

## **NOTICE OF MEETING**

**Children, Young People & Learning Overview & Scrutiny Panel  
Monday 12 January 2015, 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 Brossard (Vice-Chairman), Councillors Allen, Gbadebo, Ms Hayes, Heydon, Kensall, Mrs McCracken and Mrs Temperton

**Church Representatives** (Voting in respect of Education matters only)

Two Vacancies

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

Mr R Briscoe and Mrs L Wellsted

**Teachers' Representatives** (Non-Voting)

Miss V Richardson

**Children's Social Care Representative** (Non-Voting)

Ms C Barrett

**cc: Substitute Members of the Panel**

Councillors Ms Brown, Dudley, Mrs Hamilton, Thompson and Virgo

ALISON SANDERS  
Director of Corporate Services

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**Children, Young People & Learning Overview & Scrutiny Panel  
Monday 12 January 2015, 7.30 pm  
Council Chamber, Easthampstead House, Town Square,  
Bracknell, RG12 1AQ**

Sound recording, photographing, filming and use of social media at meetings which are held in public are permitted. Those wishing to record proceedings at a meeting are however advised to contact the Democratic Services Officer named as the contact for further information on the front of this agenda as early as possible before the start of the meeting so that any special arrangements can be made.

**AGENDA**

A pre-meeting for Panel Members will be held at 7pm in the Boardroom.

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 10 September 2014.

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**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**

To receive the minutes of the meetings of the above Panel held on 24 September 2104 and 10 December 2014.

7 – 14  
& To Follow

**BUDGET CONSULTATION**

7. **2015/16 DRAFT BUDGET PROPOSALS**

To consider key themes and priorities for Children, Young People and Learning as outlined in the Council's Draft Budget Proposals for 2015/16.

15 - 72

**PERFORMANCE MONITORING**

8. **ANNUAL REPORT OF THE LOCAL SAFEGUARDING CHILDREN BOARD**

To consider the attached 2013/14 Annual Report of the Local Safeguarding Children Board regarding the effectiveness of safeguarding and child protection practice in Bracknell Forest.

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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 2014/15 (July to September 2014) relating to Children, Young People and Learning, giving particular attention to outcomes of Ofsted school inspections and updates on progress by schools on 'closing the gap' in attainment, validated 'A' Level results, teacher recruitment, and the number of children looked after and in child protection.

121 - 156

**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 QSR where possible*

10. **ANNUAL REPORT ON THE STATUTORY ROLES AND RESPONSIBILITIES OF THE DIRECTOR AND LEAD MEMBER FOR CHILDREN'S SERVICES 2013/14**

The second Annual Report is attached for consideration.

157 - 200

11. **ANNUAL REPORT OF CHILDREN'S SOCIAL SERVICES COMPLAINTS 2013-14**

To consider the above Annual Report.

201 - 222

## **OVERVIEW AND POLICY DEVELOPMENT**

### **12. WORKING GROUP UPDATE REPORT**

To receive an update in respect of the working group of the Panel reviewing substance misuse by, and affecting, children and young people. 223 - 224

### **13. WORK PROGRAMME 2015/16**

To consider the Panel's Work Programme for 2015/16. 225 - 228

### **14. OVERVIEW AND SCRUTINY PROGRESS REPORT**

To note the Bi-Annual Progress Report of the Assistant Chief Executive. 229 - 242

## **HOLDING THE EXECUTIVE TO ACCOUNT**

### **15. EXECUTIVE KEY AND NON KEY DECISIONS**

To consider scheduled Executive Key and Non-Key decisions relating to Children, Young People and Learning. 243 - 248

## **DATE OF NEXT MEETING**

The next scheduled meeting of the Children, Young People and Learning Overview and Scrutiny Panel will be held on 4 March 2015 at 7.30pm. There will be a pre-meeting for members of the Panel at 7pm.

**CHILDREN, YOUNG PEOPLE & LEARNING  
OVERVIEW & SCRUTINY PANEL  
10 SEPTEMBER 2014  
7.30 - 9.50 PM**



**Present:**

Councillors Mrs Birch (Chairman), Brossard (Vice-Chairman), Allen, Gbadebo, Ms Hayes, Mrs McCracken, Mrs Temperton and Thompson  
Ms C Barrett, Children's Social Care Representative  
Ms L Wellsted, Parent Governor Representative

**Apologies for absence were received from:**

Councillors Heydon and Kensall  
Mr R Briscoe, Parent Governor Representative  
Miss V Richardson, Teachers' Representative

**Executive Member:**

Councillor Dr Barnard

**Also Present:**

Andrea Carr, Policy Officer (Overview and Scrutiny)  
Sandra Davies, Head of Performance Management and Governance  
Karen Frost, Head of Prevention and Early Intervention  
Lorna Hunt, Chief Officer: Children's Social Care  
Dr Janette Karklins, Director of Children, Young People & Learning  
Christine McInnes, Chief Officer: Learning & Achievement  
Kashif Nawaz, Assistant Virtual School Head  
Amanda Wilton, Head of Targeted Service

**19. Substitute Members**

The Panel noted the attendance of the following substitute Member:

Councillor Thompson for Councillor Kensall

**20. Minutes and Matters Arising**

**RESOLVED** that the minutes of the meeting of the Panel held on 11 June 2014 be approved as a correct record and signed by the Chairman.

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

There were no declarations of interest or any indications that Members would be participating under the party whip.

**22. Urgent Items of Business**

There were no urgent items of business.

**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. Corporate Parenting Advisory Panel**

The Panel received the minutes of the Corporate Parenting Advisory Panel held on 25 June 2014.

In response to a Member's question it was reported that there were no known problems at present with delays in Disclosure and Barring Service checks for foster carers.

**25. Performance Monitoring Report**

The Panel received the Quarterly Service Report (QSR) for the first quarter of 2014/15 (April to June 2014) together with a series of presentations on aspects of the service.

Janette Karklins, Director of Children, Young People & Learning, gave a presentation detailing the major achievements during the first quarter and the ongoing work to continue development.

