare of children, raising the awareness of how this can best be done and encouraging them to do so.

(c) Monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve.

(d) Participating in the planning of services for children in the area of the authority.

(e) Undertaking reviews of serious cases and advising the authority and Board partners on lessons to be learned

Regulation 6 provides for the inter-agency LSCB **Child Death Review** process, with Regulation 5 (3) providing for the LSCB to have discretion in respect of its engagement in any other activities “that facilitates, or is conducive to, the achievement of its objectives”.

Regional Collaboration

The risks facing some children and young people such as those referred to in this report have increasingly resulted in agencies across the Thames Valley area working more collaboratively. The LSCB has continued to support such initiatives and a regional perspective is maintained through an Independent Chairs and Business managers forum that ensures better communication and joint strategic planning and to make best use of scarce resources. It also provides oversight of a number of pan Berkshire sub-groups that support the LSCB to deliver its statutory functions.

One example of issues raised is that the forum has required Thames Valley Police to provide evidence of ongoing improvement to their internal processes and practice in relation to Domestic Abuse and the quality of referrals to Children’s Social Care which is actively monitored by Bracknell Forest LSCB.

1.3 How does the LSCB Operate?

The **LSCB** meets six times a year on a bi-monthly basis, it is responsible for:

- Ensuring compliance with the statutory functions required of the LSCBs in Working Together to Safeguard Children 2013.
- Monitoring progress against the Business Plan.
- Scrutinising and challenging sub group activity.
- Monitoring Serious Case Review and Individual Management Review action plans.
- Receiving and commenting on annual reports on safeguarding activity.
- Agreeing and managing the Partnership Forum agenda.
- Developing the use of shared resources across partner agencies to enable the LSCB to carry out its duties and propose efficiencies.

The LSCB **Partnership Forum** meets three times a year and is intended to focus on:

- Discussion areas that are brought to the partnerships attention because of excellence or concerns.
- Sharing information and informing all partners on strategic developments.
- The consideration of national developments local initiatives and associated learning.
- The dissemination of information on 'lessons learned'.
- Supporting partners in their effective communication of safeguarding 'messages' within their own agency and within multi-agency settings.
- Participating in a rolling programme of workshops designed to extend members knowledge and understanding of specific issues to inform strategic governance and prepare for Announced Inspection.

The **LSCB Sub Groups (see appendix A)** report directly to the LSCB. The primary Function of the sub-groups is to undertake activity to meet the statutory functions of the LSCB and the strategic priorities identified in the business plan.

All sub-groups have terms of reference, which are approved by the Executive, and reviewed on an annual basis.

The Independent Chair works closely with all LSCB partners, and plays a key role in holding all agencies to account. The Independent Chair provides an effective link between the LSCB and a range of regional and national strategic activity and developments. The Chair is a member of the national association of Independent LSCB Chairs and attends their regional network meetings and annual conference.

The **Business Manager** supports the Chair in the ongoing management of the Executive, and Forum business activity. The Business Manager works with local organisations and regional networks to support the Chairs of the various sub-groups, providing advice, guidance and undertaking tasks and activities as relevant.

The Independent Chair, Business Manager, Board and Forum Members and Sub-Group Chairs have a collective responsibility to ensure they are able to represent the LSCB priorities within the range of roles and responsibilities they hold in their respective agencies. Their role is to ensure that where relevant priorities and actions should be joined up with strategic priorities and actions of key partnership plans to secure joint working and more effective use of resources.

2. Effectiveness of Local Safeguarding Arrangements

This section looks at how well organisations in Bracknell Forest keep children and young children safe, how well they work together, what lessons have been learnt, what has worked well and what might need to change or improve.

The LSCB assesses the effectiveness of local safeguarding arrangements in various ways, including:

- i. Section 11 safeguarding self-assessments undertaken by organisations.
- ii. Individual case analysis/auditing activity (including Serious Case Reviews)
- iii. Review of safeguarding incidents
- iv. Review of all Child Deaths
- v. Review of performance management information
- vi. Receiving feedback from children and young people

2.1 Section 11 Self Assessments

Bracknell Forest LSCB has implemented a strategy to ensure that all organisations working with children, young people or parents/carers self-assess the extent to which they adhere to the requirements of Section 11 of the Children Act 2004. It has supported partner agencies in undertaking assessments that are designed to help them consider their organisations management of its safeguarding responsibilities.

In the first phase of this work that commenced in 2009, all statutory partner organisations were asked to self-assess their performance; in the second phase schools (including private and independent schools) were also asked to undertake self-assessments and in the third phase consideration was given to voluntary, community, faith and early years services, some of whom were not technically subject to these requirements, but for whom the LSCB had a responsibility to ensure safeguarding standards were met.

During 2012/13:

We have continued to work closely with the other five LSCBs operating across Berkshire and have collectively sought to audit the 'Section 11' compliance of those statutory partner organisations operating across the region. This has included Thames Valley Police, Probation services, The Healthcare Trust and two acute hospitals and CAFCASS.

The process has been coordinated and monitored by a Pan Berkshire Section 11 Sub Group which has alerted the LSCB to the challenges of undertaking such work with limited resources, and the need for partners to identify additional capacity to support improvement. The complexities relating to the ongoing changes within the health economy have been a particular issue in 2012/13, and this has been brought to the attention of the Board.

The outcome of this is that the LSCB's across all six unitary authorities have been assured of the status of partner organisation compliance with S11 Standards, and Bracknell Forest LSCB has reduced duplication for those partners who work across Berkshire (for example health, police). Any areas of concern that have been raised through the process and will be monitored by the Pan Berkshire Sub Group on behalf of the six LSCB's.

In addition to the work undertaken on a 'Pan Berkshire' basis, the LSCB has overseen a specific Section 11 self - assessment undertaken by all departments within Bracknell Forest Local Authority covering all the Local Authority functions. The Local Authority engaged very positively with this process and the self-assessments were robust and challenging. The resulting Action Plans will be reviewed in the autumn of 2013.

As a result of the S11 process, the LSCB has identified the following themes/issues for improvement within organisations:

- That induction processes provide basic safeguarding information and extend to all staff and volunteers.
- That the individual commitment of some managers is reflected across their organisation and in particular within its senior management.
- That clarification is given in respect of agencies expectations in relation to information sharing.
- That a clear line of accountability exists and is understood within organisations.
- That staff and volunteers in contact with the public have access to the online procedures jointly provided by the LSCBs across Berkshire.
- The need for organisations to ensure a clear understanding of the role of the LADO and processes for managing allegations against staff are understood and adhered to.
- Organisations clarify the minimum standards for training.

As a result of undertaking the self - assessment within Bracknell Forest a range of actions followed demonstrating a positive response to recommendations:

- **A briefing paper on safeguarding roles and responsibilities was written and presented to the senior managers within the local authority, including the Chief Executive, Directors and Chief Officers.**
- **A safeguarding training session was delivered to the senior managers group which covered the roles and responsibilities of the LSCB, LADO function and child protection.**
- **The same training was also made available to a range of other staff within the Local Authorities Corporate Centre, and Chief Executive's Office.**
- **The Safeguarding Cue Card was widely distributed across the authority.**

The LSCB has continued to monitor S11 compliance within voluntary, community and faith groups and has identified the need for further work to develop the support required by the sector. In addition the Board has recognised the need for a more proportionate methodology for small organisations if we are to promote high standards of Safeguarding within those groups who are not subject to S11 requirements and this will be a focus in 2013/2014.

2.2. Individual Case Reviews

Serious Case Reviews (SCRs)

Although no Serious Case Reviews (SCR) have been commissioned during the period of this annual report, the LSCB SCR Sub Group have continued to make great efforts to disseminate the learning from a Serious Case Review undertaken in respect of 'Child B', which was published in January 2013.

A great deal of specific learning from this SCR, together with the broader findings of research undertaken has been shared through presentations and workshops. The audiences have covered an extensive range of professional groups, senior leadership and management teams in a range of agencies and strategic partnerships including the Safeguarding Adults Partnership Board.

In addition, a presentation on the events surrounding the abuse of 'Child B' was presented to the 250 attendees at the LSCB's Annual Conference in June 2012 and a workshop capturing the learning from the SCR and also the 4 Case Review 'through the eyes of a child', was provided to a broad range of staff and volunteers. In addition to this event the LSCB has required that the learning from this review is reflected within the broader aspects of agencies professional development activities.

Recommendations made as a result of that SCR have been monitored by the SCR sub-group and the action plan which included all partner agencies has been signed off by the LSCB.

As a result of the Serious Case Review in respect of Child 'B', the LSCB published advice to parents/carers and a protocol for professionals in regard to bruising to immobile children. As a result of this Health partners subsequently reported that during the first six months of its implementation the 'protocol' resulted in 8 referrals with significant safeguarding concerns being subsequently confirmed in 4 of these cases.

In Jan 2013, Bracknell Forest LSCB volunteered along with five other LSCBs to be part of a national pilot commissioned by the Children's Improvement Board and involving SCIE to look at SCR processes and how to learning can most effectively be disseminated and embed in practice. Although no SCRs were undertaken during this period, the LSCB has been cognisant of learning established through the analysis contained in 'New learning from serious case reviews: a two year report for 2009-2011', (HM Gov, 2012).

The recently published Working Together to Safeguard Children (HM Gov, 2013), will provide the LSCB with a further opportunity to develop and bring together our SCR functions and a range of other activities that fall within the envisaged 'Learning and Improvement Framework'.

2.3. Review of Safeguarding Incidents and Case Reviews

In addition to the ongoing implementation of actions from the SCR into Child B, the LSCB SCR sub-group also reviewed the cases of three other children who were referred to the LSCB because they had been the subject of serious alleged abuse. A SCR was not commissioned in respect of these children, but in order to learn from their cases a brief analysis was completed and further work identified to be undertaken in order to maximise the learning for partner organisations.

In case 1, the child became the subject of more in-depth analysis and is the subject of an ongoing 'Partnership Review' which will be reported in the LSCB's 2013-2014 Annual Report. However, the approach adopted will utilise 'Practice Review' analysis and 'Systems' methodology. The review will seek to bring together a range of staff directly involved and will also attempt to engage the parents, in order that these perspectives are able to inform our understanding and support improvements.

In case 2, specific actions were able to be identified by the Serious Case Review Sub Group that will attempt to support staff in their work to engage men and has been identified as an area for further development.

This work will consider the specific interventions required when working with men whose violence may pose a risk to children, and how in cases where family members who have concerns about children can be encouraged to alert agencies.

In case 3, the initial analysis highlighted concerns about the practice of one of the partner organisations, which is being actively followed up and monitored by the LSCB SCR sub-group.

2.4 Child Deaths

The LSCB has a statutory responsibility for ensuring that a review of each death of a child normally resident in their area is undertaken by a Child Death Overview Panel (CDOP). The Panel membership is drawn from organisations represented on the LSCB, but has the flexibility to co-opt other relevant professionals where necessary and are accountable to the LSCB Chair.

Bracknell Forest LSCB works in partnership with 5 neighbouring LSCBs and jointly commission a Pan Berkshire CDOP to operate as an LSCB Sub Group and to fulfil the requirements identified in Working Together 2013.

The key purpose for reviewing child deaths is to learn lessons and reduce child deaths in the future. However, the panel identify areas in which all professionals, including healthcare and social care professionals can learn and improve the care they provide. As part of its function it routinely collects data on the following risk factors: maternal obesity, maternal smoking, co-sleeping, smoking parent/carer, domestic abuse, IVF, alcohol, late bookings and consanguinity of parents

The LSCB is notified of the death of all children and young people reported to the CDOP and in turn receive regular reports following the completion of a more detailed analysis by the panel. This data is subsequently reported to the Department for Education.

The panel has achieved greater consistency in the approaches undertaken by agencies located in Berkshire and regularly communicates its work and findings through the LSCB and via the circulation of a new newsletter. In addition key messages and learning is disseminated through staff training

During the period April 2012 to March 2013 CDOP reviewed 6 child deaths that occurred in Bracknell Forest and a total of 57 across Berkshire. Statistically, there is a danger in regard to any judgement being made based on such small numbers of incidents, although they of course represent a catastrophic loss for each and every family.

However, undertaking such reviews across 6 LSCB areas does enable Boards to more reliably consider the possibility of emerging themes and ensure partner agencies take all appropriate actions to reduce the chances of such tragedies occurring.

Some of the positive trends emerging from the analysis of cases across Berkshire undertaken by the Panel include:

- A reduction in reviewed and actual numbers of deaths
- a 16.2% reduction in reviewed deaths from 68 in 2011/12, to 57 in 2012/13
- a 55% reduction in the actual number of deaths, from 75 in 2011/12 to 34 in 2012/13
- a 35% reduction in reviewed perinatal/neonatal deaths from 26 in 2011/12, to 17 in 2012/13
- during 2012/13 no cases of Sudden Infant Death Syndrome (SIDS) or Sudden Infant Death in Infancy (SUDI) were reviewed by the panel

The knowledge accumulated through the process provides important areas of ongoing challenge for the CDOP/LSCB, these include:

The need to continue to reduce neonatal mortality

- early recognition of 'at risk' pregnancies and neonates, and transfer to specialist care early
- adoption of neonatal sepsis guidelines (RBH)
- continuation of the promotion of 'Back to Sleep' – particularly to within BME communities

The need to identify and reduce deaths due to congenital/ chromosomal abnormalities - which represented 22 of 57 deaths (39%) to ensure:

- consanguinity data is routinely recorded
- continuation of reporting abnormalities to Congenital Anomaly Register for Oxfordshire, Berkshire and Buckinghamshire (CAROBB) and Fetal Medicine/Prenatal Diagnosis Teams
- undertaking screening and health promotion among those communities at high risk

One outcome of the work of CDOP was to promote guidance and information on safe sleeping; the “Back to Sleep” campaign consisted of leaflets and posters promoting best practice in safe sleeping to reduce the risk of cot death.

2.5 Performance Monitoring and Reporting

Bracknell Forest LSCB (in collaboration with neighbouring LSCBs) has sought to further consolidate a 'Pan Berkshire' dataset that reflects the local priorities determined by the six LSCBs.

An analysis of the information collated and performance data is considered undertaken by the LSCB and where necessary further scrutiny is undertaken. The information gleaned as a result of this routine data collation also informs the Board's strategic prioritisation and future business planning.

A list of the data routinely monitored by the LSCB is contained in appendix B.

In 2012/13 the LSCB has been encouraged by the following developments:

- **Reduction in school exclusions** - The rate of permanent exclusions has reduced significantly in 2012/13 (0.03% compared to 0.17%) which is a decrease of 23 pupils (28 to 5).
- **A reduction in first time entrants to youth offending service** - The number of first time entrants (FTE) to the Youth Justice system decreased from 67 to 34 (-49%) between 2011-12 and 2012-13. In contrast to this, there has been an increase in referrals to the YOS Prevention Service in past 12 months (about 35%) which suggests that work is being targeted at young people at risk of offending at an earlier stage.
- **Victims of Crime (u18s)** - There were 49 children identified as victims of violence with injury offences and 57 without injury in 2012/13. This is a reduction of 42% and 31% respectively.
- **The number of sexual offences against u18 year olds** has seen a reduction again this year (-15% between 2011/12 and 2012/13). The rolling quarterly average shows the overall trend is downward.

The LSCB will continue to monitor performance information, and in particular will be focusing on:

- **Child Protection Plans** - There has been an increase in the number of children and young people with Child Protection (CP) Plans in 2012-13. The end of March 2013 figure was 112 which is an increase of 30 (37%) from the same time the previous year. Some analysis has already taken place to understand the reasons behind this, and the LSCB will continue to monitor this closely.
- **Allegations against the workforce** - There were 56 allegations against the children's workforce in 2012-13 (compared to 47 in the previous year and 37 the year before that) and 15 of those (27%) led to disciplinary action. It is evident that there has been a particular rise in regard to staff in early years and education settings. There were none that led to criminal conviction but there are four ongoing criminal cases; two from 2011 and two from 2012.
- **Domestic abuse where children are in the household** - There were 1,842 domestic abuse incidents in 2012/13. Children were identified as being in the household in just over half (54%) of these. In the 988 domestic abuse incidents where children were identified, there were 1,871 children linked to the incidents on the crime recording system. The trend data suggests that the number of domestic incidents where there were children in the household has been rising (12% higher than the previous year).
- **Drug and Alcohol Misuse** - There were 82 under-18s in drug/alcohol treatment during 2012/13 (42 of these were new presentations). This is a 19% increase on the previous year (69).

2.6 Involvement of Children and Young People

The LSCB is aware that it has more to do if it is to ensure children and young people's voice is strongly heard in the evaluation of services.

However, there are many good examples of work undertaken locally that have helped inform the development and delivery of services. Excellent work has been done with young people in an attempt to develop initiatives and services including those focussed on E Safety and Domestic Abuse.

Through the engagement of children and young people the LSCB Raising Awareness group was able to develop resources that addressed the issue of domestic abuse and bullying. Young people's participation in surveys relating to abuse within their relationships also helped inform the work of the LSCB and the production of the DVD previously mentioned. This resource was also adapted for use within the local Nepali community.

Similarly the sub-group promoted / co-ordinated other campaigns led by partner agencies such as the Police and Schools led projects to highlight violence against girls and women and the provision of 'healthy relationship' workshops targeted at young people in Bracknell Forest. While it is feared that many children and young people are effected by the 1,649 incidents of Domestic Abuse locally reported to the Police (Government estimates suggest that only 1/3 of such abuse is reported), a small scale study undertaken in Bracknell Forest helped raise awareness amongst young people

and professionals, and concluded that 27% of those young people surveyed had experienced verbal abuse within their relationships with other young people, with 18% reporting aspects of physical abuse taking place.

In addition, the LSCB has also been assured by the work being undertaken with 'Looked After' children and young people, as well as the increased level of consultation being developed in regard to children and young people subject to Child Protection Plans.

During 2013/2014, the LSCB will work with partner agencies to encourage them to capture more information of their engagement work that is thought to take place but is currently difficult to evidence.



3 LSCB Sub Group

3.1 Quality Standards and Case Reviews

The Quality Standards and Case Review sub-group of the LSCB provides an important quality assurance role, combining audit and scrutiny functions to ensure the effectiveness of services to children / young people and their families. The sub group's work is split into the following three areas:

1. 'Targeted' Practice Reviews. Practice Reviews are undertaken on an inter-agency basis and are informed by an annual programme of work addressing targeted themes set out within the LSCB Business Plan. A standardised format of audit supports the process of case review and seeks to provide an in-depth analysis of interventions, identifying both good practice as well as areas for improvement.
2. Analyses of 'S11' audits, submitted by those agencies that provide services within Bracknell Forest. A separate 'Pan Berkshire' S11 sub group monitors organisations that deliver services on a county wide basis.
3. Peer review of a multi-agency 'Child Protection' core data.

In 2012/13 the group's work plan included:

- The submission of Bracknell Forest Council's S11 self assessment
- Case audits regarding the impact of Domestic Abuse
- Qualitative analysis of a sample of repeat referrals to Children's Social Care
- Qualitative analysis of a sample of cases involving children under 1 year of age

The findings from analysis of the above reviews were reported to the LSCB, and actions agreed.

Domestic Abuse

The audit work undertaken by the Quality Standards and Case Review sub group in regard to Domestic Abuse, together with the Action Plan endorsed by the LSCB Forum, was presented to the Domestic Abuse Executive group who will monitor progress and update the LSCB Exec on progress against issues identified.

However, much effort has been made to tackle Domestic Abuse and build on the existing work reviewed in 2011. As a result the Domestic Abuse Service Co-ordination (DASC) project has continue to develop and is a key element of the Community Safety Partnership's strategy to tackle domestic abuse. The project funded by the Local Authority aimed to address a gap in services to 'standard' and 'medium-risk' victims and perpetrators of such abuse.

The project has continued to improve the level of support to victims and their children, as well as to enhanced the level of management and supervision of perpetrators. Services to victims have also been enhanced and outreach services for victims are provided by both Berkshire Women's Aid and the Integrated Offender Management (IOM) service who offer enhanced therapeutic services.

In addition, Children's Social Care in conjunction with the Enhanced IOM have developed a 'Domestic Abuse Perpetrators Service' providing a 'one to one' service for perpetrators. In addition, police neighbourhood teams regularly visit those engaged in the project and where necessary additional support and surveillance is provided.

Although the LSCB continues to monitor the impact of the project and its initial results appear to be very promising, we understand that a full independent evaluation has been commissioned.

To date it has been reported that the number of repeat calls to police in respect of this cohort reduced by 35% in 2012/13 and is the lowest level of repeats calls since the project began recording such incidents in January 2011. In contrast to the previous year the project recorded a no repeat calls in December 2012. Christmas and New Year are known to be high risk times for Domestic Abuse (DA) and previous years have reportedly seen significant peaks in recorded DA as well as victims seeking outreach from support services.

As a result of these initial findings, the DASC project will be expanded in 2013/14 to include 90 couples. As mentioned above, Cambridge University is to conduct an independent scientific evaluation of the results to determine whether the DASC approach has been effective in reducing repeat offending. The results of this work will be reported to the LSCB and will feature in our 2013-2014 Annual Report..

Audit of Parenting Courses

Following recommendations from a previous thematic analysis, a review of parenting courses was undertaken in regard to 'harder to reach' parents, including those whose children were subject to Child Protection Plans.

The subsequent presentation and discussion resulted in valuable learning with the following key issues highlighted:

- Professionals are often not aware of the range of parenting options available
- The involvement of fathers is still variable and they are not always involved in decisions made about their children
- Issues around early help and the ongoing work is already being monitored by the LSCB
- The parenting strategy working group will look at the findings and recommendations from this report and ensure they are taken forward, where any issues arise an exception report will be made to the LSCB

Learning and Improvement Framework

Mindful of the proposed changes in respect of the statutory guidance contained in 'Working Together 2013', the group have considered how its function would compliment the concept of a 'Local Learning and Improvement Framework' (Chapter 4, Working Together 2013).

The requirements set out within the guidance give rise to questions about the links between the Sub Group and the various LSCB functions proposed, including those in respect of Serious Case Reviews, Child Protection Incident Reviews, Training and locally our activities in respect of performance management, S11 audits etc.

In line with the revisions made to the LSCB Business Plan and the additional priorities identified, the group reviewed its terms of reference and considered how its work plan could align with that of the Boards strategic priorities. In doing so it attempted to embrace some of the integration required within a 'Local Learning and Improvement Framework', but is aware that further work will be required to clarify how this can be taken forward.

The group have also considered the need to engage front-line staff (to include those from the community and voluntary sector); although establishing such an approach is likely to be difficult, it was recognised as being of great importance. In addition, the group discussed the challenge of how its work could ensure the engagement of children, young people and their families. This will be an area of increased activity in 2013/14.

3.2 Policies and Procedures (Pan Berkshire Sub Group)

The Policies and Procedures Sub Group is made up of representatives from each of the six Berkshire Unitary authorities. Its main function is to manage and oversee the Pan Berkshire Child Protection Policies and Procedures, undertake revisions as and when necessary and ensure that each respective LSCB is consulted on any proposed changes / developments.

The group has met three times during 2012/13 and facilitated a range of consultation and updates to the online system.

In addition to the core function of the group, it also monitors the amount of site usage, for people accessing the online policies and procedures. During 2012/13 there were 6% fewer visits overall (11,377 this year, 12,067 in the previous year).

In Bracknell Forest there has also been a reduction in people accessing the site, with 753 visits in 2011/12 and 535 visits in 2012/13. As a result, further work will need to be undertaken to raise awareness of practitioners of the online system and encourage greater use of the resource.

A key achievement has been the development and roll out of the Bruising Protocol for babies and immobile infants which was led by Bracknell Forest. This protocol was a direct result of the learning from the Serious Case Review on Baby B.

3.3 Commissioning and delivery of multi-agency safeguarding training and development (East Berkshire Sub Group)

Bracknell Forest LSCB has a strong track record of providing interagency training across a diverse workforce, including staff from both statutory and voluntary agencies.

In recent years the delivery of training has been coordinated regionally through an East Berkshire Training Group. In November 2012 work commenced to expand this collaborative model to include all six Berkshire LSCB's and to develop and strengthen its strategic function. Moving forward into 2013/14 a new Berkshire LSCB Training Sub Group will be piloted.

The training provided is detailed in a Training Calendar, which is available on the LSCB website; this details a comprehensive range of training available across the scope of universal, targeted and specialist safeguarding training.

During 2012/13 1,617 members of the children's workforce attended safeguarding training which represents a 26% increase on the previous year.

Analysis of participant's course evaluations evidenced high levels of satisfaction in respect of the inter-agency training attended.

- 70% of participants reported improved confidence.
- 10% reported confidence as being maintained.
- 20% made no comment.
- The increase in confidence was linked to improved knowledge, confidence to challenge others, and confidence in sharing knowledge with others.
- 100% of course participants reported that the course reflected current research, including quoting serious case reviews locally and nationally.

As a result of attending inter-agency training, the majority of participants reported having increased confidence and all agreed that its content reflected contemporary issues relating to child protection.

3.4 Shared Processes (Renamed Early Intervention Group)

The Shared Processes Group is an inter-agency group reporting to the LSCB and the Children and Young People's Partnership Board. Although the Group has maintained a focus on the delivery of the Common Assessment Framework, during 2012/2013, it has responded to the findings of reviews undertaken by the Local Authority Overview and Scrutiny Panel for Children, Young People and Learning, an 'internal' Council review of CAF processes, together with recommendations made by the LSCB . As a result work has been undertaken to improve access to and use of the CAF.

Key achievements in the year 2012/13 include:

- Increased Local Authority resources to build capacity, this included recruitment of a Common Assessment Framework Support Officer and an Early Intervention Social Worker, to target and work with families who have additional needs and to reduce the risk of these needs escalating to a crisis level.
- The introduction of an Early Intervention Hub, which will provide a single coordinated multi-agency forum to ensure prevention and early intervention services are offered to children and young people and families in a planned and coordinated way.
- The development of a range of tools and materials to support practitioners in undertaking assessment. This included tools to use with young people to enable them to contribute to the assessment in the most appropriate way. A leaflet for children in schools was also developed by young people as a way of explaining the CAF and how it might help.

- The development of step up and step down procedures into and out of tier three services such as Children's Social Care, CAMHS etc. This work is in its early stages and will continue during 2013/14.
- During 2012/13, a total of 273 CAF assessments were completed; outcomes of the CAF included multi-agency response (209), specialist services, Children's Social Care, CAMHS, SEN and Youth Offending Service.
- The Early Intervention Hub was launched in November 2012 and in the period November 2012 to March 2013, 176 cases were referred for multi-agency discussion.
- 113 practitioners from across the Children's workforce attended CAF training during the year, in addition to this a number of bespoke training sessions took place including school personnel, school Governors and midwives.
- Moving forward, work will be undertaken to evaluate the impact of the Hub on early intervention and to further embed the principles of early help. The LSCB will continue to monitor and receive reports on the effectiveness of the arrangements for providing early help as this is now a strategic priority for 2013/14.

3.5 Workforce Development

The LSCB remains appraised of safer workforce issues in a number of ways.

- The LSCB Safer Workforce training programme was reviewed and updated in 2011/12, in association with the Safeguarding Adults Partnership Board. Over 400 staff have attended the programme since its introduction in 2009; and places continue to be purchased on the training by neighbouring authorities.
- LADO (Local Authority Designated Officer) annual report to the LSCB on activity, key issues and outcomes.
- Presentations and updates in relation to the changes in the Disclosure and Barring Scheme, which included a workshop with the LSCB Forum members in March 2013.

The LSCB remains appraised of changes in workforce guidance, and it monitors the delivery of training through the sub-group. LADO issues are regularly reported and key issues noted. The wider Forum has been given the opportunity to participate in a workshop to receive information and understand the changes in safer workforce guidance.

3.6 Raising Awareness

The Raising Awareness Sub Group has continued to work closely with a number of the LSCB's Sub Groups in order that key messages are communicated to the workforce and wider public.

During 2012/2013 the group worked hard at communicating the learning from the Serious Case Review in respect of Child 'B' and associated areas of activity including dissemination of leaflets containing guidance for parents/carers and professionals highlighted earlier in this report. Awareness of these documents and other learning was further assured through a programme of lunchtime briefings for operational staff and their managers. Similarly, the LSCB newsletter and website supported the group's communication strategy and assisted in providing access to learning for large numbers of staff and members of the public.

'All Babies Count' booklets published by the NSPCC in respect of safeguarding infants were also purchased and disseminated, providing staff with a range of contemporary messages in regard to the vulnerability of very young children.

In addition to the above distribution of knowledge, staff working with young children were also targeted within a 'Step Up' campaign that sought to ensure they acted upon their concerns and reported cases of children they felt children may be a risk.

The LSCB Conference held in June 2012, also proved a very successful method of engaging large numbers of staff and volunteers (250 delegates) from organisations representing the breadth of the local partnerships.

The conference was opened by the LSCB Independent Chair, Alex Walters, and was an opportunity to hear from keynote speakers, including the Development Manager for the 'All Babies Count' campaign for the NSPCC, Sally Hogg; and a lead researcher for the 'Centre for Children and Family Research' (funded by the DfE), Rebecca Brown who is leading a longitudinal study on the impact of abuse and neglect on life chances for children. The speakers provided different perspectives and professional models of identifying, and responding to, the needs of vulnerable children.

As previously stated the focus of the day was on the learning from Bracknell Forest's Serious Case Review, and a number of specialist workshops were provided on the day on protecting vulnerable children, with a particular focus on children under the age of 5.

One of the highlights of the day was a presentation of a drama resource developed by Bracknell Forest young people from Edgbarrow School on the impact of domestic abuse on children and young people, called 'The Lobster'. This very powerful DVD resource is available to local LSCB partners to use in schools, youth support settings and other services working with young people - to help build understanding about domestic abuse, to promote what it means to be in a 'positive relationship' and to encourage young people experiencing or witnessing domestic abuse to seek help and support.

The impact of the conference was measured through evaluation, some key highlights / comments from people asked about how the Conference would improve their practice included:

“Increased my knowledge/awareness and increased my confidence within my area”

“To be very aware of vulnerability of babies”

“Bruising protocol - will be aware for siblings and babies that are immobile”

“Include bruising protocol in our new procedures”

“Policy updating and staff training”

“Plan how to use knowledge with families especially under 1s”

“Embed key learning with teams, raise awareness”

Some additional comments made included:

“Very motivational day”

“Fantastically run, wonderful speakers and brilliant involvement of young people”

“A good day for reflection and learning”

In addition to the focussed activity of the group in respect of the SCR, a key area of its other activities focussed on Domestic Abuse, bullying and stalking.



4. LSCB Targeted Priorities 2012/13 - progress and impact

This report describes the core activity undertaken by the LSCB to achieve its statutory requirements. The LSCB Business Plan 2011 to 2013 identified a number of additional targeted priorities to focus on in addition to the key statutory requirements.

The priorities were identified through consultation with LSCB partners, and with the Children and Young People's Partnership and the Community Safety Partnership.

The three targeted priorities were to:

- Work with partner agencies to reduce the impact of domestic violence on children, young people and families.
- Ensure partner agencies analyse, understand and seek ways to reduce the impact of **substance and alcohol misuse** on children, young people and families.
- Support partner agencies in developing a greater understanding of **neglect** and the impact this has on children, young people and families; and to work together to reduce the number of children experiencing neglect.

Progress against 2012/13 Targeted Priorities

1. Work with partner agencies to reduce incidences of domestic violence and the impact this has on children, young people and families.

The LSCB works closely with the Community Safety Partnership to address domestic abuse issues, in particular linking to the Domestic Abuse Forum, which coordinates the delivery of domestic abuse support across partner agencies. The Domestic Abuse Forum provides regular performance monitoring information for the LSCB, and produces an annual report to demonstrate its progress in addressing domestic abuse.

Although the LSCB has continued to be concerned at the prevalence of domestic abuse and the number of children present during domestic violence incidents, it has welcomed closer working between Thames Valley Police and the Local Authority and their commitment to improving the way in which reports of concern are dealt with.

There have been a number of achievements in the year, some of which are noted below:

- Domestic Abuse Perpetrators Service – providing individual work with male perpetrators where there is a child on a Child Protection Plan. This work has resulted in 29 children in families where the father has engaged with the programme coming off a Child Protection Plan since October 2011.

- Provision of targeted domestic abuse training across partner agencies, This includes 21 delegates attending an introduction to domestic abuse training, 42 delegates attending MARAC and DASH training, 13 delegates attending HBV and FM training, 7 delegates trained to facilitate PICADA programmes (specialist programme for children and young people who have witnessed domestic abuse), 24 delegates trained in understanding and supporting people who have been victim to Cyber-stalking.
- Promoting the features of positive relationships to children, young people, parents and carers through a play called “The Lobster” (jointly funded by the LSCB and the Community Safety Partnership). The play was shown to participants at the LSCB Conference in June 2012, and was rolled out as a DVD in December 2012 with a supporting resource pack for use in schools.

The LSCB has maintained an overview of this work, has contributed funding and Business Manager support towards the development of resources to be used in schools, and continues to monitor the impact of work across partner organisations.

2. Ensure partner agencies analyse, understand and seek ways to reduce the impact of substance and alcohol misuse on children, young people and families.

During the period covered in this annual report the LSCB raised concerns about the high levels of drug use among young people locally. In particular the increased use of Mephedrone was of significant concern as were the intelligence reports that the ‘importation’ of drugs from outside the area was being linked to concerns of sexual exploitation of some young women.

Given the area’s proximity to London, there are also potential risks that a small number of young people’s drug use on occasions brings them into conflict with organised gangs based in the capital.

In order to address the issue the following action was undertaken:

- A strategic group was established to develop and oversee the delivery of the actions in the Mephedrone Strategy, an additional worker was employed to deliver targeted outreach support to young people and a specific educational programme was commissioned.
- As a direct result of these actions outreach support has been delivered to young people in key areas of the borough, sessions were delivered in six secondary schools to appropriate year groups, and 39 young people entered treatment in the first three quarters of the year who were using Mephedrone, or other amphetamines compared to 26 in the previous year.

LSCB partners were able to contribute significantly to this strategic response to an identified need within the borough. The LSCB remained appraised of progress and of the effectiveness of the action plan, and will continue to monitor progress through reporting.

3. Support partner agencies in developing a greater understanding of neglect and the impact this has on children, young people and families; and to work together to reduce the number of children experiencing neglect.

Neglect had been identified as a specific issue in the 2012/13 Business Plan, and in order to gain a greater understanding of this a Neglect Sub Group was established to.

As a direct result of the work undertaken the following has taken place:

- A guide to neglect based on a graded care profile has been developed, and is due to be launched in 2013/14.
- Additional resources were allocated through the Council to provide a service that will work with neglectful parents who have a child on a Child Protection Plan and have mild cognitive disabilities.
- Targeted audit of parents who have had children on a child protection plan linked to their engagement with parenting groups.
- Identification of the need for further training on neglect, one action moving forward was to theme the 2013 LSCB Conference around the subject of neglect to support this aim.

The LSCB has been able to gain a better understanding of the issues of neglect, and the impact of this locally on child protection plans. The neglect guide is due to be launched in 2013/14, and the LSCB Conference in June 2013 will be themed around the subject of neglect in order to target a high volume of partners and stakeholders, therefore raising awareness of the issues.



5. Partnership Response to Recommendations in the 2011/12 LSCB Annual Report

The LSCB made a series of recommendations to the Children and Young People's Partnership and the Health and Wellbeing Board as a result of its 2011/12 Annual Report. This section details the responses from the Children and Young People's Partnership.

The Health and Wellbeing Board was established as a legal entity on 1 April 2013 and as such was not able to formally respond to those recommendations made while it was in Shadow form. It should be noted however that the Health and Wellbeing Board has received reports on a range of LSCB issues, including:

The LSCB Annual Report for 2012/13.

- A report on the Business Plan priorities for 2013/14.
- A report on the Section 11 self-assessment requirements, including highlighting the Health and Wellbeing Board responsibilities in relation to S11.
- This Annual Report is scheduled to be presented to the Health and Wellbeing Board in October 2013.

Children and Young People's Partnership

The box below details the recommendations made to the Children and Young People's Partnership in the 2011/12 Annual Report. A formal response to these recommendations is made through the Children and Young People's Plan Review to demonstrate what action has been taken to address the recommendations.

Recommendation to the CYP Partnership:

That the CYP Partnership reviews the progress it has made with implementing the learning from QSCR analysis and considers how the findings could inform the development of the Early Intervention Hub.

To ensure that organisations commissioned by statutory partner agencies to provide services to children, young people or families adhere to Bracknell Forest LSCB's minimum safeguarding standards and have completed a satisfactory Section 11 self-assessment.

To ensure that the learning from the Serious Case Review informs the strategic priorities of the CYP Plan; and directly informs the development of the Early Intervention Hub and the continued development of 'Shared Processes' i.e. Common Assessment Framework (CAF).

To ensure that the learning from the 4 Case Review informs the strategic priorities of the CYP Plan; and directly informs the development of the Early Intervention Hub.

Response from the CYP Partnership:

Any commissioning that is undertaken by the local authority which involves direct contact with children and young people requires that a satisfactory S11 self-assessment is undertaken. Safeguarding is included within the ongoing contract monitoring.

The Children and Young People's Plan retains as one of its overarching priorities a focus on safeguarding children and young people. Actions that sit under this priority are closely linked to the LSCB Business plan priorities and the Community Safety Partnership.

The Children and Young People's Partnership undertakes an annual review of the Children and Young People's Plan, and provides an account of actions undertaken as a result of LSCB recommendations. In the year 2012/13 there has been a focus on the continued development of the CAF, and on the development of an Early Intervention Hub. The Hub was launched in November 2012 and in the period November 2012 to 31 March 2013 discussed the needs of 192 children and young people.



6. Additional Areas of LSCB activity and challenge

During 2012/13 there have been a number of local issues brought to the attention of Bracknell Forest LSCB where the LSCB has undertaken additional scrutiny and required reports/information to provide further assurance. These include:

- **Child Sexual Exploitation (CSE) / Trafficking** - building on the work previously undertaken in regard to CSE, during 2012 the LSCB continued to gather local intelligence and monitor the risks to young people in Bracknell Forest. Presently, it does not appear that there are large numbers of young people being exploited however, the LSCB is mindful of the emerging evidence across Berkshire. In addition research being undertaken Nationally suggest such abuse is likely to remain hidden unless co-ordinated efforts are made to identify perpetrators and their victims. Through regular inter-agency meetings partner organisations currently monitor a small number of young people thought to be at risk of CSE. Closer links have also developed between this group and colleagues monitoring 'missing / absent' children. The LSCB contributed to the Children's Commissioners Inquiry into CSE and used the findings from her Interim Report (together with other research) to review our existing strategy.
- **Missing Children** - an inter-agency 'Missing Children's Meeting is held monthly in respect of children and young people from Bracknell Forest. The group co-ordinates joint responses to those who are repeatedly absent / go missing and as previously mentioned, Thames Valley Police (TVP) have strengthened the links between this group and their response to CSE. A dedicated TVP Intelligence Officer now attends meetings and link with colleagues working in the areas of CSE. Data (only available for part of this period) indicates a significant rise in the number of children/young people going missing on the first occasion, and an increase in those who do so repeatedly. Although partial, the data available also indicates there to be an increase in the proportion who are 'Looked After' by the Local Authority. The LSCB continues to monitor this area of work and receives regular reports from the LA.
- **Private Fostering** - notwithstanding an ongoing programme of raising public and professional awareness, the Local Authority received fewer notifications during this period than in previous years. This was also in spite of a procedure had been put in place to ensure that the private schools reported placements made during school holidays. In addition following a previous recommendation by the LSCB, schools are now contacted prior to each holiday and asked to return a form to the Local Authority stating whether any children are the subject to such arrangements. The LSCB continues to closely monitor this area of its work.
- **Previously high rates of permanent exclusions in Bracknell Forest schools** - the LSCB was pleased to note that positive action had been taken which included providing additional specialist support that has been targeted to address the specific needs of children /young people previously excluded from schools.

- **Substance Misuse** - the LSCB has continued to monitor partner agencies responses to parental substance misuse and its impact on children and young people. However, during 2012 the Board was appraised of growing concerns in regard to young peoples own use and the impact of Mephedrone. The Police together with specialist workers located within the Local Authority and Health Care Trusts informed the LSCB of the actions previously taken and the development of an inter-agency strategic group who will continue to manage the responses agreed. The issue of alcohol and substance misuse remains a targeted priority during the coming year.
- **The numbers of homeless families in Bracknell Forest and the support available to them** – The LSCB has a representative from Housing Needs as a member, and remains appraised of the issues and impact of homelessness, and of the actions taken to support those families who have been affected.
- **The potential impact of the welfare benefit changes in Bracknell Forest on children and families** – The LSCB has remained appraised of the pending changes in welfare benefits, and highlighted risks and concerns, and will continue to monitor impact on children, young people and families.
- **An external review of the Leisure function commissioned by the Local Authority** – The LSCB was able to contribute to the review, and received the final report and recommendations made as a result of the review.
- **An external review of an independent school commissioned by the school with LSCB support** – The LSCB was assured at the end of the review with regards to the processes in place for safeguarding children within independent schools. As a positive outcome a member of staff representing Independent Schools became a member of the LSCB Forum.
- **Ongoing monitoring of an independent school in Bracknell and assurance of the Local Authority and regulator response** – The LSCB was able to consider the processes in place when areas of concern are identified and clarify the appropriate action for relevant authorities to take.
- **The increasing numbers of children subject to Child Protection Plans and the effectiveness of the multi-agency responses** – The LSCB was able to consider through analysis some of the key data and issues in relation to the increases in child protection numbers. Further work continues to develop a better understanding of the needs of children, and this will be reported during the 2013/ 14 year.
- **The implementation of the Early Help arrangements** – The LSCB has retained oversight of the early help arrangements and received the annual report on the Common Assessment Framework, and noted the positive impact of the implementation of the Early Intervention Hub model. The LSCB will continue to monitor this through the work of the Early Intervention Group.
- **The structural changes in the health system and the assurance that safeguarding commitment would be maintained** – The LSCB membership has changed to reflect the changes within the health system, and various guest speakers have attended meetings to present and discuss developments. Good links have been made to the Health and Wellbeing Board; the Independent Chair attended to present the 2011/12 Annual Report, and is scheduled to do the same with the 2012/13 report.

- **The national DoH review into the Jimmy Savile case in relation specifically to his involvement with Broadmoor Special Hospital** – The LSCB has received regular progress reports on this via the Broadmoor and Adult Safeguarding Board representatives on the Forum.
- **The effectiveness of the Independent Reviewing Officer Role** – The LSCB received and discussed the Annual IRO Report which provides an account of the IRO role and reports on key challenges and good practice.
- **The effectiveness of the statutory Complaints Procedure** – The LSCB has received and commented on the Annual Statutory Complaints report for Children’s Services.
- **South East Quality Assurance Project** - during the early part of this year the Children’s Improvement Board funded a regional project to support the work of LSCB’s across the south east region. It is hoped that this work will strengthen the LSCB’s role in supporting / challenging partner agencies in their work to improve safeguarding practices. Building on the implementation of the Board’s ‘Safeguarding Tool Kit’, this regional collaboration will further help the LSCB develop its engagement of children/families and front line staff within quality assurance activities.
- **Culturally Harmful Behaviours** - the LSCB is mindful that within communities some individuals/ families may participate in practices that are harmful to children / young people. During the period of this report the Board considered the Government’s ‘National Action Plan for tackling child abuse linked to faith or belief’ and continues to require partners to remain vigilant as to these infrequent but significantly harmful incidence.
- **Forced Marriage and Female Genital Mutilation** - this type of abuse is not commonly reported within Bracknell Forest and as a result staff may not develop experience of managing such complex cases. In an attempt to support partners in maintaining awareness of these issues, the inter-agency guidance issued by the Board contains specific reference to local procedures, and links to both national guidance and fact sheets.
- **Engagement of Voluntary and Community Sector** – the LSCB recognises the important role that colleagues working in this sector play in protecting children and young people and the current challenges faced by local voluntary organisations. As a result the LSCB and Adult Safeguarding Board have begun to make renewed attempts to engage with local groups and are planning to establish a new Voluntary Sector Safeguarding Forum during 2013.





QUARTERLY SERVICE REPORT

CHILDREN, YOUNG PEOPLE AND LEARNING

Q2 2013-14
July - Sept 2013

Portfolio holder:
Councillor Gareth Barnard

Director:
Janette Karklins

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Section 1: Director's Commentary

Welcome to the second quarterly report of 2013-14. As ever we have had a busy quarter to report on and a particularly pleasing set of end of key stage results for our young people and schools.

Test and examination results - All Bracknell Forest schools completed the statutory assessments at the end of each Key Stage. The LA completed a statutory audit of the Early Years Foundation Stage (EYFS) and of Key Stage 1 assessments and reported the results to the Department for Education (DfE). Very few levels awarded by teachers were changed as part of the moderation procedures, indicating good levels of teacher expertise in the assessment of pupils. This year saw major changes to the assessment of children in the EYFS and at the end of Key Stage 2 where no overall level is now given for English. This is now split into separate levels for reading and for writing.

All schools met the statutory requirements and conformed to published procedures. The LA assisted schools in the submission of data to the DfE with all statutory returns made in good time.

Overall results remain above the national averages and show improvement, particularly in Writing at Key Stage 2. Comparison with previous years' performance is more difficult due to major changes in assessments made in the Early Years and at the end of Key Stage 2.

Results from Early Years Foundation Stage (EYFS) data from schools and settings show above national average attainment at age 5. The percentage of pupils at the end of the EYFS (age 5) achieving a good level of development (expected or exceeding levels in the prime areas of learning plus literacy and mathematics) was 58% (52% nationally). Additionally, the average total point scores for Bracknell Forest was 34 with a provisional national figure of 33.

As major changes in the assessment of children at the end of the EYFS have taken place this year, it is not possible to compare results with last year in order to show trends.

At the end of Key Stage 1 (age 7) the percentage of pupils achieving the national expectation (Level 2+) in reading and writing has increased by 3% from 2012 levels and is above the 2012 national average. Mathematics has decreased by 2% and is in line with 2012 national figures.

Results at Level 2b+ remain significantly above 2012 national averages in reading, writing and mathematics. There was a 4% rise in reading from last year taking the LA results to 6% above the national average. Level 2b+ is a key indicator for future performance at the end of Key Stage 2.

Results improved at Level 3 in mathematics and significantly so in reading. Writing results fell by 1% but remain in line with national average for 2012.

There were three Looked after Children in the Year 2 cohort, all of whom achieved the Level 2 or above standard in mathematics and two of whom achieved this in reading and writing.

At the end of Key Stage 2 provisional results at Level 4+ show we are continuing our upward trend of the last three years with higher results in writing and mathematics. All results at Level 4+ are above 2012 national average levels and significantly so in writing. The LA's overall figure for the government's proposed new key performance indicator of Level 4+ in Reading, Writing and Mathematics is 18% above the floor standard of 60%. No schools are below the floor standard.

Comparisons with last year's key indicator are not possible since the measure last year combined English and mathematics levels rather than reporting reading and writing levels separately.

For the first time this year pupils took a Grammar, Punctuation and Spelling test. The percentage achieving Level 4 or above was 74%, in line with the national and regional average of 73%. The gap between the performance of boys and girls was narrower, at 5%, than the national average of 10%

Results at Level 5+ also show an increase from 2012 in writing and mathematics. Reading remains in line with last year and is in line with the national averages for 2012.

There were four Looked after Children in the Year 6 cohort, two of whom achieved the Level 4 standard in all subjects

GCSE provisional results show that the proportion of young people obtaining 5 or more GCSE grades A* - C including English and mathematics at age 16 increased to nearly 63%. There were 1082 students in the cohort. The proportion of young people achieving the other main measure of attainment at Key Stage 4 (5 or more GCSE grades A* - C) has remained at over 90%.

One of the four Looked after Children that attended a mainstream school achieved 5 or more GCSE grades A* - C including English and Mathematics. The others all gained qualifications at a lower level.

All schools reported significant achievements for many young people.

The number of students who took **A Level examinations** in Bracknell Forest schools has risen significantly for the second consecutive year from 366 in 2012 to 414 in 2013.

The provisional A* - E pass rate at A Level remains high, with 99% of entries resulting in a pass grade, compared to a reported 98.1% nationally and 98.1% in 2012. The average point score for young people completing their advanced level studies has increased slightly from 737 last year to 741.

Schools report that the great majority of young people seeking entry into higher education have received the grades they require. Despite reports that the proportion of students obtaining the highest grades nationally has fallen, several Bracknell Forest schools report increases in this figure.

Three Care Leavers took A Level examinations and achieved a 100% A* - E pass rate.

School inspections - During this period five schools were inspected by Ofsted. Wildmoor Heath primary school was inspected in July and removed from Special

Measures (grade 4) and re-graded as Requiring Improvement (grade 3). College Town Junior school and St.Michael's Sandhurst primary school were also judged to be grade 3 schools. Sandhurst secondary school and Binfield primary school were inspected in September, improving from satisfactory to now being judged to be good schools (Grade 2).