Karen Frost, Head of Prevention and Early Intervention, gave a presentation on support for "Troubled Families".

Following questions from the Panel, the meeting was advised that:

- The initiative was still being funded on the basis of outcomes.
- To date 57 out of 115 families (50%) had been turned around and that monitoring would continue to try to ensure that previous problems did not reoccur.
- Mental health was a significant factor in many troubled families and was a focus for the Family Intervention Team.
- The Team comprised approximately 8 full time equivalent staff and had been formed by bringing together officers from different Council services.

The Director gave a presentation on the allocation of school places and reported that the Borough used to operate with approximately 15% surplus school places. This had subsequently reduced to between 5 and 10% and was currently running at 3% despite the significant number of additional places created in recent years.

Following questions from the Panel, the meeting was advised that:

- The number of children moving out of the borough each year did not offset the large numbers moving in.
- Although there were detailed projections of future pupil numbers which took into account, amongst other things, birth rates and new housing developments, it was impossible to predict the number of school age children moving into the borough during the school year.
- Neighbouring boroughs were facing the same pressures on school places.

Christine McInnes, Chief Officer: Learning & Achievement reported that, during the first quarter, two schools had been inspected by Ofsted. New Scotland Hill had been

rated good and Easthampstead Park had been rated as requiring improvement. There had also been an HMI monitoring visit to The Brakenhale School.

Some Members voiced concerns about Ofsted inspecting Easthampstead Park less than two years after the previous inspection and, prior to the publication of examination results which would have demonstrated significant improvement in performance in recent years. The Director reported that the Local Authority shared these concerns and had supported the Headteacher in making a formal complaint. The response was awaited. However it was important to note that, although the school continued to be rated as requiring improvement it was an improving school and its direction of travel was towards a good rating.

The Panel was also informed of the headline data for Early Years and Foundation, Key Stage 1 and 2. The results had not yet been validated and a detailed report would be submitted to a future meeting.

In response to questions on the QSR, the meeting was informed that:

- The Local Authority would continue to prosecute in respect of pupils' non-attendance at schools as results will not improve if pupils do not attend. Whilst the fine might be less than the savings made by taking a family holiday in term time, the amount of each fine was a matter for the magistrate.
- The Council had a multi-agency operations group which monitored any suspicion of CSE. The Executive had already been briefed, post Rotherham, on the action being taken to raise awareness of CSE and an all Members briefing was being arranged.

## **26. Independent Reviewing Officer Service: Annual Report 2013/14**

The Panel considered the 2013/14 Annual Report of the Independent Reviewing Officer Service which performs a key role in assuring the quality of the local authority's care planning for Looked After Children.

Following questions from the Panel, the meeting was advised that:

- A report would be submitted to the next meeting of the Health and Well-being Board regarding the level of Child and Adolescent Mental Health Services support for Looked After Children.
- The number of children who chose not to participate in a review was very small.

The Panel noted the report.

## **27. Bullying**

Mandy Wilton, Head of Targeted Services, gave a presentation on the anti-bullying work programme which included numerous anti-bullying themed school assemblies and workshops.

Following questions from the Panel, the meeting was advised that:

- Schools had good relationships with bus companies and would be made aware of any significant bullying on bus journeys. However no particular issues had been reported.
- A DVD of pupils' artwork produced for anti-bullying work had been distributed to all schools in the borough.

The Panel congratulated the team on the the amount of work undertaken to combat bullying.

28. **Common Assessment Framework (CAF) Annual Report 2013/14**

The Panel considered the 2013/14 Annual Report of the Common Assessment Framework together with a presentation from Sandra Davies, Head of Performance Management and Governance, highlighting progress made over the year by the Framework and the Early Intervention Hub.

The Overview and Scrutiny review previously undertaken in respect of the Common Assessment Framework had proved useful and all recommendations from the review had been implemented.

The Panel requested that copies of a Child's View Sheet, the Neglect Guide for Practitioners and the revised threshold document be circulated.

In response to a Member's question, it was reported that, although the situation had improved, there were still sometimes problems regarding the identification of a lead professional and further work would be done on this matter.

The Panel noted the report.

29. **Pupil Premium Grant for Looked-After Children - Effective Use**

The Panel considered a report on the support provided to schools from the Virtual School to enhance the impact of the Pupil Premium Grant for Looked After Children. The Panel welcomed the pupil case studies which summarised some of the opportunities for the creative use of the grant.

The Panel was informed that:

- The Virtual School used the pupil premium to provide opportunities for tailored and targeted support to meet the individual needs of the child.
- It was too early to see the full impact of the pupil premium. Further updates would be submitted to the Panel during the year.

The Panel noted the report.

30. **School Places Overview & Scrutiny Working Group Report - Executive Response**

The Panel welcomed the positive response of the Executive to the report of the Overview and Scrutiny review of school places which accepted all of the recommendations in the report. All those involved in the review were thanked for their contribution..

31. **Executive Key and Non-Key Decisions**

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



32. **Development Plan for Community Learning 2014-17**

The Panel noted the Development Plan for Community Learning and Skills 2014-17 which would be considered by Full Council on 17 September.

33. **Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972, as amended, and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (3) Information relating to the financial or business affairs of any particular person (including the authority).

34. **Pan-Berkshire Shared Adoption Service**

The Panel received a report proposing the establishment of a Pan-Berkshire Shared Adoption Service.

Following questions from the Panel, the meeting was advised that:

- In the event of a breakdown in the adoption process the authority in which the child was living would be responsible for his/her welfare. However Bracknell Forest has not had any breakdown for many years.
- Under a shared service, any employment of agency staff would be funded from the host Authority.

The Panel noted the report and supported the proposal.

35. **Date of Next Meeting**

The next meeting of the Children, Young People and Learning Overview and Scrutiny Panel was to be held on 12 January 2015 at 7.30pm. A pre-meeting was to be held at 7 pm.

**CHAIRMAN**

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**CORPORATE PARENTING ADVISORY  
PANEL  
24 SEPTEMBER 2014  
5.00 - 6.57 PM**



**Present:**

Councillors Heydon (Chairman), Mrs McCracken (Vice-Chairman), Mrs Birch, Mrs Angell (Substitute) and Mrs Temperton (Substitute)

**Apologies for absence were received from:**

Councillors Ms Brown and Ms Hayes

**18. Apologies for Absence/Substitute Members**

The Panel noted the attendance of the following substitute members:

Councillor Mrs Temperton for Councillor Ms Brown  
Councillor Mrs Angell for Councillor Ms Hayes

**19. Declarations of Interest**

There were no declarations of interest.

**20. Minutes and Matters Arising**

**RESOLVED** that the minutes of the meeting held on 25 June 2014 be agreed as a correct record.

Matters Arising

Places for the Corporate Parenting and Children in Care Councils Event were not available for the event in London on 13 December 2014, so Panel members were unable to get places on this date.

Heather Brown, Sarah Roberts and Councillor Heydon had met to discuss the research commissioned by the Regional Corporate Parenting Network and had considered future planning regarding this.

**21. Panel Announcements**

Looked After Children Awards Ceremony 25 September 2014

Many Corporate Parenting Advisory Panel members and officers were due to attend the Looked After Children Awards Ceremony. More children were nominated this year than last year, and there had been much support from children's social care staff. A Paralympian was due to attend the event as a special guest. This year post 16 year olds were included in the awards, whereas last year they had a separate event for care leavers.

'Do You Know?' Training

Panel members should have received an invite to 'Do You Know?' training. Two panel members confirmed that they had attended the training.

22. **Review of Member Briefing**

Panel members considered a review of the Member Briefing on Corporate Parenting Looked After Children which was held on 11 July 2014.

Overall feedback ratings regarding expectations, knowledge, planning and structure, delivery and presentation, learning tools, venue, timing, and the information provided were Good or Excellent.

The Chairman thanked the speakers who attended the briefing. It was thought that the briefing helped to increase Members' understanding and 'every child matters' was a concept gained from the training.

Attendance at 'Do You Know?' training was encouraged.

It was suggested that a Member Briefing on Corporate Parenting could be scheduled every one or two years, and it would be considered by the Member Development Charter Steering Group as to whether to include Corporate Parenting in Members' Induction. It was considered to be important that the roles and responsibilities of members included a continuing spotlight on children's social care.

Panel members suggested that there should be a further Corporate Parenting briefing in June 2015, with future briefings on an annual basis regarding statutory obligations, responsibilities and functions. A cue card would be prepared for the next meeting of the Panel.

**(Action: Sarah Roberts)**

23. **LAC Educational Achievements and Destinations - September 2014**

Kashif Nawaz, Assistant Virtual School Head gave an update on Looked After Children's educational achievements and destinations.

A, B, C in the table of Key Stage results referred to the level which a pupil had achieved in different subjects. There was a summary under each set of results and all pupils in this year's cohort had benefited from their full allocation of the Pupil Premium Grant.

The Local Authority average for Key Stage 1 was 16.2 points. There were three young people at Key Stage 1 who had progressed in line with individual targets which was the trend aimed for. There were programmes at the end of Key Stage 1 which included a phonics test. Phonics screening results could be used in the future. Guidance and support from schools was clearly demonstrated in targets and PEPs.

Observations and outcomes in relation to the Key Stage 2 results included that the expected level of attainment was Level 4; 80% of the cohort had achieved Level 4 in Reading, Writing and Mathematics (the Local Authority average was 78%) compared with 67% in 2012-13; 20% had achieved Level 5 in Reading; and 60% of the cohort had made more than the expected level of progress between Key Stage 1 and Key Stage 2.

Historical attainment was part of the PEP and it was vital that secondary schools were aware of this information. Sometimes there were circumstances beyond the control of the secondary school which could effect attainment and it was important that pupils always had access to support.

The involvement of the Corporate Parenting Advisory Panel in engagement with young people helped. There had been significant progress in Key Stage 4 over the last twelve months and young people thrived off positive encouragement.

Pupils with special educational needs all had a post-16 destination which was considered to be good and had the potential to achieve good results. Measures had been put in place but it was still sometimes difficult for looked after children to believe in themselves. A positive role model could effect change from primary school.

Councillor Mrs Temperton suggested that there needed to be a link in secondary schools similar to positive links available in primary schools with a continuous focus on every child achieving their potential.

Bracknell Forest had one of the highest numbers of looked after children in university amongst neighbouring Local Authorities, which was a credit to colleges and universities being flexible and providing support and advice through the interview process. Over the last twelve months no looked after child had changed their course; they had all stayed on their courses for the twelve month period.

The Chairman thanked Kashif for the update.

#### **24. Larchwood Statement of Purpose and Annual Report**

Sonia Johnson, Head of Service, Specialist Services presented the Statement of Purpose and Annual Report for Larchwood Short Break Unit.

There had been a number of amendments to the Statement of Purpose (SoP) from last year and next year there would be a complete re-write of the SoP. The SoP reflected that Larchwood continued to be good and that it was significant in helping to keep young people at home with their families. Work had been undertaken with young people approaching adulthood and programmes had been started which involved developing skills.

Work would be undertaken with Youth Services in future. A significant review of Larchwood was needed regarding the direction of work in the unit, opening hours and whether the unit was meeting the needs of the young people using it. There had been a small internal staffing review in June 2014 and a bigger piece of work was planned as a result of this. A project plan was being established and children from Manor Green may be included, although nursing staff were needed to support these children.

Larchwood provided respite and support to families and had evolved into a very effective short break unit with some outreach work. Communications and safeguarding were important areas in terms of meeting needs. SiLSiPs involvement with Larchwood was thought to have had a positive impact.

#### **25. Regulation Visits to Larchwood**

Sarah Roberts, Policy and Research Officer gave an update on Regulation 33 Visits to Larchwood Short Break Unit, April to September 2014.