Ofsted inspection reports also comment on the support provided by the LA and in all cases this was judged to be good and effective.

Targeted Services - The number of permanent exclusions from schools was lower this quarter than in previous years and continues to be monitored closely. We are really pleased with the work that has been done with our schools to achieve this outcome.

SEN - Work has continued on the implementation of the SEN Reforms that are due to be in place by September 2014. A Steering Group has been established, led by a core group of senior LA officers. The various strands of work are all in place to achieve the required changes.

Adult and Community Learning - The Lifelong Learning team have awarded subcontracts for Community Learning provision to three different organisations focussed on the needs of different groups of adults. Bracknell Forest Homes will develop a programme to include employability, family learning and intergenerational activities, digital inclusion (IT based courses) and Health and Wellbeing courses for residents in sheltered housing. BFVA will deliver a programme of support and capacity building within the voluntary sector. The Ark will provide employability, life skills and leisure courses for people with learning and physical disabilities.

The Community Learning brochure for the Autumn term has been revised and distributed locally to all public places and a web based version is available on the BFC website. Facebook is used to promote individual courses.

Following a review of the family learning provision (engaging parents to support their children with English and Maths) a revised programme has been developed over the summer and will be delivered in partnership with schools and other services linked to children/parents over the coming year.

A change in government funding for skills based learning came into force over the summer. Rather than a grant, the payment for any qualification related provision is now formula funded and paid against a profile of eligible recipients (mainly unemployed or people without a maths or English qualification at level 2 or above), that complete the full qualification. To ensure we are meeting the funding requirements a range of English and mathematics courses are being delivered including online courses, Level 1 courses in industry sector vocations such as retail, customer service, Hospitality, IT & ESOL as well as full entry level and low level Functional Skills.

The development of the Community Learning Trust has been limited due to resource constraints across all three organisations. Work will continue during the autumn to establish the Trust, working with Bracknell and Wokingham College and Wokingham Council.

Governor Services - The Overview and Scrutiny Committee Working Group on School Governance published its report. This recognised the good work undertaken by the CYPL Governor Services Team and made a range of recommendations which

will spread best practice more widely and enhance the overall quality of governance in the borough's schools. The report has been disseminated to Chairs of Governors and Headteachers and was discussed at the Chairs' Briefing event in September.

Youth Offending Service - YOS has continued to maintain good performance in respect of the 3 National Youth Justice Indicators.

The YOS carried out a self assessment in relation to Restorative Justice work, and has now completed the implementation of the associated action plan.

Also carried out an audit of Looked After Children cases in line with the recommendations of an HMIP Thematic Inspection and developed an action plan which has been implemented.

Safeguarding - Children Social Care is now working with the newly implemented pilot of the Family Justice Review. This has been in operation from 1 July 2013. A maximum time limit of 26 weeks establishes the timetable for completing care and supervision proceedings. The legislative reforms will make explicit that case management decisions should consider the impact on the welfare of the child and on the timetable for the case.

Bracknell Forest has reduced the length of its care proceedings from an average of 46.6 weeks last year to 37.9 so far this year. All staff are working hard to ensure that these figures continue to decrease and the 26 week timetable is met for the cases issued since implementation date.

The child protection figures continue to be high with 112 as at the end of September however this is slightly lower than the June figure of 115 so the trend is downwards.

Specialist Support Services – The Disabled Children's Team are engaged with the SEN Reform Steering Group, and are leading on the Personalisation / Personal budgets. We have developed a draft self assessment questionnaire and Resource Allocation System (RAS) which is being piloted in principle on a number of cases. A successful joint presentation to the parents Dialogue Group was delivered in September by Education, Health and Social Care leads.

Vulnerable groups – *Missing children and those at risk of sexual exploitation* - a review of current arrangements has been completed and an action plan developed for progression.

Aiming High / Co-production – One parent assisted us with interviews for Aiming High. Two parents have agreed to assist with the Approaching Adulthood task and finish group. Nine parents volunteered to assist with the SEN reform. The Aiming High child/parent consultation action plan is progressing.

Access to Records – There has been a general increase in requests to access records and in particular an increase in requests from young adults where there is a social care history concerning allegations of sexual abuse. In the first six months of this year we have completed 22 requests for CSC, last year we completed 31 in the whole year.

Development Practitioner – Following an induction period and development of the role, this post is beginning to evidence positive impact on the Family Justice Review and quality of social work evidence provided to the court.

Looked After Children - Looked After Children of all ages participated in a range of activities over the summer holidays, including go-karting, Ready Steady Cook, and an activity day at Oakwood. The final activity was a Bake a Cake where they sold the cakes they made to staff in Time Square.

The Annual Achievement Awards for looked after children up to 16 years was held at Easthampstead Park Conference Centre in early September, attended by around 30 looked after children, their carers, family members and elected members. The guest of honour, a Para-Olympian, gave an inspirational speech on believing in oneself.

In July members of SiLSiP, the Children in Care Council, met with the Executive Member for CYPL, Director of CYPL and Chief Officer for their bi-annual meeting. Progress in developing processes for Personal Education Planning meetings was highlighted. SiLSiP presented their work on the factors that make an 'ideal foster carer' which will now be taken further by the Family Placement Team in recruiting foster carers.

In July the **Children and Young People's Partnership** agreed the review of the Children and Young People's Plan which detailed the significant progress that had been made in addressing the agreed priorities. Further actions were identified for the final year of the plan, and these will be monitored by the CYP Partnership throughout the year. Proposals for the development of a new Children and Young People's Plan were also agreed and work is underway to develop a plan for April 2014.

The **LSCB** has completed its Annual Report which provides an account of the work of the LSCB over the previous year, detailing where an impact or difference has been made to safeguarding practice, and identifying areas for further development. It is noted within the report that the response from the Council as a whole to the Section 11 (Safeguarding) Self-Assessment was particularly strong, reflecting the commitment of the Council to safeguarding children and young people.

Free School Meals - There is a good piece of joint work with School Admissions and the Benefits Team to ensure that families eligible for free school meals are aware of their entitlement and are encouraged to take up the meal. A new programme on the IT system will further assist the record keeping linked with eligibility for the pupil premium.

School building programme – The summer has seen an extensive programme of planned maintenance and capital construction projects. The vast majority of the planned maintenance has been successfully completed.

Managing Partner – The outcome of the procurement exercise has resulted in Atkins Ltd being appointments as the Council's Managing partner.

Section 2: Department Indicator Performance

Ind. Ref	Short Description	Previous Figure Q1 2013/14	Current Figure Q2 2013/14	Current Target	Current Status	Comparison with same period in previous year
Children's Social Care - Quarterly						
NI043	Young people within the Youth Justice System receiving a conviction in court who are sentenced to custody (Quarterly)	0.00 (Q4 12/13)	0.00 (Q1 13/14)	Baseline = 9		N/A
CSP6 .01	Reduce the reoffending rate of the Bracknell Forest local cohort of all young offenders (Quarterly)	0.16 (Freq 8.8% (Binary) Mar 13)	0.16 (Freq 9.4% (Binary) Jun 13)	N/A	N/A	N/A
L092	Number of children on protection plans (Quarterly)	113	112	N/A	N/A	N/A
L140	Percentage of children looked after in family placement or adoption (Quarterly)	64%	69%	64%		
L161	Number of looked after children (Quarterly)	106	108	N/A	N/A	N/A
Learning and Achievement - Quarterly						
NI086	Secondary schools judged as having good or outstanding standards of behaviour (Quarterly)	66.6%	66.6%	80.0%		
NI103 .1	Special Educational Needs - statements issued within 26 weeks - excluding exception cases (Quarterly)	100.0%	100.0%	100.0%		
NI103 .2	Special Educational Needs - statements issued within 26 weeks - all cases (Quarterly)	72.5%	72.7%	90.0%		
L139	Schools judged good or better by Ofsted (Quarterly)	72%	69%	75%		
Strategy, Resources & Early Interventions – Quarterly						
L141	Number of youth centre attendances (Quarterly)	9,482	7,042	Baseline year	N/A	
NI067	Percentage of child protection cases which were reviewed within required timescales (Quarterly)	100.0%	100.0%	98.0%		
Strategy, Resources & Early Interventions – Annual						
NI052 .1	Take up of school lunches - Primary schools (Annually)	31.1% (11/12)	34.8% (12/13)	30.0% (12/13)		
NI052 .2	Take up of school lunches - Secondary schools (Annually)	40.8% (11/12)	39.2% (12/13)	33% (12/13)		

Note: Key indicators are identified by shading

Traffic Lights		Comparison with same period in previous year	
Compares current performance to target		Identifies direction of travel compared to same point in previous year	
On, above or within 5% of target		Performance has improved	
Between 5% and 10% of target		Performance Sustained	
More than 10% from target		Performance has declined	

The following are annual indicators that are not being reported this quarter:

Ind Ref	Short Description
NI061	Timeliness of placements of looked after children for adoption following an agency decision that the child should be placed for adoption (Annually)
NI062	Stability of placements of looked after children - number of placements (Annually)
NI063	Stability of placements of looked after children - length of placement (Annually)
NI064	Child Protection Plans lasting 2 years or more (Annually)
NI065	Percentage of children becoming the subject of a Child Protection Plan for a second or subsequent time (Annually)
NI066	Looked after children cases which were reviewed within required timescales (Annually)
NI147	Care leavers in suitable accommodation (Annually)
NI148	Care leavers in suitable education, employment or training (Annually)
NI058	Emotional and behavioural health of looked after children (Annually)
NI112	Under 18 conception rate (Annually)
NI117	16 to 18 year olds who are not in education, training or employment (NEET) (Annually)
NI103.1	SEN - statements issued within 26 weeks - Percentage of final statements of special educational needs issued within 26 weeks excluding exception cases (Annually)
NI103.2	SEN - statements issued within 26 weeks - Percentage of final statements of special educational need issued within 26 weeks (Annually)
NI079	Achievement of a Level 2 qualification by the age of 19 (Annually)
NI080	Achievement of a Level 3 qualification by the age of 19 (Annually)
NI081	Inequality gap in the achievement of a Level 3 qualification by the age of 19 (Annually)
NI082	Inequality gap in the achievement of a Level 2 qualification by the age of 19 (Annually)
NI091	Participation of 17 year-olds in education or training (Annually)
NI067	Percentage of child protection cases which were reviewed within required timescales (Annually)
L153	Percentage of looked after children reaching level 4 in English at Key Stage 2 (Annually)
L154	Percentage of children looked after (as at 31st March) reaching level 4 in Maths at Key Stage 2 (Annually)
L155	Percentage of children looked after achieving 5 A(star)-C GCSEs (or equivalent) at Key Stage 4 (including English and Maths) (Annually)
NI019	Rate of proven re-offending by young offenders (Annually)
NI111	First time entrants to the Youth Justice System aged 10-17 (Annually)
NI072	Achievement of at least 78 points across the EYF Stage with at least 6 in each of the scales in Personal Social and Emotional Development and CLL (Annually)
NI073	Achievement at level 4 or above in both English and Maths at Key Stage 2 (Annually)
NI075	Achievement of 5 or more A(star)-C grades at GCSE or equivalent including English and Maths (Annually)
NI086	Secondary schools judged as having good or outstanding standards of behaviour (Annually)
NI092	Narrowing the gap between the lowest achieving 20 percent in the Early Years Foundation Stage Profile and the rest (Annually)
NI093	Progression by 2 levels in English between Key Stage 1 and Key Stage 2 (Annually)
NI094	Progression by 2 levels in Maths between Key Stage 1 and Key Stage 2 (Annually)
NI102.1	Achievement gap between pupils eligible for free school meals and their peers - Key Stage 2 (Annually)
NI102.2	Achievement gap between pupils eligible for free school meals and their peers - Key Stage 4 (Annually)
NI104	The Special Educational Needs (SEN)_non-SEN gap - achieving Key Stage 2 English and Maths threshold (Annually)
NI105	The Special Educational Needs (SEN)_non SEN gap -- achieving 5 A(star)-C GCSEs including English and Maths (Annually)
NI107	Key Stage 2 attainment for Black and minority ethnic groups (Annually)
NI108	Key Stage 4 attainment for Black and minority ethnic groups (Annually)

L158	Reduction in number of schools where fewer than 60% of pupils achieve Level 4 in both english and maths at KS2 (Annually)
NI114	Rate of permanent exclusions from school (Annually)
NI087	Secondary school persistent absence rate (Annually)
L189	Percentage of referrals to children's social care going on to single assessments (Annually)
L190	Children in care reaching level 4 in Writing at Key Stage 2 (Annually)
L191	Progression by 2 levels in Writing between Key Stage 1 and Key Stage 2 (Annually)
L192	Key Stage 2 attainment for Black and minority ethnic groups containing more than 30 pupils who achieve level 4 in Writing (Annually)
L193	Key Stage 2 attainment for Black and minority ethnic groups containing more than 30 pupils who achieve level 4 in Maths (Annually)

Section 3: Complaints

Corporate Complaints received (CYP&L Social Care)

The number of complaints received in this quarter – 2.

The number of complaints received from Quarter 1 to Quarter 2 (year to date) - 2

Stage	New complaints activity in Quarter 2	Complaints activity year to date	Outcome of total complaints activity year to date
New Stage 2	1	1	Ongoing
New Stage 3	1	1	Not upheld
New Stage 4	0	0	
Local Government Ombudsman	0	0	

Nature of complaints/ Actions taken/ Lessons learnt:

Within CYP&L Social Care, Stage 1 complaints received under the corporate procedure are investigated formally and as thoroughly as those received under the statutory procedure. During Quarter 2, we received and investigated 4 complaints at stage 1 of the corporate procedure.

Statutory Complaints (CYP&L Social Care)

The number of complaints received in this quarter – 6.

The number of complaints received from Quarter 1 to Quarter 2 (year to date) – 12

Stage	New complaints activity in Quarter 2	Complaints activity year to date	Outcome of total complaints activity year to date
Statutory Procedure Stage 1	6	12	1 upheld, 2 partially upheld, 5 not upheld, 4 ongoing,
Statutory Procedure Stage 2	0	1	Not upheld
Statutory Procedure Stage 3	1	1	Ongoing
Local Government Ombudsman	0	0	

Nature of complaints/ Actions taken/ Lessons learnt:

In addition to the above complaints shown, we received a further 7 complaints which have been deferred. This is because these cases are currently within court proceedings. Two further complaints not recorded; one was declined as being made by a non-qualifying individual. Another, as the events to which the complaint referred to, occurred more than 12 months ago.

Compliments received for Children, Young People & Learning - Compliments provide valuable information about the quality of our services and help identify the areas in which we are working well. Across Children Young People & Learning, 90 compliments were recorded for Quarter 2.

Section 4: People

Staffing Levels

	Establishment Posts	Staffing Full Time	Staffing Part Time	Total Posts FTE	Vacant Posts	Vacancy Rate
Director	2	2	0	2	0	0
Learning & Achievement (incl Education Library Service)	118	40	78	79.81	4	3.3%
Children's Social Care	138	91	47	120.18	7	4.8%
Strategy, Resources & Early Intervention	174	77	97	117.63	6	3.3%
Department Totals	432	210	222	319.62	17	3.8%

Staff Turnover

For the quarter ending	30 Sept 2013	4.84%
For the last four quarters	1 Oct 2012 – 30 Sept 2013	11.39%

Total voluntary turnover for BFC, 2012.13: 12.48%
 Average UK voluntary turnover 2011: 9.3%
 Average Public Sector voluntary turnover 2011: 6.7%
 (Source: XPerHR Staff Turnover Rates and Cost Survey 2012)

Comments:

It is typical for employees working in education related fields to leave posts at the end of an academic year, and this is reflected in the statistics.

Staff Sickness

Section	Total staff	Number of days sickness	Quarter 2 average per employee	2013/14 annual average per employee
Director	2	0	0.00	1.00
Learning & Achievement (incl Education Library Service)	118	120.5	1.02	3.19
Children's Social Care	138	365	2.64	8.66
Strategy, Resources & Early Intervention	174	125.5	0.72	4.41
Department Totals (Q2)	432	611	1.41	
Totals (13/14)	432	2340		5.42

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council 12/13	5.56 days
All local government employers 2011	8.1 days
All South East Employers 2011	6.4 days

(Source: Chartered Institute of Personnel and Development Absence Management survey 2012)




Comments:

Absence levels are greatly affected by a small number of Long term sick cases. 68% of the 611 days absences are accounted for by 10 LTS cases, 4 of which were ongoing at the end of Q1. These cases are being managed under the Absence Management procedures.



N.B. 20 working days or more is classed as Long Term Sick.

Section 5: Progress against Medium Term Objectives and Key Actions

Progress has been monitored against the sub-actions, supporting the Key Actions contained in the Children, Young People & Learning Service Plan for 2013 – 2014. This contains 49 actions to be completed in support of 5 Medium Term Objectives. Annex A provides detailed information on progress against each of these actions:

Overall 3 actions were completed at the end of Quarter 2 () , while 44 actions are on schedule () and 2 were causing concern () .

The 2 actions that are causing concern are:

Ref	Action		Progress
4.2.2	Recruit at least 10 foster carer households in 2013/14		One foster family has been approved and a further five are in process of approval. Four families have been assessed as connected persons foster care and a further two are in process. Recruitment continues to focus on fostering; a two stage process has been implemented with an aim to reduce the length of time between application and approval.
5.6.2	Continue to support schools to meet the needs of children with Special Educational Needs.		Support for schools has been affected as the LA was not able to appoint a suitable candidate to a senior adviser post. Alternative arrangements have been made in the interim.

Section 6: Money

Revenue Budget

The original cash budget for the department was £14.942m. Net transfers in of £0.180m have been made bringing the current approved cash budget to £15.122m. In addition to this amount, there is a budget for Dedicated Schools Grant and other income of £79.412m to fund the Schools Budget which is outside the control of the Council. Within the Schools Budget, £15.499m is managed by the Council on behalf of schools. A breakdown of the budget is available in Annex B1, with Annex B2 showing the budget changes processed this quarter.

The forecast outturn for the department is £15.836m (£0.714m over spend on the current approved cash budget). For the Schools Budget, at this stage a £0.251m under spend is being forecast, although due to the changes arising from the national school funding reforms it is not possible to fully assess their impact on SEN costs, and therefore no variances are being reported on these budgets.

A detailed analysis of the variances this quarter is available in Annex B3.

The department has identified the following as a budget that can pose a risk to the Council's overall financial position, principally because it is vulnerable to significant changes in demand for a service. The current position is as follows:

Service Area	Budget £000	Forecast Outturn £000	Comments
Looked After Children – accommodation, care costs and allowance payments	3,928	4,365	There are now (as at 30 September) 108 high cost placements compared to 107 last quarter. The forecast over spend and average cost of placement has decreased mainly due to a reduction in the number of residential placements.

Capital Budget

The total approved capital budget for the department is £15.354m, of which £10.714m is expected to be spent on work completed in the current year, with £4.640m slipping forward into 2014/15 to finalise schemes that cross both years. However, as the DfE has changed the way that it funds LAs for basic needs (pupil places), and rather than allocating all funds directly to LAs, a significant amount of funds - nearly £1bn – has been held back for LAs to bid for, it has not been possible to finalise the programme of works.

Whilst the DfE has now confirmed that the Council has been successful in 4 bids with £7.867m of new grant provisionally allocated, these have yet to be formally approved by Council and added to the approved programme and are therefore excluded from Annex B4.

A detailed list of provisional schemes together with their budget and forecast spend is available in Annex B4.

The following schemes are forecast to over/under spend by at least £20k:

Scheme	Over/Under Spend £000	Comments
None	n/a	n/a.

Section 7: Forward Look

Performance Management & Governance - The School Census is undertaken three times a year which enables a significant amount of information to be gathered from schools, including ethnicity of pupils, languages spoken in schools, and free school meal entitlement, the next Census is due to take place in October.

Work is now underway to develop the new **Children and Young People's Plan** for April 2014. A key part of this is ensuring that the voice of children, young people and learning informs the priorities and actions going forward. We will be undertaking a large scale survey with children and young people in our schools, in partnership with the Children's Society. In addition to the online survey we will be facilitating a number of focus groups for young people to further explore some of the issues they identify. These will be facilitated by the Children's Society, this work is being led by Officers in the Performance Management and Governance Team.

Policy and Commissioning – The publication of School Places Plan will take place in the autumn.

Implementation work progressing on electronic storage of records.

Youth Service Modernisation Programme - Two Open Access pilot schemes started this quarter - early attendance figures show a positive uptake.

Develop the Town Centre Hub at Coopers Hill – the discussion with a housing provider are ongoing.

Youth Work Targeted Delivery – New Health Clinics are going into schools delivering sessions on Substance Misuse and Sexual Health. Two new Sexual Health drop-in clinics are opening in a borough school and a community clinic. 'Stay Safe While Active' road show running at Edgbarrow School, covering all SH topics aimed at year 11.

NEET's work and Preventative - Following promotion at the careers day on 10th October, the Youth Service will be running a fortnight of courses to equip young people with useful skills for the workplace alongside tips and assistance on applying for jobs

Arts Promotion and building confidence - Performing Arts sessions are being run – this will culminate in the performance of a pantomime, "All at Sea", on 16th December. Youngsters are being encouraged to take part in the performance, to provide the music (using the equipment donated by the Sandhurst Town Council) and assist with staging the event.

HR - Continue with the arrangements for the 2013/14 newly qualified teacher pool including attendance at recruitment fairs. Provide support and training for school leaders on performance management taking account of new pay flexibilities. Establish a School Direct service with the Borough's secondary schools for the recruitment of new qualified teachers.

Support schools in completing the school workforce census; the induction programmes for new headteachers; school leaders in dealing with the proposed strike action by teacher unions.

Revise the children's workforce strategy and implement the actions from the recruitment and retention strategy for children social workers.

Support the corporate project to replace the Payroll/HR system.

Support the HR arrangements for any future change in how adoption services are to be provided.

Finance - Continue to monitor the 2013-14 revenue budgets, aiming to identify ways to manage down the forecast over spending.

Assist in the procurement process and financial validation of the school places projects on the capital programme which are to be funded from the recently announced Targeted Basic Needs Grant.

Undertake preparations for the 2014-15 budgets, both those relating to the Department and schools.

Undertake a financial consultation with schools to gather views on whether further changes to be made to the way funds are allocated to schools from April 2014, in line with national funding reforms.

Property and Admissions - The works to expand Crown Wood and Meadow Vale primary schools by one form of entry each are on site and progressing well for completion early in the 2014 Spring term. These are complex construction projects with considerable disruption to normal school life.

Following the successful bid to the DfE, a further £7.8m of capital grant funding for new school places was awarded to Bracknell Forest in August 2013, and this is going forward to the Executive in October 2013 and then to full Council for approval to individual school capacity projects. This grant is spread over the two financial years 2013/15.

The new Managing Partner, Atkins Ltd will come to the end of their transitional handover period from the outgoing partner EC Harris at the end of November 2013. Atkins Ltd are contracted to deliver the Education Capital Programme plus other non-schools construction works across the whole Council over the next 5-10 years.

Every Child A Talker (ECAT) – A further 15 practitioners are accessing ELKLAN accredited training for 0 – 3 year olds (10 week course); 12 practitioners are booked to attend ‘Lets Talk’ (10 week course).

Roll out of child monitoring form to those practitioners not yet engaged with the programme.

Two year old funding – Continue to develop additional spaces in identified areas of demand. Specific work with Crown Wood Community centre to develop a new provision will commence.

Continue to engage with families to encourage registration and access to Children’s Centre Services.

Troubled Families (Family Focus) – Develop a Health worker post to look at both the Sexual Health Needs of families and the broader public health agenda e.g. mental health, obesity etc - to be in post for Dec/Jan.

Continue submitting results payments and send out publicity material to all partners.

ICT - Our Family Focus ICT system is now in operation with over 30 family professionals across 4 separate organisations accessing and sharing information relating to those Troubled Families in Bracknell.

The Schools Server 2008 upgrades will complete in this period. This will ensure all Bracknell Forest schools are fully compliant with Capita's support arrangements for the SIMS application.

The Schools Apple project will focus on bedding in of the technology in terms of licensing, IT support and Curriculum software for iPads.

This quarter will see further workshops with Secondary schools and data quality exercises to prepare for the next School Workforce Census on 7th November.

We are hosting two half day courses on 'Discover' a new reporting tool to help analyse assessment data in schools. We aim to have 5 schools using the reporting tool by the end of the next quarter.

Youth Offending Service - The 2013 – 16 Youth Justice Strategic Plan has been prepared and is out for consultation. This will go to full council for sign off in November.

An audit of YOS cases where there are child safeguarding issues will be conducted and an action plan will be developed.