There had been changes in Regulation 33 Visits to ensure independence. Members of the Performance and Governance team were now undertaking visits on alternative months which had been positively received. There was a new regime with themes and actions arising from the visits.

An invite had been sent inviting Panel members to a coffee morning at Larchwood in October. The date of this would be checked and the invite re-sent to Panel members.  
**(Action: Sarah Roberts)**

It was planned that the views of families be fed into Regulation 33 reports and these could be gathered at an informal event, such as the coffee morning.

## 26. **Audit of Looked After Children Placed Out of Area**

Sarah Roberts, Policy and Research Officer presented a report on the thematic review of children placed at a distance.

The Performance and Governance Service were undertaking an internal audit of children placed at a distance, with the focus being on residential care 20 miles or more away from a child's home community. The methodology of Ofsted was replicated and used, and the Corporate Parenting Advisory Panel was invited to comment on the review.

Panel members' discussion recognised that distance from home was a real issue for children in care and there needed to be an opportunity for Members to understand their role in relation to children in care placed at a distance. Panel members considered the number of children in care placed at different distances from their home community. The percentage of children placed within five miles was 68% in July 2013 and 74% in July 2014. More children were being placed closer to their home community than in previous years.

The aim was for more children to be placed with local foster carers, and the 'Duty of Sufficiency' advised that children should be placed within borough boundaries as far as was reasonably practical. The Sufficiency Strategy was addressed within the Looked After Children Commissioning Strategy and progress reports within the action plan. Sometimes it was important to place children at a distance and there were good reasons for this. There were no residential homes within Bracknell Forest and for some children, residential placements were needed. Residential placements varied in time length; some were for two to three years and others were more short term.

Placements depended on the nature of a child's needs; some may go through a few foster homes and need more specialised help. Young people would have assessments and the aim was to move them once their needs were known. An officer checked the police database in relation to crime in the area and this had been developed over the past year. Information regarding missing children and Ofsted ratings were also checked before placements were made.

The Chairman requested further information on the Family Placement Team's recruitment strategy and asked that it be considered at a future meeting of the panel.  
**(Action: Heather Brown)**

Recruitment of foster cares was a strong focus at present with a campaign about to commence with Tesco and further work with the local churches. Panel members suggested that Waitrose would be a good place to have flyers regarding this. Barriers in meeting the sufficiency duty included an increased number of children in care over the past few years and higher numbers of children in care than foster carers

available. Sibling groups were difficult to place, especially sibling groups of three and four children and there was a potential impact of older looked after children staying in placements post-18 affecting the number of placements available.

Older looked after children had complex needs and resource was needed to meet these needs. Bracknell Forest was part of the residential consortium arrangement managed by Buckinghamshire. A request had been made for them to consider expansion to have crisis interventions with the aim of placing children closer to home.

Ensuring Panel members were effective Corporate Parents included feedback from SiLSiP, the annual IRO report, Health data, 'Staying Put' work, and the different needs of young people who were slightly older. Young people's views would be included in the audit and there would be a report back on this at the March 2015 meeting of the Panel.

**(Action: Sarah Roberts)**

There were approximately 65 to 70 looked after children placed in Bracknell Forest from other Local Authorities at present, some IFAs in the area and some placed but not yet adopted. These children would be known to the Virtual school and in receipt of pupil premium were relevant. There was one residential establishment within Bracknell Forest for young males with specific needs

There was a regional IFA contract and agencies needed to be 'good' or 'outstanding' to be considered for this. When concerns were raised the appropriate action was taken. Bracknell Forest were part of the Buckinghamshire consortium and had benefitted much by working with Buckinghamshire and liaising with providers locally. There was also better buying power in groups in relation to procurement of services.

A draft of Panel members' comments on the Audit of Looked After Children Placed Out of Area would be circulated to Panel members.

**(Action: Sarah Roberts)**

## **27. Independent Reviewing Officer's (IRO's) Annual Report**

Carol Lambkin and Alison O'Donovan-Troth, IROs (Independent Reviewing Officers), presented the eighth Annual Report of the Independent Reviewing Officer Service.

Sandra Davies, Head of Performance Management and Governance, gave an introduction to the report and advised that there was statutory guidance in the IRO handbook which was being followed, and that there was a close link between IROs and health.

Carol Lambkin advised that it had been a busy year and there was a summary of the key areas in the report. The IRO handbook had been introduced three years ago, and the dispute resolution process was working well. The IRO Service could be used across services such as health and Children's Social Care, and areas of issues could often be resolved before there was a formal challenge.

Matching the right child to a foster placement to avoid movement of placements was important, and children needed to feel wanted, comfortable and able to develop. A difference was seen in young people when they were matched with the right foster placement.

The IROs caseload was high but there was now another officer in the team on a part-time basis for one year and this had helped. It was hoped that this contract would be

extended as it allowed other IROs the time to visit young people placed out of the area. IROs usual caseload might be 60 to 70 cases for a full-time role.

There was oversight in relation to Children's Social Care and IROs were observed. The aim was to undertake an audit of the services. Participation was high in relation to young people and IROs; the team had been consistent and had been together for a long time which helped. It was critical that young people had someone to go to if their social worker changed and IROs proved valuable in this capacity. An agency social worker might cover cases until a new social worker was appointed but the aim was to keep changes in social worker to a minimum.

The impact on the family justice system was significant as social workers were being asked to undertake more assessments which in the past had been undertaken by other people. IROs were independent but still worked well with social workers and other teams.

**28. Chief Officer's Response to IRO Annual Report**

The Panel noted the report on the response by the Council to the Annual Report prepared by the Independent Reviewing Officer Service. Apart from good practice noted, one of the areas noted was change in social workers. There had been change in the Over 11's Team in Children's Social Care and some staff stability was an issue. Agency staff could be paid higher salaries and it was sometimes a challenge to hire agency staff as they were so sought after by authorities. Some authorities had more funding to use for agency staff as a significant percentage of staff in social care were agency staff.

**29. Health of Looked After Children Strategy and Annual Report**

Sharon Hickson, LAC Nurse was, at the last minute, not able to be present at the meeting.

Officers and Panel members would have queried the late notifications indicated as reasons for delay in relation to initial health assessments. Some data needed further explanation and there was no data in relation to health responsibility for delays. There were IT issues which may have impacted on some of this data. The Life Chances team Co-ordinator was now responsible for ensuring review information was completed well in advance and there were more robust systems in place. Whilst there was not a dedicated Tier 2 CAMHS worker for Looked After Children, there were other resources available with more training for staff at Tier 1 and 2.

**30. Exclusion of Public and Press**

**RESOLVED** that pursuant to Section 100A of the Local Government Act 1972, as amended, and having regard to the public interest, members of the public and press be excluded from the meeting for the consideration of the following item which involves the likely disclosure of exempt information under the following category of Schedule 12A of that Act:

- (1) Information relating to any individual (Item 31).

**31. Performance Management Information**

Lorna Hunt, Chief Officer: Children's Social Care presented the latest performance management information.



Stability of placements was up to 53% and there were very good reasons sometimes why changes needed to take place. Adoptions and Special Guardianship Orders continued to rise and there were reasons why children with complex needs could take longer to be placed or be adopted, and older children being placed was a big undertaking for a family.

Foster carers were unable to take all siblings where there were four children or more which needed to be placed. Homelessness of families could contribute to this need arising. Health assessment completions were high but a few could be overdue because of arrangements needed and some children refused to visit the dentist. A health assessment usually involved a more in depth assessment including areas such as sexual health, drugs and alcohol, and was more holistic.

There was good transition and working with Adult Social Care, with joint training and identifying young people coming through.

If Members had any questions regarding the QSRs they could forward them to Lorna.

### 32. **Dates of Future Meetings and Forward Plan**

10 December 2014    Pledge to Looked After Children  
Participation and SiLSiP Annual Reports  
Care Leavers  
Fostering Association

25 March 2015        Regulation 33 Visits  
Children Placed Out of Area Audit

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**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW & SCRUTINY PANEL  
12 JANUARY 2015  
ENVIRONMENT, CULTURE & COMMUNITIES OVERVIEW & SCRUTINY PANEL  
13 JANUARY 2015**

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**DRAFT BUDGET PROPOSALS 2015/16  
Borough Treasurer**

**1 INTRODUCTION**

- 1.1 The Executive agreed the Council's draft budget proposals for 2015/16 at its meeting on 16 December 2014 as the basis for consultation with the Overview and Scrutiny Commission, Overview and Scrutiny Panels and other interested parties. The consultation period runs until 27 January 2015, after which the Executive will consider the representations made at its meeting on 10 February 2015, 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 2015/16.**

**3 SUPPORTING INFORMATION**

- 3.1 Attached to this report are extracts from the 2015/16 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
- Capital Programme Report and Summary
- Proposed Capital Schemes

The full 2015/16 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: 16 DECEMBER 2014

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**GENERAL FUND REVENUE BUDGET 2015/16  
(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 2015/16.
- 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 late December 2014. Therefore, in the absence of the Provisional Settlement, the report is based on the indicative 2015/16 funding figures received in February 2014.
- 1.3 All comments received on these budget proposals will be submitted to the Executive on 10 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 2015/16 budget and Council Tax on 25 February 2015.

**2 RECOMMENDATIONS**

**That the Executive:**

- 2.1 **Agree the draft budget proposals for 2015/16 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 E and request that the Governance and Audit Committee review each of the key elements.**
- 2.3 **Agree that the 2015/16 Schools Budget be set at the estimated level of 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 2014/15 budget as set out in Annexes F and G and recommend those that are over £0.100m 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 2015/16 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 2015/16 – 2017/18

5.1 Initial preparations for the 2015/16 budget have focussed on the Council's Commitment Budget for 2015/16 – 2017/18. 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 2014/15 budget was set.

5.2 A number of changes are proposed to the Commitment Budget since it was last considered by the Executive in July and are reflected in the summary in Table 1. The most significant are set out below:

- The latest waste projections have indicated an increase in waste tonnages and a reduction in the amount being recycled. In addition, increases in landfill tax are now directly linked to RPI and will be reflected in the inflation calculation (£0.380m).
- The Local Development Framework has required updating due to changes in National Policy, including those brought in through the National Planning Policy Framework. This has resulted in additional costs for technical work and studies and has changed the spend profile over the next three years compared to the previous estimate (£0.163m). The new programme has been formalised in the updated Local Development Scheme approved by the Executive.
- Inclusion of the forecast recruitment and retention payments in Children's Social Care agreed by the Employment Committee on the 18 June (£0.130m). The budget increase will be reviewed once the actual number of employees entitled to the payment has been established.
- The projection for the Minimum Revenue Provision now incorporates the latest forecast for capital spend and receipts and the on-going under spend from 2014/15 (-£0.390m).
- Inclusion of the savings from the Aiming High programme agreed by the Executive on 23 September (-£0.108m).
- The allocation for pension fund contributions now reflects the actual lump sum deficit payments the Council will need to make over the next three years (-£0.197m).

Whilst these changes to the Commitment Budget are individually significant, their overall impact is to increase the Council's budget by only £0.011m (includes other minor changes) when compared to the position reported in July.

5.3 Taking account of these changes, Table 1 summarises the position and shows that base expenditure (excluding schools) is planned to increase by £1.005m to £90.779m next year, before consideration is given to allowances for inflation and the budget proposals identified by individual Departments in 2015/16. The commitment budget is shown in more detail in Annexe A.