Safeguarding - Children Social Care (CSC) is working with colleagues from the Community Safety Team to address domestic violence and expect to be able to offer a Tier 2 step-down (from CSC) service in the next few months. The plan is for specially trained staff to offer perpetrator services to the perpetrator who may continue to live in the family home for selected cases (only where the child is not shown to be at risk of significant harm).

Specialist Support Services - To continue to increase the use of Family Group Conferencing for families at an earlier stage, as well as pre court stage (PLO), including Edge of Care, Section 47 and Single Assessment and seek to develop links with the Early Intervention Hub.

Continue to develop **Personal Budgets** and contribute to **Local Offer**. In line with The Green Paper, 'Support and Aspiration: A new approach to Special Educational Needs and Disability' and the 'Next Steps' document. Progress the Resource Allocation System and set up a multi-agency (Health, Education and Social Care) subgroup to progress the personal budgets agenda.

Improve services for vulnerable children and support strong families - develop a task and finish group to assist with improving the voices of children with disabilities. To include social work focus on aspirations to ensure that all children and young people can succeed and be part of their life plan, no matter what their additional need.

Looked After Children - National Adoption week 4th – 10th November 2013 will be used to further promote the need for prospective adopters for children. The Family Placement recruitment officer will be encouraging staff across the Council to promote the message.

The Adoption 'score card' is to be published in November. We are anticipating improvement in the overall performance for adoption services provided by Bracknell Forest Council.

Helen Fenton (Team Manager Family Placement team) has been shortlisted as Manager of the Year in the national Social Work of the Year awards. She was nominated by her team and Bracknell Forest foster carers. The finalists have been invited to a ceremony in London on November 29th 2013.

The Care Leavers achievement award ceremony is to be held in December, alongside the Care Leavers Christmas dinner and activity

Over the next few quarters the **School Improvement Team** will provide training for schools on the revisions to the school inspection framework introduced from September 2013. Visits to schools will focus on a detailed analysis of results and outcomes for pupils including those at the end of each Key Stage and post-16. Members of the team will also be assisting governors with the performance management of headteachers.






The relative performance of groups of children and young people, including those eligible for a free school meal and those from minority ethnic groups or who are looked after by the Authority will be further analysed to determine if more support is needed to ensure that they make good progress.








In-service training for teachers will focus on the teaching of the new National Curriculum with a particular focus on mathematics and English.





A new range of adult learning courses will start at the Open Learning Centre and other venues across the Borough. Further, more detailed work will also be undertaken leading to the establishment of a community learning trust.






Work will continue **relocating staff from the Pines Professional Centre** and the creation of new facilities for children and young people with special educational needs. The SEN team will work with pathfinder authorities to develop the local offer and will continue to ensure appropriate placements for pupils with a statement of special educational need.

Annex A: Progress on Service Plan Actions










MTO 1: Re-generate Bracknell Town Centre				
Sub-Action	Due Date	Owner	Status	Comments
1.9 Implement an Accommodation Strategy to rationalise the number of buildings used by the Council.				
1.9.9 Move CYPL to final locations in Time Square.	31/03/2014	CYPL		Children's Social Care successfully completed their interim move to the fourth floor of Time Square at the end of August. There were no significant concerns and the new working environment is very appropriate and liked by staff. Focus has now moved to planning the final move of CSC to the second floor and the move of colleagues from Ocean House to the second and third floors.
1.9.14 Implement flexible and mobile working across all town centre offices.	31/03/2014	CYPL		The ICT refresh and distribution of updated mobile telephones has been completed. The corporate programme has now closed, with all departments fully implemented.
MTO 4: Support our younger residents to maximise their potential				
4.1 Provide accessible, safe and practical early intervention and support services for vulnerable children and young people in the Borough.				
4.1.1 Embed and monitor the impact of the Early Intervention Hub.	31/03/2014	CYPL		The Hub has continued to meet on a fortnightly basis, and is well attended by a wide range of partner agencies. The Early Intervention Group (a sub group of the CYP Partnership and the LSCB) maintains an overview of the work of the Hub, and will be receiving an update in October. Plans are now being made to evaluate the impact of the Hub, scoping to take place by early November, and activity to begin in December, with a full report available in March 2014.
4.1.2 Implement the Troubled Families Initiative and work with families who meet the criteria for Family Focus.	31/03/2015	CYPL		Following significant work a Credit Union will be rolled out this winter. The Troubled Families payment by results funding arrangements has resulted in payment for 8 families that have been successfully turned around. Trialling of a new approach to 'family mental health issues'. Broadening the scope of a new sexual health worker to be more generic and encompass the lower level health needs of our troubled families.
4.1.3 Provide targeted support to young carers via commissioned service KIDS.	31/03/2014	CYPL		Regular monitoring has identified that KIDS are on target to achieving the required development areas by the end of the year. Work is now focusing on the re-tendering of the service to take effect from 1 April 2014. A Pre-Qualification process has been used, which yielded a number of possible providers. The specification and






				Invitation to Tender are being developed for issue on 18 October.
4.2 Increase the number and continue to support foster carers.				
4.2.1 Recruit at least 8 adoptive families in 2013/14 to meet the needs of children requiring adoption'.	31/03/2014	CYPL		Nine prospective adoptive families have been approved to date.
4.2.2 Recruit at least 10 foster carer households in 2013/14.	31/03/2014	CYPL		One foster family has been approved and a further five are in process of approval. Four families have been assessed as connected persons foster care and a further two are in process. Recruitment continues to focus on fostering; a two stage process has been implemented with an aim to reduce the length of time between application and approval.
4.3 Increase opportunities for young people in our youth clubs and community based schemes.				
4.3.1 Increase number of youth work sessions offered by the Youth Service.	31/03/2014	CYPL		Youth Service attendances in Q2 were 7,042. This is a 36% increase on attendances in the same quarter last year (Q2 2012/13 - 5,172). The increased attendances come mainly from the expansion in the Sexual Health teaching and drop in clinics, increased uptake in activities run at the NRG youth centre, the variety of summer activities and additional young people attending sessions run by our commissioned partners KIDS (Young Carers) and South Hill Park
4.3.2 Contribute to an increase in the number of youth club style sessions in the borough provided by others.	31/03/2014	CYPL		'Open access' youth provision at Sandhurst and Great Hollands, provided by SHP and Berkshire Youth respectively, began on a pilot basis on the 1 August for a three month period. Initial indications are that the pilots are proving very successful in attracting different young people to those traditionally attending at those centres.
4.3.3 Develop on-line access to information regarding positive activities for young people.	31/03/2014	CYPL		The process to specify requirements and source a developer for the new Xpresionz website has been completed. Young people have been involved in all stages of this process, including seeking appropriate content.
4.3.4 Implement phase three of the Modernisation of the Youth Service Programme, including the development of options for the Town Centre Youth Hub.	31/03/2014	CYPL		Progress on the development of the Coopers Hill site is being made, with a focus on developing the site and funding matters.
4.4 Provide targeted support for families in need through our network of Children's Centres to support early intervention and prevention.				
4.4.1 Provide targeted Family Outreach support from Children's Centres.	31/03/2014	CYPL		The Family Outreach Service supported 102 adults and 126 children on an individual basis in their own homes during July to September 2013. The increase in numbers was due to a full time vacancy now filled and a higher level of referrals. All the families









				worked with were targeted vulnerable groups and were experiencing a range of problems including domestic abuse, mental health issues, housing etc.
4.4.2 Provide targeted early intervention parenting programmes from Children's Centres.	31/03/2014	CYPL		Parenting programmes started in September 2013 include: Freedom - 12 adults; Solihull course - 12 adults including 2 fathers; Time Out for Parents - 13 adults including 3 fathers. 3 of the fathers are attending the parenting programmes to meet court requirements around access/contact with their children.
4.5 Encourage and facilitate enough high quality, affordable, inclusive childcare places for those working parents that require one.				
4.5.1 Encourage and facilitate enough high quality, affordable, inclusive childcare places for those working parents that require one, through Childcare Sufficiency Strategy and monitoring.	31/03/2014	CYPL		A total of 16 additional childcare places have been created in Jennetts Park and Priestwood. During the summer, a total of 800 sessions were delivered across the holiday schemes. External funding has been secured to run transition sessions for vulnerable young people between Primary and Secondary stage.
4.6 Support a wide range of flexible respite services for the carers of children and young people in need.				
4.6.1 Continue to implement the support and services within the Aiming High initiative and seek ongoing opportunities to further develop support and services available.	31/03/2014	CYPL		Aiming High continues to provide a wide range of short break services for disabled children and their families to ensure they receive the services and support needed to achieve. The programme continues to focus on developing short breaks, accessible childcare, parent participation, and support for young people as they approach adulthood. A summary of the AH Consultation document was finalised and sent to parents and professionals in August 2013. Seven actions were identified two are complete, others on-going. The inclusion initiative has been particularly effective over the summer holidays with an increase in the number of children being supported to access mainstream holiday activity schemes. During this period Aiming High has also run a parenting course for parents of children with additional needs. Ten parents attended, the feedback in relation to impact on them and their children was extremely positive. We continue to have a waiting list for children over 11's and for Saturday short breaks club, which is currently approximately a year.
4.7 Prioritise the safety, health and well being of all young residents in all of our plans for them.				
4.7.1 Ensure the priorities are communicated across	31/03/2014	CYPL		The LSCB Annual report for 2012/13 has been completed, and has been


partnerships via meetings, presentations and reports.				discussed at the CYP Partnership Board and LSCB Executive. It will shortly be presented to the Council's Executive (in October) and the Health and Wellbeing Board (in December). Likewise the Children and Young People's Plan review will be presented to the Council's Executive in October. Both documents highlight areas of progress, and identify areas for development in the coming year.
4.7.2 Ensure performance reporting highlights relevant issues of safety and health and wellbeing through monitoring, inspection and quarterly reporting mechanisms.	31/03/2014	CYPL		The update provided in Q1 remains in place. Performance monitoring continues, Bracknell Forest contributes to a South East Regional Benchmarking data group for Children's Services and two Officers in the Performance Management and Governance Team attend and contribute to the ongoing development of this tool. An annual benchmarking data report has been published which is currently being reviewed for any key performance information.
4.8 Ensure all children and young people feel safe, are protected from harm and abuse, have their views respected and gain confidence as a member of the local community.				
4.8.1 Children's views are listened to and form part of the plan for work with the family.	31/03/2014	CYPL		The child's views are collected by the social worker or the family worker when assessments are completed using child appropriate tools and are reported at the child in need meeting or child protection conference forming part of the plan for the child and family.
4.8.2 Workforce Strategy in place to support recruitment of skilled and experienced staff across the Department.	31/03/2014	CYPL		The School Direct Scheme has been established with the secondary schools in the Borough and support is being provided for the primary scheme. All schools have recruited a substantive headteacher. The recruitment and retention strategy for children's social workers has been updated and preparation for a 'health check' for this area of the workforce has begun.
4.8.3 Safer Workforce Training in place and regularly reviewed.	31/03/2014	CYPL		The safer workforce training programme is in place and operating effectively. Work to begin shortly on identifying methods of evaluating the impact of the programme on practice and behaviour. The programme designed as an introduction for school governors has been reviewed.
4.9 Continue to improve outcomes for looked after children in education, health and employment.				
4.9.1 Continued focus on the development of support for Care Leavers to improve education/employment and training opportunities.	31/03/2014	CYPL		The number of care leavers who are NEET at any one time fluctuates; some are unable to work because of health or parenting responsibilities. However creative ideas are being developed to engage care leavers in






				positive activities which will improve their life chances. This will always be a work in progress.
MTO 5: Work with schools and partners to educate and develop our children, young people and adults as lifelong learners				
5.1 Continue to work with early years providers to close the attainment gap.				
5.1.1 Implement the Every Child a Talker Programme to further improve and develop speech and language skills of children in early years	31/03/2014	CYPL		The average percentage for children at risk of delay across all 3 strands in the revised EYFS (listening, understanding, talk) was 16.3 % at the end of July 13. This is well within the national estimate of 20% of children needing support with speech and language. The overall EYFSP results for 2013 are above the national average. 77% of children were showing a good level of development in their speech language and communication. BF now have 33 Early Lead Language Practitioners (ELLPs) across a range of EY settings.
5.1.2 Implement the disadvantaged funding for two year olds in 2013.	31/03/2014	CYPL		The 2 Family Outreach Workers (FOW) have had a 92% response rate from eligible families. 86% of children are now placed in early years provision (165 children). Families are also being signposted to other agencies for further support e.g. Children's Centres, housing and benefits etc We are working closely with providers to create additional spaces. 3 childminders are now engaged and we are working hard to engage with more. The data is helping to identify where we may have sufficiency difficulties and therefore are able to target providers and areas to create further capacity for September 2014.
5.1.3 Track progress of two year olds to monitor impact of additional funding/resources.	31/03/2014	CYPL		There have been some delays in the continuation of this project (with partnering local authority) due to staff capacity/changes and some children/families moving on. We are, however, continuing to move the project forward as a Bracknell Forest project.
5.2 Increase the number of schools in the Borough rated 'good' or 'outstanding' by Ofsted by raising levels of attainment and progress across all phases of learning for all pupils.				
5.2.1 Provide training and support for headteachers and governors in relation to the judgments made by Ofsted and seek to ensure teaching is of the highest quality.	31/03/2014	CYPL		A programme of training is available including regular meetings for school leaders and governors. Latest information related to the Ofsted Framework for inspecting schools has been distributed widely.
5.2.2 Undertake supported school reviews to ensure that school self-evaluation is accurate and that school's have identified the correct priorities for improvement.	31/03/2014	CYPL		A programme of supported self reviews, led by experienced school advisers and involving senior staff in schools, has continued.

5.2.3 Monitor the outcome of inspections of schools and adult learning provision and provide support as appropriate.	31/03/2014	CYPL		All inspection reports and letters following monitoring visits by Ofsted are scrutinised and support provided to schools in line with recommendations.
5.3 Support school leaders and governors when considering alternative forms of governance, including forming federations or Academy trusts.				
5.3.1 Provide information and support to governors and interface with Government agencies and DfE when schools are considering a change of status.	31/03/2014	CYPL		Whilst no schools are consulting formally on conversion to Academy status the Department continues to provide information and guidance as required.
5.4 Increase the number of young people achieving five or more good GCSE passes including English and mathematics and improve the performance of all underperforming groups of children and young people				
5.4.1 Analysis of primary schools performance data and track pupil progress in order to plan and implement appropriate interventions.	31/03/2014	CYPL		This analysis is undertaken annually and interventions are discussed with schools on an on-going basis.
5.4.2 Analysis of secondary schools performance data and track pupil progress in order to plan and implement appropriate interventions.	31/03/2014	CYPL		Provisional results show further improvements.
5.5 Increase the average point score of students taking 'A' level examinations				
5.5.1 Analyse post 16 results and option choices and discuss progress with headteachers.	31/03/2014	CYPL		Provisional results available. Detailed analysis will inform discussions with headteachers during Q3.
5.6 Support children and young people with special needs, where possible at appropriate provision within the Borough.				
5.6.1 Progress plans to develop a new SEN resource to meet the increase in demographic changes.	30/04/2014	CYPL		DfE capital funds bid accepted. Building has been identified and project board to be formed. Analysis of data and work to identify client base is on going.
5.6.2 Continue to support schools to meet the needs of children with Special Educational Needs.	31/03/2014	CYPL		Support for schools has been affected as the LA was not able to appoint a suitable candidate to a senior adviser post. Alternative arrangements have been made in the interim.
5.6.3 Implement the changes required by the emerging draft legislation on Reform of provision for children and young people with Special Educational Needs and the DfE reform of school funding for SEN pupils.	30/09/2014	CYPL		The SEN funding reforms have been implemented and the LA is currently supporting schools with these changes. A Steering Group has been organised and met to begin to implement the reforms. A core group of officers have been attending events run by the pathfinders and work streams have been formed to start progressing the reforms.
5.8 Encourage and support residents to become school governors.				
5.8.1 Continue with campaign to recruit school governors through publicising the work of governing bodies and providing support and training.	31/03/2014	CYPL		The report of the Overview & Scrutiny Working Group was published in July 2013. Recommendations were shared with Chairs of Governors. The Training Handbook for governors has been reviewed and updated.
5.9 Increase the participation of school leavers in employment, education or				

training.				
5.9.1 Continue to work with schools to identify young people at risk on disengaging in education, employment or training and ensuring appropriate interventions are put in place.	31/03/2014	CYPL		Support is provided to young people at risk of becoming NEET. This is achieved through the risk of neet indicators (RONI) which has been re-run for the new academic year, which is used in discussions with school regarding any young people they feel we should be working with. Our transition co-ordinator works with individual young people to support their progression ensuring their continued engagement. This has resulted in 89% of the risk young people being supported, continuing in education, employment and training. Other bespoke support is brokered in though the work of the participation group or direct commissioning of provision.
5.10 Encourage all residents to continue as learners, both in relation to future employment and recreation				
5.10.1 Promotion of Lifelong Learning activities available in Bracknell Forest.	31/03/2014	CYPL		Agreements have been made with BFVA to deliver programmes to develop volunteers, build capacity within the voluntary sector and provide first steps information sessions in safeguarding. The ARK will provide a programme for people with learning and physical disabilities which will encompass employability, health & wellbeing and independent living. Bracknell Forest Homes will provide a programme of activity for residents in social housing to include employability, digital inclusion, health & wellbeing and family intergeneration activities. The Autumn brochure for Adult Learning has been published. It has been distributed to all public places, schools and individuals that have requested a copy.
5.10.2 Work with strategic partners to ensure a wide and varied offer for residents.	31/03/2014	CYPL		A new bid for EIF funds has been submitted with the Community Cohesion team. Work continues with adult social care to build a programme of activity for older people, carers and those with disabilities. The Family Information Service and Behaviour Support Team will provide family learning and parenting activities across the Borough. Progress with the Community Learning Trust has stalled during the summer period but will now be a focus for further detailed work.
5.10.3 Source alternative funding to support the provision of Lifelong Learning.	30/04/2014	CYPL		A second EIF bid has been submitted in partnership with the Community Cohesion team.
5.10.5 Examine potential for joint City Deal bid based upon Skills & Learning in Reading, Wokingham and West Berkshire.	31/03/2014	CYPL		Further work has been undertaken with other Councils on developing the City Deal proposal focussed on opportunities for employment.

5.11 Ensure systems in place for effective pupil and school place planning.				
5.11.1 Robust planning for school places, to accurately forecast future requirements.	31/03/2014	CYPL		All data for this year's forecasts has been received and checked, and forecasts produced for the 2014-2018 period. Data and commentary were reported on schedule on 23 August to the Education Funding Agency. Work has progressed on the School Places Plan, with a final draft version due to be considered by the Pupil Place Planning Board on 7 October and Departmental Management Team on 15 October.
5.11.2 Provision of Sufficient Pupil Places, through the Education Capital Programme to meet Basic Need.	31/03/2014	CYPL		A total of 180 additional school places were created under the Education Capital Programme for September 2013. There were sufficient overall school places to ensure that all applicants were offered a school place, and 96% of primary and 96% of secondary applicants were offered one of their preferences. Following a successful bid to the DfE, a further £7.8m of capital grant funding for new school places was awarded to Bracknell Forest in August 2013.
5.12 Co-ordinate services to schools.				
5.12.1 Prepare and promote a range of services for schools to buy for a three year period from 1 April 2013.	31/03/2014	CYPL		Services continue to be well-used by schools, and support is provided to providers as appropriate. Attention has moved to supporting those services due to be provided through an SLA for the first time from 1 April 2014.
5.12.2 Monitor take up of Services to Schools.	31/03/2014	CYPL		Take-up continues at the same level as in Quarter 1.
MTO 6: Support Opportunities for Health and Wellbeing				
6.2 Support the Health and Well Being Board to bring together all those involved in delivering health and social care in the Borough.				
6.2.4 Work collaboratively with colleagues in health to develop joint working and delivery of services for children and young people.	31/03/2014	CYPL		The legislative changes in SEN are being planned with health colleagues. There is also discussion with Public Health. Meetings on health commissioning are taking place with health commissioners.
MTO 11: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money				
11.8 implement a programme of economies to reduce expenditure				
11.8.5 Develop proposals to help the Council produce a balanced budget in 2014/15.	31/03/2014	CYPL		The budget planning for 2014-15 has started and follows a detailed time plan. The work is on schedule.
11.10 Children and Young People's Partnership provides the opportunity to develop and agree joint priorities for improvement.				
11.10.1 Review the progress made against the priorities in the Children and Young People's Plan during 2012.	30/06/2013	CYPL		This task has been completed
11.10.2 Identify new actions for the final year of the Children and Young People's Plan.	31/01/2014	CYPL		Actions have been agreed and will be monitored through the CYP Partnership. A particular focus has

				been placed on further developing key partnership links with health colleagues to determine how we may work more closely in progressing health and wellbeing actions.
11.10.3 Develop a three year Children and Young People's Plan (2014-2017).	30/04/2014	CYPL		A proposal for the development of the new CYPP was agreed by the CYP Board in July. A key element of the new plan is in ensuring that we are able to seek the views of children and young people. In order to achieve this it is planned to undertake a broad survey with children and young people in schools, we have partnered with the Children's Society to carry out this survey. In addition to the online survey a series of focus groups with various groups of children and young people will take place, also facilitated by the Children's Society, led by Officers in the Performance Management and Governance Team. The findings from this consultation will inform the new CYPP.

Status Legend	
Where the action has not yet started but should have been, or where the action has started but is behind schedule	
Where the action has not yet started or where the action has been started but there is a possibility that it may fall behind schedule	
Where the action has started, is not yet completed, but is on schedule	
Where the action has been completed (regardless of whether this was on time or not)	
Where the action is no longer applicable for whatever reason	

Summary Revenue Budget Breakdown

CHILDREN, YOUNG PEOPLE AND LEARNING DEPARTMENT - AUGUST 2013								
	Original Cash Budget	Virements & Budget C/Fwds	NOTE	Current Approved Budget	Spend to Date %	Variance Over/(Under) Spend	Variance This Month	NOTE
	£000	£000		£000	%	£000	£000	
CHILDREN, YOUNG PEOPLE AND LEARNING DEPARTMENT								
Director								
Departmental Management Team	621	-3		618	22%	0	0	
	621	-3		618	22%	0	0	
CO - Learning and Achievement								
School Improvement, Music and Governor Services	744	-5		739	-8%	-65	-65	1
Advice for 13-19 year olds	565	0		565	26%	0	0	
Adult Education	16	-1		15	103%	0	0	
Education Psychology and SEN Team	293	244		537	31%	0	0	
Education Welfare and Support	437	12		449	24%	-30	-30	1
	2,055	250		2,305	17%	-95	-95	
CO - Children & Families: Social Care								
Children's Services & Commissioning	1,763	12		1,775	35%	242	242	2
Children Looked After	4,878	2		4,880	31%	480	-102	2, 3, 4
Family Support Services	1,288	2		1,290	39%	25	25	4
Youth Justice	308	1		309	38%	0	0	
Other children's and family services	1,156	-251	a, c	905	22%	46	46	4
Management and Support Services	45	66		111	8%	0	0	
	9,438	-168		9,270	32%	793	211	
CO - Strategy, Resources and Early Intervention								
Early Years, Childcare and Play	1,677	64		1,741	23%	0	0	
Youth Service	695	-3		692	35%	0	0	
Performance and Governance	747	4	a	751	30%	0	0	
Finance Team	411	5		416	23%	-18	-18	5
Human Resources Team	181	-10		171	-82%	-10	-10	5
Property and Admissions	285	-5		280	22%	0	0	
Information Technology Team	284	0		284	-4%	0	0	
Extended services and support to families	272	10		282	17%	0	0	
School related expenditure	264	0		264	-85%	0	0	
Seymour House Office Services	124	36	c, d	160	3%	0	0	
	4,940	101		5,041	14%	-28	-28	
Education Grants	-2,112	0		-2,112	0%	44	-4	6
TOTAL CYP&L DEPARTMENT CASH BUDGET	14,942	180		15,122	28%	714	84	
TOTAL RECHARGES & ACCOUNTING ADJUSTMENTS	9,290	-88	e	9,202	-8%	0	0	
GRAND TOTAL CYP&L DEPARTMENT	24,232	92		24,324	14%	714	84	
Memorandum items:								
Devolved Staffing Budget				11,080		190	190	

CHILDREN, YOUNG PEOPLE AND LEARNING DEPARTMENT - AUGUST 2013

	Original Cash Budget	Virements & Budget C/Fwds	NOTE	Current Approved Budget	Spend to Date %	Variance Over/(Under) Spend	Variance This Month	NOTE
	£000	£000		£000	%	£000	£000	
<u>Schools Budget - 100% grant funded</u>								
<u>Delegated and devolved funding</u>								
Delegated School Budgets	67,726	-3,813	f, g	63,913	35%	0	0	
School Grants - Income	-4,420	-111	g	-4,531	-7%	0	0	
	63,306	-3,924		59,382	38%	0	0	
<u>LEA managed items</u>								
SEN provisions and support services	6,098	1,677	g, h	7,775	12%	0	0	
Education out of school	1,071	20	h	1,091	30%	1	1	7
Pupil behaviour	527	-93	h	434	24%	-13	-13	8
School staff absence and other items	1,341	156		1,497	10%	-32	-32	9
Combined Service Budgets	691	-1		690	20%	-19	-19	10
Early Years provisions and support services	2,992	737	f	3,729	34%	-88	-88	11
Support to schools in financial difficulty	304	-21		283	0%	-100	-100	12
Standards Fund LA Managed	0	0		0	0%	0	0	
	13,024	2,475		15,499	19%	-251	-251	
<u>Growth to be allocated</u>	2,535	-2,535		0	0%	0	0	
<u>Dedicated Schools Grant</u>	-78,865	3,984	f	-74,881	36%	0	0	
<u>Balance on Schools Budget Reserve at start of year</u>	0	0		0	0%	0	0	
<u>Transfer year-end balance to general Schools Budget Reserves</u>		0		0	0%	0	0	
TOTAL - Schools Budget	0	0		0	0%	-251	-251	
<u>Memorandum item: Unallocated balance on Schools Budget Reserve</u>								
Unallocated balance on general Schools Budget reserve at 1 April 2013						517		
Proposed transfer to School Meals Re-tendering Reserve						-40		
Available balance						<u>477</u>		

Children, Young People and Learning Virements and Budget Carry Forwards

Note	Total	Explanation
	£'000	
		<u>DEPARTMENTAL CASH BUDGET</u>
	155	Changes reported to last period
		<u>House keeping virements</u>
a	0	There has been a change in management responsibility which requires a transfer of £0.005m from the grants budget in CSC to Children's Participation in SREI for the management of LAC advocacy services.
		<u>Planned Maintenance</u>
b	1	Initial planned maintenance allocations have been allocated to Departments.
		<u>Telephony and broadband</u>
c	2	The new ways of working require a redistribution of the broadband and telephony budget.
		<u>Transfer between cash and non-cash budgets</u>
d	22	Whilst the review of trading with schools indicated that overall income received from schools covered full costs, an adjustment between the cost of services provided by CYPL in the cash budget, and those by Corporate Services through non-cash recharges is required to properly align income to budgets.
	180	Total
		<u>DEPARTMENTAL NON-CASH BUDGET</u>
	-66	Changes reported to last period
		<u>Transfer between cash and non-cash budgets</u>
e	-22	As set out above, whilst the review of trading with schools indicated that overall income received from schools covered full costs, an adjustment between the cost of services provided by CYPL in the cash budget, and those by Corporate Services through non-cash recharges is required to properly align income to budgets.
	-88	Total

Note	Total	Explanation
	£'000	
		<u>SCHOOLS BUDGET</u>
	0	Changes reported to last period
		<u>Virements</u>
f	0	<p>There are a number of adjustments from the DfE relating to the level of Dedicated Schools Grant (DSG) that will be received. There is a net deduction to DSG of £0.371m relating to SEN funding responsibilities that have transferred to the Education Funding Agency (EFA), with the expectation that consequential expenditure reductions will follow in SEN budgets which have been reduced accordingly. A further deduction of £3.503m has been made to finance Ranelagh Academy as the original funding settlement to LAs includes academy school funding that is set in accordance with the local Funding Formula.</p> <p>The DSG has been reduced by £0.157m for Early Years. This reflects updating funding from the January 2012 census data to January 2013 where there are 40 less children. As a consequence of this, the budget to pay early years providers has been reduced to reflect the expected lower payments. The final change relates to High Needs funding which has been increased by £0.047m to correct a DfE over deduction of funding relating to Ranelagh Academy SEN Resource Unit. The LA remains responsible for funding the unit to the end of August but funding had previously been removed for the whole year. The DSG income budget will be increased as will the relevant SEN budget to finance the payments to Ranelagh.</p>
g	0	<p>EFA sixth form grants need to be re-stated to the amounts due to be paid in 2013-14. There are 2 elements to this. Firstly, there is a £0.044m reduction in net allocations to mainstream sixth forms, which requires a consequential reduction in Schools Grant income and Delegated Schools Budgets which the grant income finances. Secondly, there is £0.412m of funding for Kennel Lane Special School (KLS) sixth form which was not expected when the budget was set. Of this amount £0.004m must be passed on to KLS as a bursary fund to be paid to students, with the School Grants and Delegated School Budgets increased accordingly. The remaining £0.408m is additional income to the Schools Budget which again means an increase to School Grants budget, which is to be applied as an increase against SEN budgets which is the purpose of the allocation.</p> <p>A further change needs to be made between the original KLS budget and those supporting SEN. The original budget for KLS included fully funding the school. The new funding arrangements mean that appropriate costs of other LA pupils attending KLS will be paid by the placing LA direct to KLS as income. The estimated £0.129m of income therefore needs to be removed from Delegated School Budgets and added to SEN budgets to pay for BF placements in other LA schools.</p>
h		<p>The final adjustment relates to a re-classification of £0.050m of expenditure which should be recorded as £0.020m education out of school, and £0.030m to SEN provisions and support services, rather than as pupil behaviour.</p>
	0	Total

Budget Variances

Note	Reported variance £'000	Explanation
		<u>DEPARTMENTAL BUDGET</u>
	630	Amount reported last period
		<u>CO - Learning and Achievement</u>
1	-95	The School Improvement Team has seen a significant amount of staff turnover and whilst good progress has been made in filling the vacant posts, the DSB is expected to under spend by £0.035m. Despite staff shortages, there is expected to be an over achievement of income from schools of £0.030m as attendance rates are higher than originally anticipated. The Pyramid for children programme that provides routine screening of the emotional health of all year 3 pupils of participating schools will not now take place, resulting in a £0.030m saving.
		<u>CO - Children & Families: Social Care</u>
2	285	The increase in number of looked after children and the number of cases in court proceedings over the last year, has had an impact on the case loads being managed by social workers with additional support required to maintain appropriate levels of safeguarding. This is most acute in respect of numbers of very young children and has required the recruitment of six extra staff above establishment. The total additional cost is estimated at £0.285m. These posts were recruited to during 2012-13 and funded from the Corporate Contingency. A bid for funding is likely again in 2013-14, with an on-going budget pressure for the posts for 2014-15 likely to be put forward to the Executive for consideration.
3	-130	<p>There have been a number of changes in placements that in total aggregate to a reduction in forecast spend of £0.130m.</p> <p>The cost of placements in residential and semi-independent settings are forecast to be £0.168m less than previously reported. Most of the change relates to the on-going work that is in hand to reduce the cost of existing placements. For three young people, support needs have changed, reducing forecast costs by £0.033m. For two young people, moves to new provisions have been secured which has reduced anticipated spend by £0.127m. A further £0.113m reduction in spend will occur as a result of an anticipated move of a young person to the unused place on the contract with Keys. There have been two new placements at a total cost of £0.105m of which £0.085m relates to the breakdown on a placement in in-house fostering, and £0.020m for short term placement for a new born baby.</p> <p>Placement costs in Independent Fostering Agencies have increased by £0.053m. This is mainly accounted for through reduced spend of £0.027m following the adoption of one young person, and £0.087m additional spend on three new placements that have been required following break downs in arrangements that supported the young people within their family homes through in-house fostering.</p>

Note	Reported variance £'000	Explanation
4	56	<p>In terms of placements within in-house fostering, there have been a number of moves and changes that in total results in £0.015m less spend. There have been 8 new placements which have been offset by 5 children returning to their homes, 3 placed for adoption and 3 where placements have broken down and alternative provisions put in place.</p> <p>A range of other costs have increased by £0.056m which comprises; additional income of £0.015m from the PCT in contribution to health care costs of young people in Larchwood; new costs of £0.025m arising from Public Law Order (PLO) Assessments, as required by the Children and Families Bill. PLOs require independent assessments prior to court proceedings, for the LA to pay, rather than as previously during the court process when courts paid. The final variance relates to additional adoption allowances being paid, where the budget is forecast to over spend by £0.046m. This reflects an additional 5 adoptions.</p> <p><u>CO - Strategy, Resources and Early Intervention</u></p>
5	-28	<p>The Finance Team currently has 2 posts unfilled. Some backfill arrangements are in place and the Team is expected to be fully staffed by the end of the year. At this stage, an under spending of £0.018m is anticipated. There is also a £0.010m saving on staffing in Human Resources that arises from staff turnover.</p> <p><u>Education Grants</u></p>
6	-4	<p>The DfE has made a revised allocation of Education Services Grant.</p>
	714	Grand Total Departmental Budget
	0	<p><u>DEPARTMENTAL NON-CASH BUDGET</u></p> <p>Amount reported last month.</p>
	0	Grand Total Departmental Non-Cash Budget

Note	Reported variance £'000	Explanation
		<p><u>SCHOOLS BUDGET</u></p> <p>The Schools Budget is a ring fenced account, fully funded by external grants, the most significant of which is the Dedicated Schools Grant (DSG). 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.</p> <p>April 2013 saw the introduction of funding reforms in the Schools Budget and this has in particular resulted in significant changes in arrangements for funding special educational needs. Due to these changes, insufficient information is currently available to provide a robust forecast of likely expenditure, and therefore no variances are being reported on SEN at this time.</p>
	0	Amount reported last period.
		<p><u>Education out of school</u></p>
7	1	A minor saving on staffing is anticipated.
		<p><u>Pupil behaviour</u></p>
8	-13	Temporary staff vacancies will result in a saving of £0.007m, with £0.004m additional income expected from external users of the Pines Professional Centre. A small number of other minor variances are also anticipated.
		<p><u>School staff absence and other items</u></p>
9	-32	There is expected to be a £0.015m over spend in the School Admissions Team where additional staff have needed to be recruited to cover long term sickness and maternity leave absences. This has been offset by, based on current trends, an expected saving of £0.032m on official school staff absences, such as maternity leave, and a £0.020m saving on the charge for Carbon Reduction Commitment. There are also a number of other minor variances.
		<p><u>Combined Service Budgets</u></p>
10	-19	A £0.017m saving will be achieved on the SLA with the Margaret Wells Furby Children's Resource Centre which provides support and advice to disabled children and their families including medical support, occupational therapy, physiotherapy, speech and language therapy and parent support groups as a result of requiring less services than allowed for in the budget. There are a small number of other variances also.

Note	Reported variance £'000	Explanation
11	-88	<p><u>Early years provisions and support</u></p> <p>2013-14 DSG included two year funding to develop and maintain the additional places required to meet the new statutory duty for the most deprived 2 year olds to receive 15 hours a week free childcare. At this stage £0.082m is expected to be unspent and to be made available for this purpose in 2014-15, subject to there being sufficient funds in the Schools Budget. There are a small number of other variances also.</p>
12	-100	<p><u>Support to schools in financial difficulty</u></p> <p>There is no clear indication of spend against this £0.283m budget, with only one school having contacted CYPL requesting additional support, of which £0.030m has been approved by the Director under powers set out in the approved policy. Further financial support will be required to schools in danger of entering or just exiting Ofsted categories although precise amounts are unclear at this stage. This is a volatile budget.</p>
	-251	Grand Total Schools Budget

Summary Capital Budget Breakdown

Cost Centre Description	Approved Budget £000's	Cash Budget 2013/14 £000's	Expenditure to Date £000's	Carry Forward 2014/15 £000's	(Under) / Over Spend £000's	Target for Completion	Current status of the project / notes
SCHOOL PROJECTS							
Cranbourne Primary	7.2	7.2	7.2	0.0	0.0	On site at Mar 2014	Project in design
Crown Wood Primary	3,381.5	3,306.5	411.3	75.0	0.0	Final phase complete by Mar 2014	On site
Fox Hill Primary	3.7	3.7	3.7	0.0	0.0	Pre app complete Aug 2013	Project in design
Great Hollands Primary	4.2	4.2	4.2	0.0	0.0	Pre app complete Aug 2013	Project in design
Holly Spring Infant & Junior	221.8	221.8	17.7	0.0	0.0	Complete August 2013	Retentions & final account to resolve
Jennett's Park CE Primary	25.0	8.5	2.2	16.5	0.0	Sep-15	FFE & ICT fit-out to various classrooms
Meadow Vale Primary	1,515.2	1,475.2	51.7	40.0	0.0	Complete at March 2014	Phase 2 on site
Owlsmoor Primary	327.1	305.9	7.0	21.2	0.0	In design at Mar 2014	Phase 3 in design
Pines (The) Primary	292.7	292.4	36.7	0.3	0.0	On site at Mar 2014	Project in design
Sandy Lane Primary	46.9	46.9	4.8	0.0	0.0	Complete at March 2014	Retentions & final account to resolve
Wildmoor Heath Primary	40.7	40.7	36.1	0.0	0.0	Masterplan complete at March 2014	Project in design
Wooden Hill Primary	2.5	2.5	1.2	0.0	0.0	On hold	Project on hold
Educ Capital Programme - Primary	5,868.5	5,715.5	583.8	153.0	0.0		
Brakenhale Capacity Works	921.9	921.9	92.6	0.0	0.0	Phase 4 in procurement at Mar 2014	Phase 4 in design
Edgarrow Retentions	4.4	4.4	0.0	0.0	0.0	Jun-13	Retention outstanding.
Garth Hill College Rebuild	0.0	0.0	0.0	0.0	0.0		Complete
Garth Hill Expansion	1,175.5	1,174.8	53.7	0.7	0.0	In design at Mar 2014	Project in design
Project Management Overheads	163.5	128.8	0.0	34.7	0.0	Mar-14	To be allocated to projects
Educ Capital Programme - Secondary	2,265.3	2,229.9	146.3	35.4	0.0		
Kennel Lane Rebuild	28.4	28.4	2.7	0.0	0.0	Aug-13	Build complete. Retentions outstanding
SEN Buildings	45.7	45.7	45.7	0.0	0.0	In design at Mar 2014	Project in design
Educ Capital Programme - Special	74.1	74.1	48.4	0.0	0.0		
Retentions - Schools	0.0	0.0	0.0	0.0	0.0		
Basic Need Grant 2013/14 - for allocation	2,762.0	0.0	0.0	2,762.0	0.0	various	Revised programme to be submitted for Executive approval
Basic Need Grant	2,762.0	0.0	0.0	2,762.0	0.0		
Devolved Capital	758.8	550.0	187.0	208.8	0.0	On-going	In progress
Section 106 Developer Contributions	250.0	0.0	0.0	250.0	0.0	Mar-14	
Section 106 Developer Contributions	250.0	0.0	0.0	250.0	0.0		
SCHOOL PROJECTS	11,978.7	8,569.5	965.5	3,409.2	0.0		

Percentages

11.3%

0.0%

Cost Centre Description	Approved Budget £000's	Cash Budget 2013/14 £000's	Expenditure to Date £000's	Carry Forward 2014/15 £000's	(Under) / Over Spend £000's	Target for Completion	Current status of the project / notes
CAPITAL MAINTENANCE / CONDITION							
Planned Maintenance (Schools)	2,500.8	1,657.6	437.8	843.2	0.0	Sep-14	In progress
Fire Risk Management (Schools)	347.0	200.0	3.8	147.0	0.0	Sep-14	In progress
Fire Risk Management	347.0	200.0	3.8	147.0	0.0		
Asbestos Management (Schools)	4.3	4.3	0.0	0.0	0.0	Sep-14	In progress
Asbestos Management (Schools)	4.3	4.3	0.0	0.0	0.0		
Legionella Management	5.0	0.0	0.0	5.0	0.0	Sep-14	In progress
Legionella Management	5.0	0.0	0.0	5.0	0.0		
Disabled Access (Schools) Management	73.0	39.0	17.2	34.0	0.0	Sep-14	In progress
Disabled Access Management	73.0	39.0	17.2	34.0	0.0		
ROLLING PROGRAMME	2,930.1	1,900.9	458.8	1,029.2	0.0		

Percentages 24.1% 0.0%

OTHER PROJECTS	Approved Budget £000's	Cash Budget 2013/14 £000's	Expenditure to Date £000's	Carry Forward 2014/15 £000's	(Under) / Over Spend £000's	Target for Completion	Current status of the project / notes
Capita One (EMS) Upgrade	107.9	15.0	8.3	92.9	0.0	Mar-15	Continuing with revised implementation of modules
ICT projects	107.9	15.0	8.3	92.9	0.0		
South Bracknell Youth Centre / 1 Great Hollands Square - Youth Service Website Development	91.6	0.0	0.0	91.6	0.0	Mar-14 Mar-14	Under review in the context of the planned Youth Hub. Under review
Youth Facilities	121.4	17.3	17.3	104.1	0.0		
Retentions - Non Schools	0.0	0.0	0.0	0.0	0.0		
Aiming High for Disabled Children	49.1	49.1	49.0	0.0	0.0	Aug-13	Projects underway for completion by Aug 2013
Asbestos Management (Non-Schools)	5.0	0.0	0.0	5.0	0.0	Mar-14	Under review
Larchwood Outdoor Play Surface	9.2	9.2	7.8	0.0	0.0	May-13	Construction in progress for completion end of May
Places for 2 year olds	153.1	153.1	12.0	0.0	0.0	Mar-14	In progress
Other	216.4	211.4	68.8	5.0	0.0		
OTHER PROJECTS	445.7	243.7	94.4	202.0	0.0		

Percentages 38.7% 0.0%

TOTAL CAPITAL PROGRAMME	15,354.5	10,714.1	1,518.8	4,640.4	0.0
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Percentages 14.2% 0.0%

TO: CHILDREN, YOUNG PEOPLE & LEARNING OVERVIEW AND SCRUTINY PANEL
15 JANUARY 2014

SELF ASSESSMENT AGAINST THE DEPARTMENT OF EDUCATION STATUTORY GUIDANCE ON THE ROLES AND RESPONSIBILITIES OF THE DIRECTOR OF CHILDREN'S SERVICES AND THE LEAD MEMBER FOR CHILDREN'S SERVICES
Director of Children, Young People and Learning

1 PURPOSE OF REPORT

- 1.1 This report introduces the attached statutory guidance on the roles and responsibilities of the Director of Children's Services and the Lead Member for Children's Services together with the Annual Report of the Director and Lead Member on how they are meeting their responsibilities as set out in the statutory guidance.

2 RECOMMENDATION(S)

- 2.1 **That the Children, Young People and Learning Overview and Scrutiny Panel considers the Annual Report of the Director and Lead Member of Children, Young People and Learning on how they are meeting their responsibilities as set out in the statutory guidance.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To enable the Panel to consider how the Director and Lead Member of Children, Young People and Learning are meeting their responsibilities as set out in the statutory guidance.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS / EQUALITIES IMPACT ASSESSMENT / STRATEGIC RISK MANAGEMENT ISSUES / CONSULTATION

- 5.1 Not applicable.

Background Papers

None.

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Department
for Education

STATUTORY GUIDANCE ON THE ROLES AND RESPONSIBILITIES OF THE DIRECTOR OF CHILDREN'S SERVICES AND THE LEAD MEMBER FOR CHILDREN'S SERVICES

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About this Guidance

1. This is statutory guidance issued by the Secretary of State for Education. Local authorities in England must have regard to it in relation to the appointment of the Director of Children's Services (DCS) and the designation of the Lead Member for Children's Services (LMCS). This guidance covers the legislative basis for the two appointments, roles and responsibilities of the post holders, and how this relates to Government expectations about local authorities' role in education and children and young people's services.

Expiry/review date

2. This guidance replaces the previous versions, issued in 2005 and 2009. The guidance will be *reviewed* on an annual basis to check whether it is still fit for purpose; but it will only be *revised* if it is no longer considered to be fit for purpose. Annex A lists other sources of information and guidance and will be updated regularly.

What legislation does this guidance relate to?

3. This document is issued under sections 18(7) (Director of Children's Services) and 19(2) (Lead Member for Children's Services) of the Children Act 2004. This means that local authorities must have regard to it and, if they decide to depart from it, they will need to have clear reasons for doing so.

Who is this guidance for?

4. This guidance is for local authorities in England with responsibility for education¹ and children's social services functions.

Key points

- The *Children Act 2004* requires every upper tier local authority to appoint a Director of Children's Services and designate a Lead Member for Children's Services.
- The DCS and LMCS are appointed for the purposes of discharging the education and children's social services functions of the local authority. The functions for which they are responsible are set out in section 18(2) of the Children Act 2004. This includes (but is not limited to) responsibility for children and young people receiving education or children's social care services in their area and all children looked after by the local authority or in custody (regardless of where they are placed).
- Within this legal framework, it is for individual local authorities to determine their own organisational structures in the light of their local circumstances. However, local authorities must ensure that there is both a single officer and a single elected member each responsible for both education and children's social care. The DCS and LMCS

¹ References in this guidance to local authority "education" functions do not include further and higher education functions listed at section 18(3) of the Children Act 2004.

should each have an integrated children's services brief, ensuring that the safety and the educational, social and emotional needs of children and young people are central to the local vision. Between them, the DCS and LMCS provide a clear and unambiguous line of local accountability.

- The DCS has professional responsibility for children's services, including operational matters; the LMCS has political responsibility for children's services. Together with the Chief Executive and Leader or Mayor², the DCS and LMCS have a key leadership role both within the local authority and working with other local agencies to improve outcomes for children and young people.
- The DCS is a politically restricted statutory chief officer post; they should be a first tier officer and report directly to the Chief Executive.
- Local authorities should, as a matter of course, assure themselves that their arrangements enable them to discharge their education and children's social care functions effectively.
- Given the breadth and importance of children's services functions that the DCS and LMCS cover, local authorities should give due consideration to protecting the discrete roles and responsibilities of the DCS and LMCS before allocating to them any additional functions other than children's services.

² Local authorities that are considering adopting the committee system should take into account any implications for the DCS and LMCS roles.

The Director of Children's Services and Lead Member for Children's Services

The Director of Children's Services (DCS)

5. Section 18 of the Children Act 2004 requires every top tier local authority to appoint a Director of Children's Services. The DCS has professional responsibility for the leadership, strategy and effectiveness of local authority children's services and, as such, this post should be at first tier officer level. The DCS is responsible for securing the provision of services which address the needs of all children and young people, including the most disadvantaged and vulnerable, and their families and carers. In discharging these responsibilities, the DCS will work closely with other local partners to improve the outcomes and well-being of children and young people. The DCS is responsible for the performance of local authority functions relating to the education and social care of children and young people. The DCS is responsible for ensuring that effective systems are in place for discharging these functions, including where a local authority has commissioned any services from another provider rather than delivering them itself. The DCS should have regard to the General Principles of the United Nations Convention on the Rights of the Child (UNCRC) and ensure that children and young people are involved in the development and delivery of local services.

6. The DCS is a politically restricted statutory chief officer post³. This means the post holder is prevented from taking part in certain political activities. In particular, the DCS is disqualified from being an elected member of the local authority. The DCS should report directly to the Chief Executive (Head of Paid Service), who in turn is accountable to the Council for the performance of its chief officers⁴. Local authorities are strongly encouraged to involve children and young people in the appointment of the DCS.

The Lead Member for Children's Services (LMCS)

7. Section 19 of the Children Act 2004 requires every top tier local authority to designate one of its members as Lead Member for Children's Services. The LMCS will be a local Councillor with delegated responsibility from the Council, through the Leader or Mayor⁵, for children's services. The LMCS, as a member of the Council Executive, has political responsibility for the leadership, strategy and effectiveness of local authority children's services. The LMCS is also democratically accountable to local communities and has a key role in defining the local vision and setting political priorities for children's services within the broader political context of the Council.

8. The LMCS is responsible for ensuring that the needs of all children and young people, including the most disadvantaged and vulnerable, and their families and carers, are addressed. In doing so, the LMCS will work closely with other local partners to improve the outcomes and well-being of children and young people. The LMCS should have regard to the UNCRC and ensure that children and young people are involved in the development and delivery of local services. As politicians, LMCSs should not get drawn into the detailed day-to-day operational management of education and children's

³ Under section 2 of the Local Government and Housing Act 1989 (as amended).

⁴ See Schedule 1 to the Local Authorities (Standing Orders) (England) Regulations 2001 SI 3384.

⁵ In local authorities with executive governance models.

services. They should, however, provide strong, strategic leadership and support and challenge to the DCS and relevant members of their senior team as appropriate.