Table 1: Summary Commitment Budget 2015/16-2017/18

	Planned Expenditure		
	2015/16 £000	2016/17 £000	2017/18 £000
Base Budget	89,774	90,779	92,241
<i>Movements in Year:</i>			
Adult Social Care, Health and Housing	17	10	0
Children, Young People and Learning (excluding schools)	22	-30	10
Corporate Services / Chief Executive's Office	121	-65	-29
Environment, Culture & Communities	795	110	-166
Non Departmental / Council Wide	50	1,437	600
<i>Total Movements</i>	1,005	1,462	415
<b>Adjusted Base</b>	<b>90,779</b>	<b>92,241</b>	<b>92,656</b>

## 6 PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2015/16

- 6.1 Alongside the 2014/15 Local Government Financial Settlement announced in February 2014, the Government published a Provisional 2015/16 Settlement for local authorities. As 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 In July 2014 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 when the 2015/16 Provisional Settlement is published in late December.
- 6.3 Funding from central government is received through Revenue Support Grant (RSG) and Specific Grants. The provisional amount of RSG announced in February 2014 for 2015/16 showed a fall from -£19.297m to -£15.171m, representing a 21.4% reduction. As noted above, further reductions may 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 2015/16 Provisional Settlement. However, at this stage in the budget cycle the Council has already been made aware of two particular changes.
- The Education Services Grant (ESG) is paid to fund education support services which local authorities provide centrally to maintained schools but for the most part academies must secure independently; for example, human resources, financial supervision and asset management. It is not a ring-fenced grant: local authorities and Academies are free to decide how it is spent based on their individual circumstances. The June 2013 Spending Review announced that £200 million of savings will be needed to be made from the ESG in 2015/16; almost 20% of total ESG grant expenditure. A

consultation in March of this year sought views on how this reduction might be achieved. It is estimated that the Council will see a reduction of £0.426m.

- Parts of the discretionary Social Fund, introduced in 1987, were abolished by the Welfare Reform Act 2013 and replaced by a non-ring-fenced specific grant from April 2013 for the final two years of the Spending Review up to March 2015. The Government informed local authorities that the allocation of future funding would be assessed as part of the next Spending Round Settlement. It is intended that, from April 2015, local welfare provision would be funded from general grant to Local Government, instead of an identifiable sum being made available specifically for this purpose. The overall impact of this change in approach is expected to be a reduction in funding of £0.208m.

- 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 2014 and factoring in local circumstances, the budget projections assume income of -£21.247m. There is a risk associated with these projections due to the 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 During 2013/14 a large multi-national company transferred on to the Council's valuation list which materially increased the level of business rates collected locally. When setting the budget for 2014/15 the Council's share of the resulting one-off surplus on the Collection Fund for 2013/14 and the on-going additional rates income were transferred into the Business Rates Equalisation Reserve. The 2015/16 budget proposals assume that the on-going transfer to the reserve will be reduced by £3m to help balance the budget.
- 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 2014/15 (-£0.052m) will be continued in 2015/16.

## **7 COUNCIL TAX**

- 7.1 Following the acceptance of Council Tax Freeze Grant and the resultant zero increase for the last four years, Council Tax at present levels will generate total income of -£45.944m in 2015/16. 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 £0.356m as a result in 2015/16. In addition a further £0.406m will be generated from an increase in the Tax Base primarily arising from the occupation of new properties during 2015/16. Based on these provisional figures, Council Tax income is therefore expected to be -£46.706m for 2015/16.



- 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 2015/16 a one-off grant equivalent to a 1% increase in Council Tax. Any future support 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 fifth consecutive year. The working assumption upon which the proposals in this report are based is that there will be no increase in Council Tax and that the Council will receive additional grant from Central Government of -£0.505m.
- 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 2015/16

### 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 2015/16 draft budget proposals each department has evaluated the potential pressures on its services and these are set out in Annexe B. The following Table summarises the pressures by department.

Table 2: Service Pressures/Development

<b>Department</b>	<b>£'000</b>
Adult Social Care, Health and Housing	838
Children, Young People and Learning (excluding schools)	140
Corporate Services / Chief Executive's Office	182
Environment, Culture & Communities	424
<b>Total Pressures/Developments</b>	<b>1,584</b>

- 8.2 Many of the pressures are simply unavoidable and respond only to changing demographic trends, particularly as they principally relate to increases in client numbers within Adult Social Care. They do, however, also support the Council's overarching priorities and medium term objectives in the following way:
- protect and enhance our environment (0.289m)
  - promote health & achievement (£0.160m);
  - create a Borough where people are safe, and feel, safe (£0.888m);
  - sustain economic prosperity (£0.037m);
  - provide value for money (£0.086m).

- 8.3 In addition to these revenue proposals the Council continues to invest in its priorities through targeted capital expenditure. A substantial investment in the long term future of the Borough is planned, to secure the delivery of regeneration in Bracknell town centre, to ensure that there are sufficient school places for our children and young people, and to protect and enhance the Borough’s outstanding leisure offer. Details of these major investments are contained in the capital programme report and in other individual reports elsewhere on tonight’s agenda, but the cost of funding all potential commitments arising from these various proposals is included in the revenue plans before members.

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 -£2.476m and is attached at Annexe C 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 £62m 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. Additional economies identified by Adult Social Care, Health and Housing resulting from the current take-up of the Local Council Tax Benefit Support Scheme have now been incorporated into the Council Tax calculation in paragraph 7.1. Treasury Management savings previously shown under Corporate Services have now been incorporated into Non Departmental budgets.

Table 3: Summary Service Economies

<b>Department</b>	<b>£’000</b>
Adult Social Care, Health and Housing	-698
Children, Young People and Learning (excluding schools)	-494
Corporate Services / Chief Executive’s Office	-411
Environment, Culture & Communities	-813
Non Departmental / Council Wide	-60
<b>Total Savings</b>	<b>-2,476</b>

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, some of which in themselves represent important policy decisions. More details on each of the 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

As outlined above, the scale of the Council's Capital Programme for 2015/16 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 £16.818m and externally funded programme of £17.804m for 2015/16 features in a separate report on tonight's agenda. After allowing for projected receipts of approximately £2.5m in 2015/16 and carry forwards, but excluding the self-funding Invest to Save schemes, the additional revenue costs will be £0.034m in 2015/16 and £0.453m in 2016/17. These figures include on-going costs associated with the maintenance and support of IT capital purchases.

b) Interest and Investments

Investment returns are likely to remain relatively low during 2015/16 and beyond. The Bank Rate is forecast to remain unchanged at 0.5% before starting to rise from quarter 2 of 2015. 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 2015/16 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 proposed 2015/16 Capital Programme. The net impact of these is a £0.085m pressure, being £0.034m related to the Capital Programme and a loss of income of £0.051m from the fall in the expected yield on investments from 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 £0.03m 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 E outlines the Council's prudential indicators for 2015/16 – 2017/18 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 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 £1.700m (£1.875m 2014/15) has been added to the budget. This will be achieved by:

- Building in the 2 year pay award for National Joint Council staff and assuming 1% for all other pay awards except for the Chief Executive and Directors for whom zero pay inflation is again planned;
- Negotiating to minimise inflation on contracts;
- Increasing fees and charges by 1.8% unless this is inconsistent with the Council's income policy.