Ensuring a clear line of accountability

9. Integrating education and children's social care services under a single officer and a single member provides both a strategic and professional framework within which the safety and the educational, social and emotional needs of children and young people are considered together. The DCS and LMCS roles provide a clear and unambiguous line of political and professional accountability for children's well-being. The DCS and LMCS should report to the Chief Executive and to the Council Leader or Mayor respectively as the post holders with ultimate responsibility for the political and corporate leadership of the Council and accountability for ensuring that the effectiveness of steps taken and capacity to improve outcomes for all children and young people is reflected across the full range of the Council's business. The DCS and LMCS (in their respective roles) will also need to work closely with the Director of Public Health as the principal adviser on health to officials and members.

Additional functions not related to local authority children's services

10. It is legally permissible for the DCS and LMCS roles to be combined with other operational and political functions of the local authority. However, given the breadth and importance of children's services functions that the DCS and LMCS cover, local authorities should give due consideration to protecting the discrete roles and responsibilities of the DCS and LMCS before allocating any additional functions to individuals performing these roles. In particular, local authorities should undertake a local test of assurance so that the focus on outcomes for children and young people will not be weakened or diluted as a result of adding such other responsibilities (see paras 13-16 below). Given the demanding nature of the DCS and LMCS roles, local authorities should consider *all* aspects of any combined posts (e.g. the impact on both children and adult services where there is a joint DCS and Director of Adult Social Services post).

11. The DCS should report directly to the Chief Executive, so it is not appropriate for the Chief Executive also to hold the statutory role of DCS (except possibly as a temporary measure whilst the Council actively takes steps to fill a vacant DCS post and an alternative interim DCS appointment is not considered appropriate).

Joint DCS appointments

12. It is legally permissible for two or more local authorities to appoint a single joint DCS to cover children's services responsibilities across all the local authority areas concerned.

Local assurance

13. Local authorities will, as a matter of course, want to ensure their structures and organisational arrangements enable them to:

- fulfil their statutory duties effectively (including ensuring that children, young people and families receive effective help and benefit from high educational standards locally);

- be transparent about responsibilities and accountabilities; and
- support effective interagency and partnership working.

14. A local authority should carry out effective assurance checks, integrated as part of their usual decision-making and scrutiny work, of their structures and organisational arrangements. Once any new arrangements are in place, local authorities should review their arrangements regularly to satisfy themselves that they continue to be effective.

15. These assurances should be agreed within the Council. They should be subject to self-assessment within the local authority, and to peer challenge and review, as part of the process of securing continuous sector-led improvement in the quality of services. Where, as part of Ofsted's assessment of the quality and effectiveness of local authority leadership and management, inspectors identify an issue arising from the local authority's arrangements for discharging the DCS and LMCS functions, they may decide to look at the quality and effectiveness of the authority's assurance process.

16. It is for each local authority to determine the precise nature of its own assurance process and how to provide transparency for local communities about which individuals are fulfilling the statutory roles of DCS and LMCS, taking account of local circumstances. However, in doing so, the following elements are likely to be essential in assuring that effective arrangements are in place:

- clarity about how senior management arrangements ensure that the safety and the educational, social and emotional needs of children and young people are given due priority and how they enable staff to help the local authority discharge its statutory duties in an integrated and coherent way;
- clarity about how the local authority intends to discharge its children's services functions and be held accountable for them from political, professional, legal and corporate perspectives (including where, for example, services are commissioned from external providers or mutualised in an arms length body);
- the seniority of and breadth of responsibilities allocated to individual post holders and how this impacts on their ability to undertake those responsibilities (especially where a local authority is considering allocating any additional functions to the DCS and LMCS posts);
- the involvement and experiences of children and young people in relation to local services;
- clarity about child protection systems, ensuring that professional leadership and practice is robust and can be challenged on a regular basis, including an appropriate focus on offering early help and working with other agencies in doing so; and
- the adequacy and effectiveness of local partnership arrangements (e.g. the local authority's relationship with schools, the Local Safeguarding Children Board (LSCB), the courts, children's trust co-operation arrangements, Community Safety Partnerships, health and wellbeing boards, Youth Offending Team partnerships, police, probation, Multi-Agency Public Protection Arrangements and Multi-Agency Risk Assessment Conferences) and their respective accountabilities.

Roles and Responsibilities of the DCS and LMCS

17. Local authorities are bound by some 200 statutory duties covering education and children's social care. The way in which the roles and responsibilities of the DCS and LMCS are fulfilled will vary between different places and change over time. This guidance does not attempt to cover all these duties in detail but the key aspects of those roles are outlined below.

Leadership and partnership

18. The DCS and LMCS work together to provide strong, strategic local leadership and development of an increasingly autonomous and diverse education and children's services sector. Working with headteachers, school governors and academy sponsors and principals, the DCS and LMCS should support the drive for high educational standards for all children and young people, paying particular attention to the most disadvantaged groups. They should also ensure that children's services are integrated across the council, for example to support a smooth transition from children's to adults' services. The DCS and LMCS should involve and listen to parents, carers, children and young people. The DCS and LMCS have a key role in ensuring that the local voluntary and community sector, charities, social enterprises, the private sector and children and young people themselves are included in the scope of local authority planning, commissioning and delivery of children's services where appropriate.

19. Section 10 of the Children Act 2004 places a duty on local authorities and certain named partners (including health) to co-operate to improve children's well-being. The DCS and LMCS must lead, promote and create opportunities for co-operation with local partners (for example, health, police, schools, housing services, early years, youth justice, probation, higher and further education, and employers) to improve the well-being of children and young people. Local authorities must also (by virtue of the Child Poverty Act 2010⁶) establish local co-operation arrangements to reduce child poverty, prepare and publish a local child poverty needs assessment, and prepare a local child poverty strategy.

20. As a statutory member of local health and wellbeing boards, the DCS will have a clear role in driving the development of the local Joint Strategic Needs Assessment (JSNA) and joint health and wellbeing strategy. The DCS will promote the interests of children, young people and their families. The DCS will also help join up local commissioning plans for clinical and public health services with children's social care and education, where appropriate, to address the identified local needs through the JSNA and joint health and wellbeing strategy. The DCS will make a key contribution to ensuring effective working relationships between the health and wellbeing board and the LSCB. The DCS is responsible for any agreements made under section 75 of the National Health Service (NHS) Act 2006 between the local authority and NHS relating to children and young people – for example, pooled budgets for commissioning and/or delivering integrated services covering children's health, social care and education.

21. Local authorities must comply with the duties set out in the Equality Act 2010, which means that, as well as ensuring that they do not discriminate unlawfully, DCSs and

⁶ Although the local authority duties under the Child Poverty Act 2010 are not included in the section 18(2) definition of functions for which the DCS/LMCS are automatically responsible, local authorities may nonetheless consider it appropriate to assign them to the DCS/LMCS.

LMCSs must take into account the likely impact of their policies and decisions on specified groups. In doing so, particular consideration should be given to Article 2 of the UNCRC. Local authorities should also maintain an audit trail to demonstrate how equalities matters were considered as part of the decision-making process.

Safeguarding

22. Section 11 of the Children Act 2004 requires local authorities and other named statutory partners to make arrangements to ensure that their functions are discharged with a view to safeguarding and promoting the welfare of children. There is a similar requirement imposed on schools⁷. This should ensure that safeguarding is integral to all that local authorities, schools and other named partners do. The DCS and LMCS should ensure that there are clear and effective arrangements to protect children and young people from harm (including those attending independent schools). Local authorities are also required to set up a LSCB to coordinate the effectiveness of arrangements to safeguard and promote the welfare of children and young people in that area.

23. The DCS should always be a member of the LSCB and will be held to account for the effective working of the LSCB by their Chief Executive, including where the LSCB has an independent chair. The LMCS should be a “participating observer” of the LSCB; they may engage in discussions but not be part of the decision making process in order to provide the LMCS with the independence to challenge the DCS (and others) when necessary. The DCS also has a crucial role in ensuring collaboration and dialogue with the family courts so that high quality local authority assessments and other evidence contribute to effective and timely court processes for children.

Vetting and barring scheme

24. DCSs and LMCSs will not be in regulated activity in relation to children just by virtue of undertaking those posts⁸. The Government will publish detailed information about workplace safeguarding in good time for commencement of the new Vetting and Barring Scheme arrangements.

Vulnerable children and young people

25. Local authorities should work with partners to promote prevention and early intervention and offer early help so that emerging problems are dealt with before they become more serious. This will help to improve educational attainment, narrow the gaps for the most disadvantaged and promote the wider well-being of children and young people, including at key transition points.

26. More specifically, the DCS and LMCS in their respective roles:

- have a shared responsibility with all officers and members of the local authority to act as effective and caring **corporate parents for looked after children**, with key roles in improving their educational attainment, providing stable and high quality placements and proper planning for when they leave care;

⁷ In accordance with section 175 of the Education Act 2002 if they are maintained or the Independent School Standards set out pursuant to section 157 of that Act if they are independent schools, including Academies or Free Schools.

⁸ Subject to passage of the Protection of Freedoms Bill.

- must ensure that **disabled children** and those with **special educational needs** (SEN) can access high quality provision that meets their needs and fund provision for children with statements of SEN;
- must ensure arrangements are in place for **alternative provision for children outside mainstream education or missing education** (e.g. due to permanent exclusion or illness) to receive suitable full-time education;
- should ensure there is coherent planning between all agencies providing services for children involved in the **youth justice system** (including those leaving custody), secure the provision of education for young people in custody and ensure that safeguarding responsibilities are effectively carried out; and
- should understand local need and secure provision of services taking account of the benefits of **prevention and early intervention** and the importance of co-operating with other agencies to offer early help to children, young people and families.

Fair access to services

27. Local authorities should promote the interests of children, young people, parents and families and work with local communities to stimulate and support a diversity of school, early years and 16-19 provision that meets local needs. More specifically, the DCS and LMCS in their respective roles:

- must ensure **fair access to all schools for every child** in accordance with the statutory School Admissions and School Admissions Appeal Codes and ensure appropriate information is provided to parents;
- must ensure provision for suitable **home to school transport** arrangements;
- should actively promote a diverse **supply of strong schools**, including by encouraging good schools to expand and, where there is a need for a new school, seeking proposals for an Academy or Free School;
- should promote high quality **early years** provision, including helping to develop the market, securing free early education for all three and four year olds and for all disadvantaged two year olds⁹, providing information, advice and assistance to parents and prospective parents, and ensuring there are sufficient **Sure Start children's centre services** to meet local need and sufficient **childcare** for working parents;
- must secure access for young people to sufficient **educational and recreational leisure-time activities** and facilities for the improvement of their well-being and personal and social development;
- should promote children's and young people's participation in public **decision-making** so they can influence local commissioners; and
- should promote **participation in education or training of young people**, including by securing provision for young people aged 16-19 (or 25 for those with learning difficulties/disabilities).

⁹ The free entitlement to early education for disadvantaged two year olds will be statutory from 2013.

Educational excellence

28. Working with headteachers, school governors and academy sponsors and principals, local authorities should promote educational excellence for all children and young people and be ambitious in tackling underperformance. More specifically, the DCS and LMCS should in their respective roles:

- take rapid and decisive action in relation to **poorly performing schools**, including using their intervention powers with regard to maintained schools and considering alternative structural and operational solutions;
- develop robust **school improvement strategies**, including choosing whether to offer such services in a competitive and open school improvement market, working beyond local authority boundaries;
- promote high standards in education by supporting effective **school to school collaboration** and providing local leadership for tackling issues needing attention which cut across more than one school, such as poor performance in a particular subject area across a cluster of schools;
- support maintained schools in delivering an appropriate **National Curriculum** and early years providers in meeting the requirements of the **Early Years Foundation Stage** (as outlined in the EYFS Statutory Framework);
- establish a **schools forum** for their area, maintain a scheme for financing maintained schools and provide financial information; and
- undertake specified responsibilities in relation to **staffing and governance** of maintained schools.

Annex A – Further Sources of Information

You may be interested in the following links:

- Association of Directors of Children’s Services – www.adcs.org.uk
- Centre for Excellence and Outcomes in Children and Young People’s Services – www.c4eo.org.uk
- Child Health Profiles: www.chimat.org.uk/profiles
- Local Government Group – www.local.gov.uk
- National College for School Leadership – www.nationalcollege.org.uk
- Office for Standards in Education, Children’s Services and Skills – www.ofsted.gov.uk
- Society of Local Authority Chief Executives – www.solace.org.uk
- United Nations Convention on the Rights of the Child – www.education.gov.uk/childrenandyoungpeople/healthandwellbeing/b0074766/uncrc

You may be interested in the following guidance:

- Code of Practice for Local Authorities on Delivery of Free Early Years Provision for 3 & 4 year olds (2010)
- Early identification, assessment of needs and intervention – The Common Assessment Framework (CAF) for children and young people: A guide for managers (2009)
- Equality Act 2010: Public sector equality duty what do I need to know? A quick start guide for public sector organisations (Home Office, 2011)
- Legal framework for working with looked after children: regulations and guidance (2011)
- School Admissions Code (2012) and School Admission Appeals Code (2012)
- Special Educational Needs Code of Practice (2001)
- Statutory Framework for the Early Years Foundation Stage (2012)
- Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children (2010)



Department
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Annual Report of the Director and Lead Member for Children, Young People and Learning on how they are meeting their responsibilities as set out in statutory guidance

Introduction

1. This is the first annual report of the Director and Lead Member for Children, Young People and Learning which sets out the statutory guidance¹ and our position against it. The statutory guidance was first issued in 2005, updated in 2009 and re-issued by the current Secretary of State in 2010. The guidance covers the legislative basis for the two appointments, roles and responsibilities and how this relates to Government expectations about local authorities' role in education and children and young people services.
2. The guidance is issued under the Children Act 2004 and local authorities must have regard to it. If they decide to depart from it, they will need to have clear reasons for doing so.
3. This report aims to provide an account of the Director Children's Services (DCS) and Lead Member Children's Services (LMCS) in fulfilling the roles and responsibilities as set out in the statutory guidance; it is not a full account of the range of work carried out by the Directorate.

Appointments

4. *Section 18 of the Children Act 2004* requires every top tier local authority to appoint a Director of Children's Services who reports directly to the Chief Executive, who in turn is accountable to the Council for the performance of its chief officers. The DCS has professional responsibility for children's services, including operational matters.

Dr Janette Karklins is the Director of Children, Young People and Learning

5. *Section 19 of the Children Act 2004* also requires that one of the members is designated as the Lead Member for Children's Services. The LMCS has political responsibility for children's services.

Councillor Dr Gareth Barnard is the Executive Member for Children, Young People and Learning.

Clear line of accountability

6. It is important to note that the DCS and the LMCS work closely with the Chief Executive in playing a key leadership role both within the local authority and in working with partner agencies to improve outcomes for children and young people.
7. The DCS reports directly to the Chief Executive, and the LMCS reports to the Leader of the Council. The LMCS also meets with the DCS on a monthly basis, attends the Departmental Management Team on a regular basis, and is in frequent contact with the DCS and Senior Officers via a range of meetings across the Council.
8. The Department for Children, Young People and Learning provides education and children's social care under a single officer and a single member

¹ Statutory Guidance on the Roles and Responsibilities of the Director of Children's Services and the Lead Member for Children's Services – Department for Education 2012.

providing a strategic and professional framework within which the safety and the educational, social and emotional needs of children and young people are considered together. The roles provide a clear and unambiguous line of political and professional accountability for children's well being.

9. Within Bracknell Forest the local authority has recognised and supported the breadth and importance of children's services functions, with the discrete roles and responsibilities of the DCS and the LMCS remaining protected.

Leadership and Partnership

10. The LMCS sits on the Children and Young People's Partnership Board. Attendance and active participation ensures the LMCS remains apprised of a wide range of issues that are significant in furthering partnership working. The LMCS has an overview of the Children and Young People's Plan and its accompanying priorities and contributes to discussions and challenges that take place within this meeting.
11. The DCS is the Chair of the Children and Young People's Partnership, this enables the DCS to facilitate and encourage increased / improved working with partners under Section 10 of the Children Act 2004.
12. Some key issues that have been addressed through the Children and Young People's Partnership during 2012/13 include:
 - Review of the progress against the priorities in the Children and Young People's Plan.
 - Establishing clear links between the priorities for children and young people and the Health and Wellbeing Board priorities.
 - Ensuring clear links between the work of the Children and Young People's Partnership and the Local Safeguarding Children Board – ensuring the Children and Young People's Partnership responds to the LSCB Annual Report recommendations.
 - Monitoring the work undertaken through the child poverty strategy, and as a result of the 2012/13 review commence work and develop further.
 - Development of a joint commissioning framework – also shared with the Health and Wellbeing Board.
 - Providing a focus on teenage pregnancy and sexual health.
13. The LMCS is a participant observer of the LSCB and plays an active role in discussions on safeguarding issues. The DCS attends the LSCB and also has regular meetings with the LSCB Independent Chair.
14. During the year 2012/13 there was a significant focus on the publication of the Serious Case Review and the consequent dissemination of learning from it.
15. A key activity for the LMCS and the DCS is to ensure that the safeguarding priorities of the LSCB are adhered to and that where relevant priorities are shared across partnerships to ensure full partnership engagement in addressing them.
16. Some examples of priorities that have been successfully shared across partnerships include:

- Focus on domestic abuse and reducing the impact of domestic abuse on children and young people.
 - Focus on e-safety and ensuring young people are able to stay safe on line.
 - Focus on child sexual exploitation and reducing risk factors for young people.
17. The LMCS and DCS are both members of the Health and Wellbeing Board and have supported its development during the shadow year 2012/13. A key role has been in ensuring that key issues for children and young people are included within the Health and Wellbeing Board discussions and those issues highlighted in 2012/13 include:
- Ensuring the H&WBB is aware of the priorities in the Children and Young People's Plan, and that where relevant these are included in the Health and Wellbeing Strategy.
 - Reporting on the LSCB Annual Report and highlighting safeguarding issues and responsibilities of the Health and Wellbeing Board and Clinical Commissioning Group.
 - Highlighting the issues regarding the Children and Families Bill in relation to SEN reforms.
18. The LMCS is involved in a range of other areas of activity in the Department, including being a member of the School Pupil Places Planning Group, which has the responsibility for steering accurate pupil forecasting and school places planning. He also sits on the Children's Centre Management Board, and Chairs the Adult Learning Board providing appropriate support challenge and accountability.
19. The DCS Chairs the South East Regional Children's Improvement Board and has led a number of Peer Review and Peer challenges in other authorities. This activity has also enabled Bracknell Forest to participate in a number of Peer Challenges taking place during 2011-13 including; School Improvement Key Stage 2, Educational Psychology and Children's Centres linked to early intervention.
20. In 2012/13 the DCS Commissioned a range of projects to support ongoing strategic planning and development projects concluding in 2013/14 included:
- An approach for all services for improving young people's engagement.
 - An analysis and profile of Children in Need.
 - Developing different delivery models to schools.
 - LARC 5 – contributing to national research focusing on neglect.

These projects are all due to conclude in 2013/14.

21. **Actions for 2013-14**
- Further develop the role of the voluntary sector and the coordinating role of BFVA.
 - Focus on child poverty issues with key partners, develop new actions for 2014.
 - Further embed and establish children's priorities within the work of the Health and Wellbeing Board.
 - Seek opportunities for close partnership working with Public Health.
 - Develop a new Children and Young People's Plan for 2014.

Safeguarding

22. Clear and effective arrangements are in place to protect children and young people from harm (including those attending independent schools). The LSCB arrangements are strong and effective with full engagement of all partners. The LMCS is also a participant observer on the LSCB. The LSCB Annual Report provides an account of the work of the LSCB during 2012/13.
23. The Director or the Chief Officer for Children's Social Care attend termly meetings with the judge in charge of the family court division. This has helped to develop a better understanding of the family justice system and established a strong dialogue and a forum for raising matters. This has been especially helpful in preparing for the changes planned to the Family Justice system.
24. Vetting and Barring arrangements have been updated in the light of the new government information.
25. The DCS provided a range of briefing / training sessions to senior leadership colleagues across the Council in 2012, and a corporate decision was made for each Department to carry out a Section 11 Safeguarding self assessment. This was an extensive exercise which left the LSCB and the Council in a confident position in relation to Section 11 compliance, and was highly commended in the LSCB Annual report 2012/13.
26. The LMCS and DCS attend quarterly safeguarding meetings with the Chief Executive, Chief Officer Children's Social Care and a range of issues are discussed, including performance, safeguarding issues and actions. Additional resources have been allocated to Children's Social Care in order to address increases in numbers of children subject to child protection or becoming looked after.
27. The DCS undertakes regular audits of case files in order to maintain an overview of cases, and provides feedback to the Chief Officer Children's Social Care.
28. The Chief Officer and DCS hold regular case file discussions with social workers which enable the workers to outline a sample of cases, discuss any issues with the DCS and Chief Officer Children's Social Care and receive feedback.
29. The DCS also attends Duty and Assessment Team Meetings 5 to 6 times each year.
30. **Key Achievements 2012-13**
 - Officers have established key links and a forum for local independent schools around safeguarding; this includes their representation on the LSCB Forum.
 - The LSCB annual report shows a very successful year of safeguarding activity.
 - Successful LSCB 2012 Conference which focused on the key messages from the Serious Case Review.

- Implemented the new Vetting and Barring arrangements and also established them in schools.
- Established effective strategic priority links across key partnerships including domestic abuse and e - safety.

31. Key Actions for 2013-14

- Provide a particular focus for young people on sexual exploitation through showing the play Chelsea's Choice in schools and extending this to parents and independent schools, and through the LSCB Annual Conference.
- Ensure key strategic priorities around neglect are shared across partnerships.
- Focus of 2013 LSCB Conference is neglect.
- Implement the new requirements from the Family Justice Review, in preparation for the statutory requirements from April 2014

Vulnerable children and young people

32. Prevention and early intervention is a prime focus for the work of all the services. The work through Family Focus and some of the specialist interventions through the Community Safety Partnership has meant that Domestic Abuse is a focus for all with a particular emphasis on addressing the support for victims but also working with perpetrators to prevent further escalation.
33. The Prevention and Early Intervention Strategy for the Department was published in 2012/13. The Strategy sits below the Council's overarching approach to prevention and early intervention.
34. An Early Intervention Hub was established in November 2012 to support the Early Intervention Strategy. From the launch date in November 2012 to 31 March 2013 the Hub had 192 referrals for coordinated early intervention support.
35. The Corporate Parenting Group is well established, it receives a wide range of reports including any strategy developments, and key performance information for looked after children. Young people from the SiLSiP (Children in Care Council) attend the Corporate Parenting Panel to have a dialogue about things that have an impact on them. SiLSiP also meet twice a year with the LMCS and DCS.
36. The Life Chances team is a virtual team that was established during 2012/13 and provides a mechanism for partners to meet, share information and intervene early to support looked after young people through periods of difficulty / challenge. Any matters of concern can be promptly followed up and addressed or escalated for action.
37. The Family Focus Project has been successfully introduced and implemented during 2012/13, this promotes new ways of working with families who have multiple challenges in a coordinated way to achieve the desired change and

improve outcomes for the family and consequently for the children in the family.

38. Key Achievements in 2012-13

- Family Focus has been well established with the emphasis on partnership working to better and collectively address long term issues with some of our most complex families.
- Domestic Abuse Perpetrators Service has demonstrated its effectiveness by extending their remit to work with more families; they are managing to prevent cases escalating into Child Protection concerns.
- Extended the very successful Life Chances model to Care Leavers to ensure that there is a relentless focus on collectively ensuring good outcomes for them as they progress into adulthood.
- Reviewed and refreshed the remit of the Corporate Parenting Panel.
- Continue to prepare for the new Special Educational Needs requirements following the enactment of the Children and Family Bill.
- Clear focus on reducing permanent school exclusions

39. Key Actions for 2013-14

- Re-launch the Corporate Parenting Panel with new terms of reference.
- Continue to develop the Family Focus work with a strong information sharing and multi-agency working at the heart of the model.
- Utilise the Vanguard approach to consider how support for families and parenting could be improved and better coordinated.
- Continue to prepare for the implementation of new SEN legislation.
- Strengthen the early intervention model of working and demonstrate the impact on the child and family, and potential for cost avoidance in the future.

Fair access to services

40. The provision of sufficient school places is a statutory responsibility and also a key role for the local authority. Considerable time and energy has been put into planning the expansion of school places in the Wards where they are most needed. This is to ensure that there are sufficient places and also that they are in the schools that parents want their children to attend. This has been a successful approach for example at primary 97% got one of their preferences and 84% got their first choice. The Council ambition is for all schools to be good schools. Therefore the preference is around faith, size of school and not the opportunities offered as no matter which school a child attends they will all be good schools.
41. Addressing the small number of young people who are not in education, employment or training (NEET) and engaging them in planning for their future has and continues to be a prime focus. We have been particularly successful in engaging and preventing young people becoming NEET.
42. A significant amount of work has been undertaken to modernise the Youth Service, during 2012/13 there was a high level of consultation with young people including a survey of their preferences moving forward, and some reorganisation took place. This work will continue into 2013-14.

43. **Key Achievements in 2012-13**

- IT based system for the acceptance of school places.
- Successful expansion of existing schools to provide additional school places.
- Youth service developed so that it is integral to the prevention and early intervention work and also a key contributor to the health and well-being of young people.
- Increased number of young people have accessed the Duke of Edinburgh Awards at all levels and we have celebrated their many achievements

44. **Key Actions for 2013-14**

- Implement fully IT based system for parents/carers both in making application for admissions and acceptance of places at primary and secondary.
- Ensure School Places Planning process remains robust and supports the planning of sufficient school places.
- Implement further phases of the Youth Service Modernisation Programme.
- Continue to address the issues around young people who are not in education, employment and training.

Educational excellence

45. School improvement is a key priority for the service. We want all schools to be achieving well above the floor standard and striving for good and better in Ofsted Inspections. The majority of our schools are good and better and provide an excellent education for their pupils.
46. A careful and thorough analysis of the end of key stage results is made by each school and progress each term is also measured and monitored by teachers, headteachers and school governors. There are robust school improvement strategies in place and support is provided to enable schools to continue to improve.
47. There has been a particular focus on the attainment of pupils who receive the Pupil Premium to ensure that they are making good progress.
48. We are a strategic partner with our Teaching School, encouraging school to school support.
49. An effective Schools Forum operates which meets 8 times a year and recently carried out a particularly good consultation on financial management of schools.
50. **Key Achievements in 2012-13**
- Improved end of key stage results in 2012.
 - HMCI League table placed Bracknell Forest 40th out of 150 LA in 2012 and in the top ten for early years.
 - 72% of schools are good or better following Ofsted inspections (July 2013).

51. **Key Actions for 2013-14**

- Continue to support schools to achieve high standards of education.
- Issues of poor school performance addressed promptly.
- Continued focus on school attendance and exclusions.
- Monitor pupils eligible for Pupil Premium pupils to ensure they are making expected progress.

Summary

52. This report has given a summary of some of the key responsibilities of the DCS and the LMCS and achievements in the past year. Much has been achieved across the Department, and there has been an increasing focus on working in partnership with others. The DCS and LMCS remain committed to fulfilling their statutory responsibilities and will take that commitment forward into the coming year 2013/14.
53. The coming year will continue to pose challenges as we know that there are significantly more families and children who are experiencing difficulties and need additional help / support. We know that the population is increasing and this will place challenges in ensuring enough good school places. We are working in a climate of reduced resources and need to continue to seek new and innovative ways to make the best use of the resources that we have available to us, key to this is effective plans and strategies to frame our actions. We plan to launch a new Children and Young People's Plan in 2014 which will set key priorities not only for the Children, Young People and Learning Department, but for our key partners and stakeholders, including other Departments across the Council.

**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW & SCRUTINY PANEL
15 JANUARY 2014**

**CHILD POVERTY STRATEGY – PROGRESS AND NEXT STEPS
Director of Children, Young People and Learning**

1 PURPOSE OF REPORT

- 1.1 The purpose of this report is to provide an update on the implementation of the Bracknell Forest Child Poverty Strategy – Creating Opportunities – Breaking the Cycle 2011 – 2014, and to consider the next steps for further work to address the issues and impact of poverty on children, young people and families in Bracknell Forest.

2 RECOMMENDATIONS

- 2.1 **That the Overview & Scrutiny Panel notes the progress made in achieving the key priorities attached as Annex 1. This progress links closely to the Children and Young People’s Plan review which the Executive has already considered.**
- 2.2 **That the Overview & Scrutiny Panel notes and comments on the next steps to progress further key areas of work in support of the Child Poverty Strategy identified in paragraphs 5.2 – 5.5 below and the wider approach to the brief to maximise income opportunities.**

3 REASONS FOR RECOMMENDATIONS

- 3.1 The Bracknell Forest Child Poverty Strategy was developed in 2011 and was one of a number of strategies supporting the delivery of the priorities in the Children and Young People’s Plan. Underpinning priority 7 was to “Close the attainment gap between children from low income and disadvantaged backgrounds and their peers”.
- 3.2 It was clear that the strategy could not be delivered by any single agency, and would be reliant on a range of partners supporting the objectives. The actions were therefore spread across partner agencies to deliver. This partnership working is even more important in the future to ensure that the best use is made of resources, and those families most in need can be supported in the most effective and efficient way.
- 3.3 The Strategy is now at a key stage and the time is right to move it to the next level. Wider focus groups need to be developed in order to target current issues such as the welfare changes. There will be some existing groups that can be involved in shaping future actions.
- 3.4 Whilst there has been considerable progress, the economic climate continues to have an impact on families and it is prudent that the priorities and actions moving forward focus on the right areas of need and action. The challenge remains in respect of identifying and targeting those most in need in a borough that is considered to be affluent, and in identifying the pockets of deprivation that do exist.
- 3.5 A number of new initiatives will also be significant in the success of the way in which we support and work with those children, young people and families in the Borough who are affected by poverty. Some examples of this include the Family Focus

Initiative (known nationally as Troubled Families), making optimum use of the Pupil Premium for disadvantaged pupils, which is paid directly to schools, and funding for disadvantaged two-year olds. Work to develop a Credit Union in Bracknell Forest and recent changes in the Welfare Benefits system are also important factors affecting the local authority's work in this area.

- 3.6 The housing and benefit service has been redesigned to maximise customer income and independence. Thus the service can contribute to the development of the strategy in terms of welfare advice but also with supporting households so they can enter employment or improve their employment opportunities. The service is in the process of being redesigned based on a set of operating principles that support the service purpose to maximise income and independence. Full implementation of the new service will take place over the next six months. The development of the service and Child Poverty Strategy will complement each other.
- 3.7 These changes will enable families to take advantage of the opportunities presented by the economic development in the borough including the regeneration of the town centre whilst seeking to maximise income opportunities for these families.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 No alternative options considered.

5 SUPPORTING INFORMATION

- 5.1 The progress made against the priorities in the Child Poverty Strategy (Annex 1) clearly identifies that a significant amount of work has taken place across a range of partners. All partners see this as a priority.
- 5.2 Work is currently underway to develop a new Children and Young People's Plan for 2014, and addressing the impact of child poverty will remain a key priority. Rather than producing a separate child poverty strategy, it is proposed that there will be a Children and Young People's Plan with overarching priorities and a set of delivery plans sitting underneath the plan, with child poverty being one of the key delivery plans.
- 5.3 The impact of changes in the economic climate will need to be assessed including changes in welfare benefits. It will also be important to establish clear measures in order to determine the impact of the work that is carried out over the duration of the next three years.
- 5.4 Work to produce a new Children and Young People's Plan for 2014 – 2017 has already begun, and it is proposed that in addition to consultation with children and young people there will be a number of multi-agency focus groups to consider the key priorities and agree how these can be addressed jointly. One of these focus groups will look specifically at Child Poverty, and partners will be asked to contribute both ideas and actions to go into the Children and Young People's Plan, and the delivery plan for tackling Child Poverty. It is intended to ensure the delivery plan reflects the work that is going on across the Council and with partners to address the various aspects of poverty and its impact on outcomes for children, young people and families.
- 5.5 The proposed new Children and Young People's Plan for 2014 and associated delivery plans (including the plan to address child poverty) will be presented to the Executive in the New Year as part of the consultation and approval process.

- 5.6 The Child Poverty delivery plan will take into account the outcomes from the recent government consultation on child poverty.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 6.1 The relevant legal implications are addressed within the main body of the report.

Borough Treasurer

- 6.2 The Borough Treasurer is satisfied that no significant financial implications arise from the update provided in this report. Any future initiatives will need to be contained within the overall level of resources.

Equalities Impact Assessment

- 6.3 The Children and Young People's Plan and Child Poverty Strategy were subject to EIA screening when they were developed.

Strategic Risk Management Issues

- 6.4 N/A

Other Officers

Head of Community Engagement and Equalities

- 6.5 The comments are agreed within the body of the report.

Chief Officer Housing

- 6.6 Comments are included in the body of the report.

7 CONSULTATION

Principal Groups Consulted

- 7.1 The development of the Children and Young People's Plan and Child Poverty Delivery Plan will include wide ranging consultation with children, young people and families and with partners and stakeholders replicating the extensive consultation that took place when both these important documents were launched.

Method of Consultation

- 7.2 Methods of consultation will include meetings, focus groups and questionnaires. Both Facebook and the public website will be used.

Background Papers

Local authorities and child poverty: balancing threats and opportunities – Child Poverty Action Group July 2013

The cost of a child in 2013 – Child Poverty Action Group 2013

Contact for further information

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Annex 1

Review of the Child Poverty Strategy Actions

Action	Progress	Rag Rating
1. To raise the family income of those families living in poverty by:		
1a. Addressing parental worklessness.	<p>Work and skills courses and a range of activities have been undertaken jointly with referring agencies such as Job Centre Plus (JCP), Work Programme Providers (A4E and Maximus). This includes agencies supporting people with issues around drugs and alcohol, mental ill health, along with young parents, single parents and troubled families.</p> <p>Bracknell Forest Homes (BFH) and the Adult and Community Learning team have developed an employment project delivered by New Meaning, focusing on removing physiological barriers to accessing work.</p> <p>Family learning takes place at the Open Learning Centre and increasingly out in the community in Children's Centres and schools. Whilst they are learning to support their children, they are encouraged to undertake qualifications in Literacy, Numeracy and IT. A visit from the Work and Skills Programme Co-ordinator is included in the lesson planning and learners are encouraged to visit the Job Club.</p> <p>During the 2011-12 academic year 582 individuals undertook a family learning course. The courses are of various lengths. Many will have benefitted from the programme helping support their child's learning, improve parenting skills, develop their confidence and job ready skills. Around 100 are estimated to have gone on to employment.</p> <p>In the 2012-13 academic year 223 individuals undertook a family learning course. These are more focussed on basic literacy and numeracy skills and getting people back into work. Greater tracking of how many progressed to employment is required and the progress of the cohort will be monitored.</p>	Green

Unrestricted

	<p>One of the key focus in Children's Centres is to provide schemes to improve employability which include:</p> <ul style="list-style-type: none"> • Outreach to JCP Centre. • Weekly Job Club • Volunteer Training Programme - 12 parents completed programme. • JCP Vacancy Folder in all centres and sessions, emailed out to all registered families. Partnership working with BFH's with a high conversion rate into employment. <p>* A brief case study is given at the end of this review of actions.</p>	
1b. Reducing the number of 16, 17 and 18 year olds not in education, training and employment (NEET).	<p>A project at Coopers Hill for NEET young people has included home visits, to enable a broader range of services to be on offer.</p> <p>Support is offered individually and in groups to all young parents who are registered with the Children's Centres. Connexions are represented on Advisory Boards and engage in regular meetings. There is active encouragement to access a range of adult learning programmes. Numbers of NEETs have declined.</p>	Green
1c. In-work Poverty.	<p>A range of staff have been trained to provide support and guidance with regard to debt management and budgeting. Support is provided to access further training to increase earning potential.</p> <p>Workshops are provided by Citizens Advice Bureau (CAB) and one-to-one support for debt management is available through Christians Against Poverty (CAP). Sessions are accessible to working parents in the evenings and at weekends. Foodbank vouchers and other charitable organisations are available to provide support as appropriate.</p>	Green
1d. Linking Child Poverty Strategy to the Employment and Skills Strategy.	<p>This is closely linked to 1a above as worklessness is a key strand of the Employment and Skills Strategy.</p>	Green
1e. Childcare - links to the Childcare Sufficiency Audit	<p>Childcare sufficiency is assessed on an on-going basis. There is currently sufficient childcare to meet parental needs, though not always scope of choice or in the place that parents/carers would want it. Additional places have been developed for 2 year olds to access provision.</p> <p>There has been an 11% increase in child-minders trained to provide inclusive services for children with additional needs. This is an inspected service.</p>	Green

<p>1f. Advice and support on financial entitlements in Partnership with Job Centre Plus and CAB.</p>	<p>The Family Information Service (FIS) have staff trained to offer advice on benefit entitlements and help with managing money and debt. This service has been completely redesigned with specific training for staff to offer one-to-one benefit appointments to the general public.</p>	<p>Green</p>
<p>1g. Financial Inclusion e.g. through Credit Union</p>	<p>A Credit Union is being developed, in partnership with Bracknell Forest Homes that will service Bracknell Forest on an outreach basis. Service points will cover Times Square, Bracknell Forest Homes and Children's Centres.</p>	<p>Green</p>
<p>2. To mitigate the impact of living in poverty:</p>		
<p>2a. Encourage greater use of local facilities by children and young people for example green spaces, open spaces, play facilities, cultural activities, leisure and libraries and support those who would not normally use them.</p>	<p>1. The number of people taking advantage of the Leisure Saver Scheme has grown steadily in recent times. At the end of 2008/09 there were 390 members including 84 young people under 16. By the end of 2012/13 this had risen to 569 including 99 under 16s. During 2012/13 there were 6,794 visits to leisure facilities by members of the scheme of which approximately 660 were by under 16s. The Leisure Saver Scheme Members are nearly all new users who would not normally use the facilities available. Although there is no empirical data on the benefits gained from membership of the Leisure Saver Scheme, there is anecdotal evidence that participants are enjoying a better quality of life both in terms of their physical condition and their self-esteem.</p> <p>2. The Leisure & Culture Division offers a wide range of free access provision for children and young people including play areas, open spaces, multi-use games areas (MUGAs) and kick about areas.</p> <p>3. The Young People in Sport Scheme made over 50,000 contacts with children during 2012/13 by offering sports coaching opportunities to local schools.</p> <p>4. There are nine libraries in the Borough, including Harmans Water and Great Hollands which are free to use by all, including free internet access. Children's story times, activities, nursery and school class visits regularly take place in all libraries. This maximises the use of these resources.</p> <p>5. The development of 12 new innovative and exciting play spaces across Bracknell Forest via the Playbuilder initiative has resulted in a marked increase in use of facilities by children and young people. The Play Ranger service also had a</p>	<p>Green</p> <p>Green</p> <p>Green</p> <p>Green</p>

Unrestricted

	<p>significant impact towards the increased use of parks and open spaces by children and young people. These have been funded by external grant applications.</p> <p>6. The Youth Service, over the past two years, has undergone significant change. Their work is now targeted to those who are the most vulnerable and provides access to provision throughout the year. Young people have participated in a wide range of activities, both in parks and skate parks, the town centre and on trips. The new xpresionz sessions enables young people to access sports centres and sports facilities across the Borough in the holiday periods in particular. 1,227 young people attended activities during the summer.</p> <p>Summer in the Parks – sessions included sports activities, general play, and arts in the Park – over the summer this was attended by 17,000 children, young people and their families.</p>	
<p>2b. Maintain a range of extended services in schools.</p>	<p>This area of work has now been completed and all schools are fully extended offering a range of extra curricula activities to meet individual school needs.</p>	Green
<p>2c. Improve access to health services and health promotion opportunities.</p>	<p>The Sexual Health Clinics in schools and within the community have increased over the previous 12-18 months and there are now five Sexual Health Clinics and in tandem with this, since January, clinics focus on a broader health remit, substance misuse, smoking and alcohol misuse.</p> <p>In addition there are now between 6 – 9 sessions delivered across our schools and Bracknell and Wokingham College Personal Social and Health Education/ Enrichment sessions. Over 800 young people have been engaged during 2012/2013 and as a result the U18's Teenage Conception rate is 17.4 compared to the England rate of 28.3 and the South East 23.7. (The rate shows the number of conceptions per 1000 15 - 17 year old females). Over 1000 young people have received advice and guidance.</p> <p>A number of health services are delivered through the children's centres in partnership with health colleagues. These include Midwifery, Well Baby Clinic, Development Checks, Breastfeeding Support, Speech and Language Therapy, Smoking Cessation, NHS Dietician and Community Dentist.</p>	Green

2d. Maximise the use of Children's Centres as sources of support, advice and community for parents and children.	Registrations have shown a steady increase in all centres. Rooms are available for community use. Other professionals are co-located and use the centres as a base i.e. Berkshire Women's Aid, NHS. Advisory Board members have been recruited and trained to increase their knowledge of their roles and responsibilities.	Green
2e. Work with transport providers to ensure that transport is accessible and affordable.	A scheme has been developed which offers preferential rates for season tickets on buses and trains.	Green
3. To increase awareness and challenge perceptions of child poverty and build a framework for the future:		
3a. Develop a local understanding and an awareness of child poverty across all partners within the BFP.	<p>The Strategy was initially launched through the Bracknell Forest Partnership (BFP) and a joint presentation was made with the Economic Skills Partnership to ensure links to the Economic Skills Strategy. The Strategy has also been discussed at the Children and Young People's Partnership Board on a number of occasions. In the development stages of the Strategy a wide range of stakeholders were involved in a partnership event.</p> <p>Considerable work has been undertaken with schools as key partners in addressing the impact of poverty on the educational attainment and progress of children and young people. Specifically, headteachers and governors have been provided with information related to the effective use of the Pupil Premium alongside training opportunities where strategies are discussed. The use and impact of the Pupil Premium is scrutinised by the LA and externally by Ofsted. It is also published by schools on their websites. Schools have considerable flexibility in how the Pupil Premium is used although the main focus should be in ensuring pupils at least meet expected levels in English and mathematics.</p>	Green
3b. Continue to collect data for the local Needs Analysis to ensure that it is up to date, relevant and informs actions being undertaken	The data has been collected through the local needs analysis. This data has informed the Joint Strategic Needs Analysis which has informed the Health and Wellbeing Strategy.	Green

* Case study relating to item 1a:

Jane visited the Grow our Own Project in 2009. She had recently come to this country from Poland with her partner and two young children, had very limited English and was keen to improve it as she wanted to find work. She had booked onto ESOL training at B&W College and attended one of the Family Learning Programmes the following term. Since that time She has undertaken several voluntary positions, passed a Preparing to Teaching in the Lifelong Learning Sector (PTLLS) course and has obtained paid teaching work. She has recently become a volunteer in the English Language Café.
(Names have been changed.)

**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW & SCRUTINY PANEL
15 JANUARY 2014**

LOCAL HEALTHWATCH ROLE AND PROTOCOL Assistant Chief Executive

1 PURPOSE OF REPORT

- 1.1 This report advises the Panel of the establishment of Healthwatch Bracknell Forest, the local Healthwatch organisation, and of the protocol via which Overview and Scrutiny will work jointly with Healthwatch Bracknell Forest.

2 RECOMMENDATION(S)

- 2.1 **That the Children, Young People and Learning Overview and Scrutiny Panel notes the role of, and protocol with (Annexe 1), Healthwatch Bracknell Forest.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To advise the Panel of the establishment of Healthwatch Bracknell Forest and the related protocol for receiving Children's Social Care referrals from that organisation via the Health Overview and Scrutiny Panel.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 The Health and Social Care Act 2012 introduced far-reaching changes, including the abolition of LINK (Local Involvement Networks) and the creation of Healthwatch England, also Local Healthwatch. The Act requires that Local Healthwatch organisations must be established by local authorities responsible for social care to ensure all local people have:

- Access to an organisation that will act as their independent consumer champion and ensure they have access to advice and information (signposting) about health and social care services and support so that they can make informed choices relevant to their needs; and
- A strong collective voice which is heard by commissioners of services and which will inform the development or improvement of services taking into account the needs and experiences of local people.

- 5.2 A related statutory requirement arises from part 6 of *'The NHS Bodies And Local Authorities (Partnership Arrangements, Care Trusts, Public Health And Local Healthwatch) Regulations 2012'*. This imposes certain duties on local authority Overview and Scrutiny Committees where Local Healthwatch organisations or

contractors refer matters to them. This includes a duty to acknowledge receipt of the referral within 20 days.

- 5.3 Healthwatch England is the designated national independent champion for consumers and users of health and social care in England. It is also charged with providing leadership, support and advice to the wider Healthwatch network, including 152 community focused Local Healthwatch organisations. Healthwatch England has legal powers to ensure the consumers' voice is heard by those who make the decisions, including informing government bodies and local authorities in England about their findings, and reporting to Parliament every year. They can also ask the health and social care regulator, the Care Quality Commission, to take action when they have special concerns.
- 5.4 Healthwatch works with charities, and community and voluntary organisations, which support people who use health and care services. Local Healthwatch take evidence built on consumers' views and experience and use it to help shape and improve local services. They pass on information and recommendations to Healthwatch England and the Care Quality Commission. Healthwatch England works at the national level. They take evidence from local Healthwatch and other partners, and use it to create a strong picture of what matters most to consumers up and down the country.
- 5.5 Following a procurement process, on 6 March 2013 the contract for Healthwatch Bracknell Forest (HWBF) was awarded to the Ark Trust Limited, a local organisation previously based in Crowthorne and now based in Market Street, Bracknell. HWBF is the new independent consumer champion created to gather and represent the views of the public, making sure that the views of the public and people who use services are taken into account. HWBF will take on the work of the former LINK and will also: - represent the views of people who use services, carers and the public on the Bracknell Forest Health and Wellbeing Board; provide information, advice and guidance on health and social care matters; signpost to the health service complaints advocacy service which can support people who make a complaint about NHS services; and report any concerns about the quality of health care to Healthwatch England, which can then recommend that the Care Quality Commission takes action.
- 5.6 Healthwatch Bracknell Forest is provided by a consortium of organisations, led by **The Ark Trust**, a Bracknell Forest charity working with people with disabilities, long term health conditions and young people not in education, employment or training. Joining The Ark to deliver Healthwatch Bracknell Forest are:
- **Kids**, who work with disabled children, young people and their families.
 - **Wokingham and Bracknell District Mencap**, supporting people with a learning disability to live their lives as they choose.
 - **Deaf Positives**, providing a wide range of high quality services for Deaf and DeafBlind people.
 - **Berkshire Autistic Society**, comprehensive services for all ages of people with autism, their families, carers and professionals working in the field.
 - **Just Advocacy**, advocacy support to people who may find it difficult to be heard or speak out for themselves. This may include people with disabilities, older people, and those with mental health issues.
 - **SEAP**, providing independent advocacy services to help resolve issues or concerns people may have about their health and wellbeing.
 - **EBE²**, likeminded people carry out peer reviews for others with learning disabilities sharing experiences to improve services.

- 5.7 HWBF has decided that representation from groups working with older people, early years and mental health are needed and the HWBF Board is currently working on identifying potential partners. The Board can also co-opt special interest groups for fixed periods of time if specific health and social care related issues are identified. The HWBF Board is made up of representatives from the organisations that are working together to deliver Healthwatch Bracknell Forest. There are also spaces for three Bracknell Forest residents who would like to help shape health and social care in Bracknell on a voluntary basis; these will be elected positions.¹
- 5.8 Subject to regulations, HWBF must also produce an annual report, which will be circulated to members of the Health Overview and Scrutiny Panel for information. The Healthwatch network is currently waiting on guidance on the precise content of annual reports.
- 5.9 HWBF are represented on the Bracknell Forest Health and Wellbeing Board, directly connected to discussions between the key stakeholders in the health and social care economy. This includes being equally and jointly involved in the influencing and informing of decisions relating to local commissioning, and informing the preparation of the Joint Strategic Needs Assessment and the Joint Health and Wellbeing Strategy.
- 5.10 The role of HWBF is significant in relation to the Council's O&S Panels' understanding of service users' interests and concerns. This applies predominantly to the Health O&S Panel, but the Local Healthwatch (LHW) role also extends to social care, thus the O&S Panels for Children, Young People & Learning, and for Adult Social Care & Housing also have an interest. It is a requirement on HWBF under the LHW Regulations that there should be an agreed and published policy or agreed position statement in place for making referrals to Health O&S. The Chairman of this Panel was consulted on the wording of the protocol between O&S and HWBF at Annexe 1 which was agreed by the Health Overview and Scrutiny Panel on 3 October 2013.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS / EQUALITIES IMPACT ASSESSMENT / STRATEGIC RISK MANAGEMENT ISSUES / CONSULTATION – Not applicable.

7 CONSULTATION

- 7.1 None.

Background Papers

None.