The Council will need to consider 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 established a policy for the review of fees and charges when setting the 2001/02 budget. 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;
- 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 1.8% 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 D.

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. Every year the Council faces risks on its budget in relation to demand led services, Business Rates and the general economic climate. In 2015/16 there will be specific significant risks in relation to:

- the implementation of a recent court ruling regarding the deprivation of liberty safeguards;
- the Care Act;
- and waste tonnages.

The level of risk and uncertainty is more significant than that for last year. The general Contingency included in the budget proposals currently stands unchanged at £1m but will need to be reviewed in order to set a realistic and deliverable budget in 2015/16.

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 Schools Budget continues to be funded by grants, the most significant of which is the specific ring-fenced Dedicated Schools Grant (DSG). This comprises three notional blocks; schools, which includes delegated school budgets and a small number of centrally managed services aimed at 5 – 16 year olds; early years, which again includes funds to pay providers and a limited range of central support services for 2 – 4 year olds; and the high needs block, which is generally centrally managed and is intended to fund the cost of education for 0 – 25 year olds when individual needs exceed £10,000. The DSG totalled £79.6m in 2014/15.
- 8.9 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 and Early Years Finance Regulations.
- 8.10 Funding in each block was initially based on 2012/13 budgeted spend but has subsequently been updated for changes in pupil numbers, albeit at 2012/13 prices. However, changes in the number of high needs pupils have only been funded up to the minimum £10,000 cost. Whilst this ensures adequate funding for the increased pupil numbers in mainstream schools and early years providers, it does not cover any costs for new high needs pupils where they are over £10,000 which has caused financial difficulty for the Schools Budget. During 2014/15, there has been an in-year increase in high needs pupils of 22, at an average additional cost of £0.042m which amounts to total additional spend of £0.924m. None of this extra spend is covered in the funding settlement, meaning the Schools Budget is expected to carry forward an underlying over spend of around £1m. It is anticipated that there are sufficient general reserves in the Schools Budget to fund the over spend anticipated in 2014/15 but that additional on-going funding will be required.

- 8.11 For 2015/16, the Department for Education (DfE) has announced that £390m of new money will be allocated to the Schools Block element of DSG through a *Fairer Schools Funding for 2015/16* initiative, to be targeted to the councils currently receiving the lowest funding rates. This will result in a £1.5m increase (2.4%) for the Schools Budget.
- 8.12 Whilst the intention of the DfE is that this extra money will be made available for schools, the reality of the position in Bracknell Forest is that the majority of additional income will need to be spent on High Needs pupils. Individual schools and the Schools Forum have been informed of the likelihood that at least £1m of the increased income will not be available for allocation to schools but instead diverted to support high needs pupils. The expectation therefore is that £0.5m will be passed on to schools, but this will only be sufficient to cover the additional cost arising next year from a 2.3% increase in the employers Teachers' Pension Scheme Rate, effective from September 2015.
- 8.13 In addition to the DSG, schools also receive revenue funding from other specific grants including School Sixth Forms (currently £4.5m), the Pupil Premium (£2.9m), Primary PE and Sports Premium (0.295m) and the Universal Infant Free School Meals Grant (£0.86m). All of these amounts are subject to change in 2015/16.
- 8.14 Whilst it is expected that the schools and early years block elements of the DSG will be confirmed by the end of December, it is unlikely that the high needs block amount will be known this year. However, 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 20 January 2015 even though relevant information required to calculate budgets will not be supplied before 19 December 2014. To meet this requirement, 2015/16 school budgets will have to be set on the basis of the estimated level of DSG plus any other grants and accumulated balances. The draft budget proposals therefore assume the Schools Budget is set at the estimated level of grants and that any accumulated deficit or surplus is managed to a nil balance by the end of the funding period.
- 8.15 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

- 8.16 Adding the draft proposals to the Commitment Budget and taking account of the corporate issues identified above would result in total expenditure of £82.504m as shown in Table 5.

Table 5: Summary of proposals:

	£'000
Commitment Budget	90,779
Budget Pressures	1,584
Budget Economies	-2,476
Capital Programme	34
Changes in Investment Income	51
Inflation Provision	1,700
In-year Business Rates Income	-3,000
Transfer of Business Rates Surplus to the Business Rates Equalisation Reserve <sup>1</sup>	-6,322
New Homes Bonus 2015/16	-500
Reduction in Education Services Grant	426
Social Fund Grant	208
<b>Draft Budget Requirement 2015/16</b>	<b>82,484</b>

<sup>1</sup>This element of the transfer to the reserve was for one year only as it relates to the significant surplus achieved on the Collection Fund in 2013/14 which was one-off in nature.

- 8.17 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 -£77.786m. This arises from Revenue Support Grant and Business Rates baseline funding (-£30.575m excluding Council Tax Freeze Grant), additional Council Tax Freeze Grant (-£0.505m) and Council Tax (-£46.706m).
- 8.18 With the potential overall cost of the budget package being consulted on in the region of £82.484m, this leaves a potential gap of around £4.698m. Members can choose to adopt any or all of the following approaches in order to bridge the remaining gap:
- an appropriate contribution from the Council's revenue reserves, bearing in mind the Medium Term Financial Strategy;
  - identifying further expenditure reductions.