Contact for further information

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Andrea Carr – 01344 352122
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¹ Position as at October 2013

Protocol for Overview and Scrutiny Joint Working with Healthwatch Bracknell Forest

- a) Healthwatch Bracknell Forest (HWBF) and Bracknell Forest Council's Overview and Scrutiny (O&S) are committed to the establishment of a mutually supportive and beneficial relationship through partnership working. The Council's Health O&S Panel (HO&SP) will take the lead on this relationship, referring matters to other O&S Panels as appropriate.
- b) HWBF will provide evidence based feedback, attend HO&SP meetings as an observer, relevant workshops and working groups.
- c) O&S may refer issues to HWBF for investigation or may commission HWBF to research evidence.
- d) HWBF may refer matters to O&S for the purposes of securing information and expertise.
- e) In accordance with The NHS Bodies And Local Authorities (Partnership Arrangements, Care Trusts, Public Health And Local Healthwatch) Regulations 2012 (SI 2012:3094), HWBF will escalate issues as necessary to the HO&SP. The respective O&S Panel has an obligation to acknowledge HWBF referrals within 20 working days of receipt.

**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW & SCRUTINY PANEL
15 JANUARY 2014**

WORKING GROUP UPDATE REPORT AND 2014/15 WORK PROGRAMME

1 PURPOSE OF REPORT

- 1.1 This report sets out the progress achieved to date by the Working Group of the Panel reviewing school places and invites the Panel to consider its Work Programme for 2014/15.

2 RECOMMENDATION(S)

That the Panel:

- 2.1 **notes the progress achieved to date by its Working Group reviewing School Places; and**
- 2.2 **considers its Work Programme for 2014/15.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To keep the Panel up to date regarding the activities of its Working Group reviewing school places and to consider its Work Programme for 2014/15.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

School Places

- 5.1 A Working Group of the Panel has been established to undertake a review of the Council's arrangements for planning and providing places for children in Bracknell Forest's schools, to include the school admissions process and national comparisons.
- 5.2 The Working Group has met on three occasions to date. It received an introductory briefing and considered the scope of the review at its first meeting. The school admissions process was considered at the second meeting and the capital programme, new housing developments and demographic trends were addressed at the third meeting.
- 5.3 Future work will include school place planning anomalies and the timescales, processes, issues and learning associated with amending designated school areas.

2014/15 Work Programme

5.4 The Panel is invited to suggest topics for inclusion in its 2014/15 work programme which will be developed in the coming months. The existing Work Programme for 2013/14 is attached at Appendix 1 for reference together with a list of topics previously reviewed by working groups of the Panel.

**6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS / EQUALITIES
IMPACT ASSESSMENT / STRATEGIC RISK MANAGEMENT ISSUES /
CONSULTATION**

6.1 Not applicable.

Background Papers

None.

Contact for further information

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OVERVIEW AND SCRUTINY WORK PROGRAMME 2013/14

The work programme for Overview and Scrutiny in 2013/14 is shown on the following pages. The work programme will necessarily be subject to continual refinement and updating.

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 Quarterly Service Reports, receiving statutory plans and reports (such as the annual reports of the Local Safeguarding Children Board, and on complaints received). Monitoring:</p> <ul style="list-style-type: none"> • The number of Looked After Children, and the implications for service delivery and resources; • Schools' performance, particularly secondary schools; • The action taken by the Executive to earlier reports by the Panel, in particular an update on the transfer from Primary to Secondary education.
2.	<p>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</p> <p>To selectively contribute to the formulation of new policies in advance of their consideration by the Executive. To include education transport.</p>
3.	<p>2014/15 Budget Scrutiny</p> <p>To review the Council's Children, Young People and Learning budget proposals for 2014/15, and plans for future years.</p>
4.	<p>Schools Governance</p> <p>To complete the review of the arrangements being made to ascertain and achieve effective governance in all schools. The review focuses on the importance of sound governance, the support given to school governors, and the effect of the new legislation concerning local authority and community representation on governing bodies.</p>
5.	<p>The Provision of School Places</p> <p>To review the Council's arrangements for planning and providing places for children in Bracknell Forest's schools, to include the school admissions process and national comparisons. One focus of the review might be the greater complexity introduced by the Academies and Free Schools legislation.</p>

FUTURE PROPOSED REVIEWS	
<u>Children, Young People and Learning</u>	
1.	<p>Substance Misuse</p> <p>Further to the 2012-13 review by the Adult Social Care and Housing O&S Panel, to review actions to minimise substance misuse by children and young people.</p>
2.	<p>Supporting Disadvantaged Children and Families</p> <p>To review the implementation of the Child Poverty Strategy, together with the Council's arrangements for the Government's initiative on 'Troubled Families'.</p>
3.	<p>Youth Services</p> <p>To review the plans and outcomes of the Youth Service provision.</p>

Completed Reviews

Date Completed	Title
December 2003	South Bracknell Schools Review
May 2004	Review of Community & Voluntary Sector Grants
February 2006	Review of School Transfers and Performance
March 2006	Review of School Exclusions and Pupil Behaviour Policy
January 2007	Review of Youth Provision
February 2007	Review of Library Provision
October 2008	English as an Additional Language in Bracknell Forest Schools
April 2009	Children's Centres and Extended Services in and Around Schools in Bracknell Forest
January 2010	14-19 Years Education Provision
January 2011	Safeguarding Children and Young People
January 2012	Common Assessment Framework
July 2013	School Governance

**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL
15 JANUARY 2014**

OVERVIEW AND SCRUTINY PROGRESS REPORT Assistant Chief Executive

1 PURPOSE OF REPORT

1.1 This report highlights:

- (i) Overview and Scrutiny (O&S) activity during the period May to November 2013.
- (ii) Significant national and local developments in O&S.

2 RECOMMENDATIONS

2.1 To note Overview and Scrutiny activity and developments over the period May to November 2013, set out in section 5 to 6, and Appendices 1 and 2.

3 REASONS FOR RECOMMENDATIONS

3.1 The Chief Executive has asked for a six monthly report to be produced on O&S activity.

4 ALTERNATIVE OPTIONS CONSIDERED

4.1 None.

5 SUPPORTING INFORMATION

Overview and Scrutiny Structure and Membership

5.1 Council appointed Rev Cannon Nick Parish, Church of England representative, also Councillor Sargeant, to the O&S Commission, and the Commission appointed Rev Parish to the Children, Young People & Learning Overview and Scrutiny Panel. A councillor vacancy on the Commission remains to be filled. Mrs Carol Murray (Parent Governor representative) and Mrs Catriona Mitchell (Co-optee) resigned during the period. Action is in hand to fill both vacancies, also the long-running vacancy for a representative of the Catholic Diocese.

Overview and Scrutiny Work Programme and Working Groups

5.2 The programme for 2013-14 was approved as part of the Annual Report of O&S for 2012-13, including formal consultation with the Corporate Management Team and the Executive. The programme is broadly on course for completion as planned, and a routine report has been submitted to each O&S Commission meeting, monitoring progress against the O&S Work Programme using traffic light indicators.

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

Overview and Scrutiny Commission

- 5.4 The O&S Commission met on 2 and 15 May (Annual meeting), 1 July, 5 September and 21 November. The main items included: reviewing the quarterly performance reports for the Corporate Services Department, the Chief Executive's Office and the Council as a whole; meeting the Police and Crime Commissioner also representatives of Thames Valley Police and the Community Safety Partnership to review their performance and the refreshed Community Safety Plan; receiving briefings on the Commercial Property Portfolio and the Residents' Survey; considering progress reports on the Community Infrastructure Levy, and the implementation of the strategies for Customer Contact and Channel, Information and Communications Technology, and Office Accommodation; a discussion with the Borough Treasurer on the evolving budgetary position; adopting the report of the Commission's Working Group which reviewed Delegated Authorities, and considering the Executive's response to that report's recommendations. The Deputy Leader said about that report: *'I find the document detailed and comprehensive and an excellent piece of scrutiny work'*.
- 5.5 At each of its meetings, the Commission also reviewed corporate items on the Executive Forward Plan, and monitored the delivery of the O&S work programme, with particular reference to the Commission's own Working Groups. Separately, the O&S Commission made an input to the consultation on the new Community Engagement strategy in May.
- 5.6 The O&S Commission's next meeting is on 30 January 2014. The Commission intends commencing its Working Group on the impact of re-localisation of Business Rates in early 2014.

Environment, Culture and Communities O&S Panel

- 5.7 Meetings of the Panel were held on 25 June and 24 September. During the meetings the Panel considered and commented on: Quarterly Service Reports for the relevant quarters; the Schools Annual Environmental Management Report 2011/12; outcomes of the Residents' Survey; the Residents' Parking Scheme consultation; Local Development Framework updates; the Revised Statement of Community Involvement; the evolving departmental budgetary position; Sustainable Modes of Transport; the O&S Work Programme 2013-14; the six monthly O&S progress report; and scheduled Executive key and non-key decisions. The Panel also received presentations from the Council's Emergency Planning Manager and representatives of the Environment Agency and Thames Water explaining how the Council managed flood risk in partnership with these external agencies. The Panel has monitored the progress of its working group which has guided the Borough's emerging Bus Strategy for implementation in April 2014 and plans to establish a new working group to review the Council's cultural services offering (see Appendix 1).
- 5.8 Actions arising from Panel meetings have resulted in the circulation to Panel Members of a school's energy consumption figures following the installation of a photovoltaic system and information concerning blue wheeled bin registration and the recycling incentive scheme. The next meeting of the Panel is taking place on 21 January 2014.

Health O&S Panel

- 5.9 The Panel met on 11 July, 18 August and 3 October. The main items considered at those meetings included: considering the South Central Ambulance Service's performance on cardiac arrest survival rates and Ambulance response times; reviewing the GP Patient Survey results for the Borough; monitoring the progress on delivering the reforms to health arising from the Health and Social Care Act, specifically the transfer of Public Health responsibilities to the Council, and establishing Local Healthwatch, with whom we had a meeting to review their progress in fulfilling their role; and having a meeting dedicated to reviewing the response of Heatherwood and Wexham Park Hospitals Trust to very critical

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reports issued by the Care Quality Commission. At each of its meetings, the Panel also considered scheduled Executive Key and Non-Key Decisions relating to Health, and monitored the progress of its Working Groups. A new standing item has included regularly reviewing the information from the 'NHS Choices' website concerning summary information on mortality and other key information for the NHS Trusts providing most of the acute care services for Bracknell Forest residents.

- 5.10 Between formal meetings, the Panel's activities have included, for example: monitoring the delivery of 'Shaping the Future' programme for health services in East Berkshire, monitoring the prospective merger of two hospital Trusts nearby, visiting the South Central Ambulance Service Call Centre in Bicester in July, also their Annual General Meeting in September. A major activity has been progressing a Working Group to review what has been and can be learnt locally from the Francis report on the appalling failures concerning the Mid Staffordshire NHS Trust. The Panel's next meeting is on 7 January 2014.

Joint East Berkshire with Buckinghamshire Health O&S Committee

- 5.11 This Committee, formed jointly with Slough Borough Council, the Royal Borough of Windsor & Maidenhead, and Buckinghamshire County Council has remained suspended, the last meeting having been held in March 2013. The O&S Commission had previously decided to end the Council's involvement in the Joint Committee, unless there is a need to respond to a statutory consultation affecting health services in East Berkshire. The Council declined RB Windsor and Maidenhead's suggestion in November that the Committee might meet to consider an issue at a local hospital.

Children, Young People and Learning O&S Panel

- 5.12 Meetings of the Panel took place on 3 July and 11 September, 2013. The Panel received a presentation from the Bracknell Forest Youth Council regarding its recent activities and considered and commented on: Quarterly Service Reports for the relevant quarters; youth provision; the 2013/14 Service Plan and Revised Key Actions and Indicators; Adoption and Foster Care Services Annual Reports 2013; Children and Young People's Plan; implementation of the Common Assessment Framework; Children's Social Care Complaints and Compliments Annual Report 2012/13; Life Chances Team update; Annual report on the Work of the Virtual School; Residents' Survey; Positive Approaches to the Engagement of Young People; the evolving departmental budgetary position; O&S Work Programme 2013-14; the six monthly O&S progress report; and scheduled Executive key and non-key decisions. The Panel also agreed the report of its Working Group which reviewed School Governance and received the resulting favourable Executive response (see Appendix 1).
- 5.13 Activities between Panel meetings included referring the School Governance Working Group report to the Governor Appointments Committee and the receipt of information concerning work to improve engagement with young people, a school leaflet explaining the Common Assessment Framework assessment process, data on A*-C grades in different GCSE subjects and performance of pupil premium students. The Panel's next meeting is being held on 15 January 2014.

Adult Social Care and Housing O&S Panel

- 5.14 The Panel met on 18 June and 17 September, 2013. The main items considered at the meetings included: Quarterly Service Reports for the relevant quarters; Annual Complaints Report for Adult Social Care and for Housing 2012/13; Adult Social Care and Health Local Account 2012/13; Community Based Support Services for People with a Learning Disability; Commissioning Strategy for Adults with Long Term Conditions; Benefits Service Update; Bracknell Forest Safeguarding Adults Partnership Board Annual Report 2012/13; Joint Commissioning Strategy for People with Learning Disabilities Consultation; Outcomes of

the 2012/13 Carers' Survey; Caring for Our Future Consultation; the evolving budgetary position for Adult Social Care and Housing; the six monthly O&S progress report; and scheduled Executive key and non-key decisions. The Panel also considered a monitoring update report in respect of the implementation of the programme of Modernising Older People's Services, following the related review previously undertaken by one of its working groups.

- 5.15 A new working group has been established to undertake a review of the Council's Role in Regulated Adult Social Care Services (see Appendix 1). The next meeting of the Panel is taking place on 14 January 2014.

Other Overview and Scrutiny Issues

- 5.16 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.
- 5.17 Quarterly review and agenda setting meetings between O&S Chairmen, Vice-Chairmen, Executive Members and Directors are taking place regularly for the Panels (every two months for the O&S Commission).
- 5.18 External networking on O&S in the last six months has included both O&S officers attending the annual conference of the Centre for Public Scrutiny in June. The Head of O&S attended a meeting of the South East Employers Local Democracy and Accountability network event in November, and he has continued to represent South East councils' O&S interests at meetings of the National O&S Forum, run by the Centre for Public Scrutiny.

6 Developments in Overview and Scrutiny

- 6.1 The Local Government Association Peer Challenge report of May 2013 said in relation to O&S: *'There is a strong and effective overview and scrutiny function. There is a role that stretches beyond routine monitoring and holding to account, with an increased emphasis on pre-decision involvement and contribution to policy development. Work programmes are determined by scrutiny members in conjunction with lead officers and members, and taking account of the Executive's Forward Plan. This helps Overview and Scrutiny Panels make a relevant and timely contribution to policy development. There are several examples of this, such as the work on localisation of council tax benefits, early intervention, and the Community Infrastructure Levy.'*

7 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Statutory Scrutiny Officer

- 7.1 The monitoring of this function is carried out by the Statutory Scrutiny Officer on a quarterly basis. Good progress has been made on the agreed programme of work by Overview and Scrutiny for 2013/14. Scrutiny Panels have continued to focus on areas of importance to local residents, and the quality of the work done continues to be high.

Borough Solicitor

- 7.2 Nothing to add to the report.

Borough Treasurer

- 7.3 There are no additional financial implications arising from the recommendations in this report.

Equalities Impact Assessment

- 7.4 Not applicable. The report does not contain any recommendations impacting on equalities issues.

Strategic Risk Management Issues

- 7.5 Not applicable. The report does not contain any recommendations impacting on strategic risk management issues.

Workforce Implications

- 7.6 Not applicable. The report does not contain any new recommendations impacting on workforce implications.

Other Officers

- 7.7 Directors and lead officers are consulted on the scope of each O&S review before its commencement, and on draft O&S reports before publication.

8 CONSULTATION

Principal Groups Consulted

- 8.1 None.

Method of Consultation

- 8.2 Not applicable.

Representations Received

- 8.3 None.

Background Papers

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

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Doc. Ref

CXO\Overview and Scrutiny\2013-14\progress reports

OVERVIEW AND SCRUTINY CURRENT WORKING GROUPS – 2013/14

Position at 18 November 2013

Overview and Scrutiny Commission									
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS	
Delegated Authorities	Angell (Lead), Mrs Birch, Gbadebo, Finnie and Leake	Alison Sanders	Richard Beaumont	√	Completed	Completed	√	Executive response due to be considered by O&S Commission on 21 November	
Health Overview and Scrutiny Panel									
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS	
Francis Report on NHS Mid Staffordshire Hospital	Mrs McCracken (Lead), Mrs Angell, Angell, Baily, Kensall, Mrs Temperton, and Virgo	Glyn Jones	Richard Beaumont	√	Information gathering complete	In draft		Draft report being considered by Working Group on 20 November	

Environment, Culture and Communities Overview and Scrutiny Panel									
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS	
Bus Strategy Working Group	Finnie (Lead), Brossard, Ms Brown, Gbadebo and Leake	Bev Hindle / Sue Cuthbert	Andrea Carr	√	Four meetings have taken place and the review is virtually completed	N/A	N/A	The Bus Strategy will be shared with the Working Group for any final comments once prepared for approval by the Executive in January 2014	
Cultural Services Offering	Brossard, Ms Brown, Finnie and Thompson	TBC	Richard Beaumont		At planning stage			The first meeting of the Working Group is yet to be arranged	

Children, Young People and Learning Overview and Scrutiny Panel									
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS	
School Governance	Mrs Temperton (Lead) Mrs Birch, Ms Hayes, Mrs McCracken, Mrs Cauchi	Martin Surrell	Andrea Carr	√	Completed	√	√	The review report was completed in July and a favourable Executive	

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	(former PGR) & Mr Jackson (Kerith Centre)								response was received in September, 2013
School Places	Mr Briscoe (PGR) (Lead) Mrs Birch, Gbadebo, Kensall, Mrs McCracken, and Mrs Temperton	Chris Taylor	Andrea Carr	√	Review commenced in September 2013 and two meetings have taken place to date				A third meeting is being arranged to consider the capital programme and impact of new housing etc.

Adult Social Care and Housing Overview and Scrutiny Panel

WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
The Council's Role in Regulated Adult Social Care Services	Harrison (Lead), Mrs McCracken, Mrs Temperton and Thompson	Zoë Johnstone	Andrea Carr	√	The first meeting of the Working Group has taken place			The second meeting is being arranged to consider CQC inspection criteria and reports, and examples of contracts

Completed Reviews

Date Completed	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
April 2009	Overview and Scrutiny Annual Report 2008/09

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Date Completed	Title
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 (publication withheld to 2011)
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)
July 2010	The Council's Response to the Severe Winter Weather
July 2010	Preparedness for Public Health Emergencies
October 2010	Safeguarding Vulnerable Adults in the context of Personalisation
October 2010	Review of Partnership Scrutiny
December 2010	Hospital Car Parking Charges
January 2011	Safeguarding Children and Young People
March 2011	Review of the Bracknell Healthspace (Addendum)
April 2011	Overview and Scrutiny Annual Report 2010/11
June 2011	Office Accommodation Strategy
June 2011	Plans for Sustaining Economic Prosperity
July 2011	Review of Highway Maintenance (Interim report)
September 2011	Performance Management Framework

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Date Completed	Title
September 2011	Review of the Council's Medium Term Objectives
October 2011	Plans for Neighbourhood Engagement
October 2011	Regulation of Investigatory Powers
October 2011	Site Allocations Development Plan Document
January 2012	Common Assessment Framework
February 2012	Information and Communications Technology Strategy
April 2012	NHS Trusts Quality Accounts 2011/12 (letters submitted to five Trusts)
April 2012	Overview and Scrutiny Annual Report 2011/12
June 2012	Commercial Sponsorship
July 2012	Communications Strategy
November 2012	Proposed Reductions to Concessionary Fares Support and Public Transport Subsidies
November 2012	Modernisation of Older People's Services
January 2013	Preparations for the Community Infrastructure Levy
February 2013	Substance Misuse
February 2013	'Shaping the Future' of Health Services in East Berkshire
April 2013	Overview and Scrutiny Annual Report 2012/13
April 2013	NHS Trusts Quality Accounts 2011/12 (letters submitted to three Trusts)
July 2013	School Governance
September 2013	Delegated Authorities
October 2013	Bracknell Forest Bus Strategy

Results of Feedback Questionnaires on Overview and Scrutiny Reports

Note – Departmental Link officers on each major Overview and Scrutiny review are asked to score the key aspects of each substantive review on a scale of 0 (Unsatisfactory) to 3 (Excellent)

	Average score for previous 19 Reviews ¹
PLANNING	2.8
Were you given sufficient notice of the review?	
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	2.7
Was the review carried out in a professional and objective manner with minimum disruption?	
Was there adequate communication between O&S and the department throughout?	2.8
Did the review get to the heart of the issue?	2.6
REPORTING	2.8
Did you have an opportunity to comment on the draft report?	
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
Overall average score	2.7

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, 14-19 Education, Preparedness for Public Health Emergencies, Safeguarding Children, Safeguarding Adults, the Common Assessment Framework, Modernisation of Older People's Services, Community Infrastructure Levy, School Governance, and Delegated Authorities.

**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW & SCRUTINY PANEL
15 JANUARY 2014**

**EXECUTIVE KEY AND NON-KEY DECISIONS RELATING TO
CHILDREN, YOUNG PEOPLE AND LEARNING
Assistant Chief Executive**

1 PURPOSE OF REPORT

- 1.1 This report presents scheduled Executive Key and Non-Key Decisions relating to Children, Young People and Learning for the Panel's consideration.

2 RECOMMENDATION(S)

- 2.1 **That the Children, Young People and Learning Overview and Scrutiny Panel considers the scheduled Executive Key and Non-Key Decisions relating to Children, Young People and Learning appended to this report.**

3 REASONS FOR RECOMMENDATION(S)

- 3.1 To invite the Panel to consider scheduled Executive Key and Non-Key Decisions.

4 ALTERNATIVE OPTIONS CONSIDERED

- 4.1 None.

5 SUPPORTING INFORMATION

- 5.1 Consideration of Executive Key and Non-Key Decisions alerts the Panel to forthcoming Executive decisions and facilitates pre-decision scrutiny.
- 5.2 To achieve accountability and transparency of the decision making process, effective Overview and Scrutiny is essential. Overview and Scrutiny bodies are a key element of Executive arrangements and their roles include both developing and reviewing policy; and holding the Executive to account.
- 5.3 The power to hold the Executive to account is granted under Section 21 of the Local Government Act 2000 which states that Executive arrangements of a local authority must ensure that its Overview and Scrutiny bodies have power to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the Executive. This includes the 'call in' power to review or scrutinise a decision made but not implemented and to recommend that the decision be reconsidered by the body / person that made it. This power does not relate solely to scrutiny of decisions and should therefore also be utilised to undertake pre-decision scrutiny.

6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

No advice was sought from the Borough Solicitor, the Borough Treasurer or Other Officers or sought in terms of Equalities Impact Assessment or Strategic Risk Management Issues. Such advice will be sought in respect of each Executive Forward Plan item prior to its consideration by the Executive.

7 CONSULTATION

None.

Background Papers

Local Government Act 2000

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CHILDREN, YOUNG PEOPLE & LEARNING OVERVIEW & SCRUTINY PANEL

EXECUTIVE WORK PROGRAMME

REFERENCE	I044796
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TITLE: Schools Budget 2014-15

PURPOSE OF DECISION: For the Executive Member to agree decisions required to set the 2014-15 Schools Budget and agree the submission of relevant data to the Department for Education.

FINANCIAL IMPACT: Will be within the overall level of available resources.

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

PRINCIPAL GROUPS TO BE CONSULTED: All Bracknell Forest schools and the Schools Forum

METHOD OF CONSULTATION: Written consultation with all schools plus reports presented to the Schools Forum will form the basis of recommendations in this report.

DATE OF DECISION: Monday, 20 Jan 2014

REFERENCE	I044887
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TITLE: Berkshire Shared Adoption Service

PURPOSE OF DECISION: To approve, in principle, the proposed transfer of the Council's Adoption Service into a Berkshire Shared Service, subject to a satisfactory outcome of the detailed negotiations.

FINANCIAL IMPACT: This is being assessed and will form part of the detailed negotiations as the proposed process of transfer is progressed.

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

PRINCIPAL GROUPS TO BE CONSULTED: Relevant staff from adoption services.

METHOD OF CONSULTATION: Detailed consultation process, preliminary discussion have already started.

DATE OF DECISION: Tuesday, 28 Jan 2014

REFERENCE	I044197
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TITLE: Schools Annual Environmental Management Report 2012/13

PURPOSE OF DECISION: For the Executive Member to approve the Schools Annual Environmental Management Report 2012/13

FINANCIAL IMPACT: Within existing budget.

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

PRINCIPAL GROUPS TO BE CONSULTED: Officers

METHOD OF CONSULTATION: Meetings with interested parties

DATE OF DECISION: Tuesday, 11 Feb 2014