## 9 RESERVES

- 9.1 The Council has an estimated £7.0m available in General Reserves at 31 March 2015. Details are contained in Table 6.

Table 6: General Reserves as at 31 March 2015

	£m
General Fund	9.6
Planned use in 2014/15	(2.6)
<b>Estimated Balance as at 31 March 2015</b>	<b>7.0</b>

- 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.

- 9.3 The Council's share of the Business Rates surplus for 2013/14 and the additional Business Rates income in 2014/15 will be transferred into the Business Rates Equalisation Reserve at the year end. It is estimated that there will be a balance of £11.7m available on the reserve at the end of 2014/15.

## **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.
- 10.3 All comments from the Overview & Scrutiny Commission, Overview and Scrutiny Panels and all others will then be submitted to the Executive on 10 February 2015. This will allow the Executive to determine the final budget package and recommend the appropriate Council Tax level to the Council on 25 February 2015.

## **11 BUDGET MONITORING 2014/15- 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. During 2014/15 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 F. Details of internal departmental virements exceeding £0.050m are set out in Annexe G.

## **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. None of the budget proposals require specific equality impact assessments to be carried out.

Strategic Risk Management Issues

- 12.4 A sum of £1m is currently included in the draft proposals 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 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 2015/16 Budget is as follows

Executive agree proposals as basis for consultation	16 December 2014
Consultation period	17 December 2014 - 27 January 2015
Executive considers representations made and recommends budget.	10 February 2015
Council considers Executive budget proposals	25 February 2015

Background Papers

None

Contact for further information

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## Commitment Budget 2015/16 to 2017/18

	2014/15 £'000	2015/16 £'000	2016/17 £'000	2017/18 £'000
<b>Children, Young People and Learning</b>				
Approved Budget	15,250	15,254	15,276	15,246
Suitability surveys		20	-20	
Schools Music Festival		10	-10	10
Special Education Needs Team		-35		
Bracknell Forest Supplement		3		
Recruitment and retention payments - Children's Social Care <sup>1</sup>		130		
Aiming High (Provision of Short Breaks)		-106		
Net Inter Departmental Virements	4			
<b>Children, Young People and Learning Adjusted Budget</b>	<b>15,254</b>	<b>15,276</b>	<b>15,246</b>	<b>15,256</b>

<sup>1</sup> To be reviewed once the actual number of employees entitled to the payment has been established.

### Description of Commitment Budget Items for 2015/16 to 2017/18

Department and Item	Description
<b>Children, Young People and Learning</b>	
Suitability surveys	Suitability and access surveys are undertaken every three years to update the Asset Management Plan so that up to date information is available to inform investment decisions on the capital programme.
Schools Music Festival	Biennial event which enables pupils from the Council's Primary schools to participate in a large scale production which links music, dance and art.
Special Education Needs (SEN) Team	There has been a significant increase in the workload of the SEN Team in recent years in terms of complexity of cases and numbers. This has impacted on the service provided which was addressed, in part, by appointing an additional SEN Officer, on a temporary trial basis for 2 years until the end of 2014/15.
Bracknell Forest Supplement	An additional amount paid from 1 April 2014 to bring the hourly rate of Council employees (including Outer Fringe Area Allowance) up to a minimum of £7.65.
Recruitment and retention payments - Children's Social Care	Additional payments to be made to staff in key roles in order to secure specialist services for children and families in need. The figure is to be reviewed once the actual number of employees entitled to the payment has been established. Agreed by the Employment Committee on 18 June 2014.
Aiming High (Provision of Short Breaks)	Implementation of savings identified as part of the 2014/15 budget setting process that were delayed to allow for a full public consultation and the opportunity to reflect resultant views in future service delivery. Agreed by the Executive on 23 September 2014.

## CHILDREN, YOUNG PEOPLE AND LEARNING

Description	2015/16 £'000	2016/17 £'000	2017/18 £'000
<p><b>Education Psychology Service</b></p> <p>The service provides guidance and support to schools on a range of issues including special educational needs. Legislative changes have increased the involvement of parents, carers and young people in decision making about adequate provision which has led to a growing number of tribunals challenging the Council's recommended placements, a situation which is expected to continue in the medium to long term. The team is also playing an increasingly valuable and influential role supporting colleagues in Children's Social Care and Education Services to manage complex cases, as well as fulfilling statutory duties and a key role in the development of Tier 1 and 2 Child and Adolescent Mental Health Services, and promoting emotional health and wellbeing in schools and other educational settings. The proposal funds an additional 0.6 full time equivalent (FTE) appointment.</p>	<b>35</b>		
<p><b>Quality Assurance and Data Access</b></p> <p>The increase in number of cases and their complexity has placed additional work load pressure on Children's Social Care. In particular, duties around the Conference and Review Team ensuring that the reviews of children who are looked after are undertaken within statutory guidance and timescales, quality assurance work to meet the Working Together to Safeguard Children and increased requests to retrieve archived documents relevant to on-going social care casework has resulted in a 1.6 FTE pressure.</p>	<b>67</b>		
<p><b>Early Intervention Hub</b></p> <p>The Early Intervention Hub involves a wide range of practitioners who are completing the Common Assessment Framework with the objective of securing safe and cost effective support to vulnerable children. Of the 364 referrals in 2013/14 the Hub has prevented 25% (91) cases escalating to Tier 3 high cost intervention. An evaluation of the Hub identified that of the cases that had stepped down from Tier 3, 75% remained outside the scope of Children's Social Care. Increasing capacity in the Hub through a 0.5 FTE post will help achieve greater future cost avoidance.</p>	<b>20</b>		
<p><b>Pupil transport</b></p> <p>There are a small number of exceptional cases where pupil transport needs to be approved outside the existing policy. These relate to vulnerable pupils where value for money</p>	<b>18</b>		

<p>solutions are agreed on a case by case basis, thereby avoiding the need for appeals that are expected result in more expensive outcomes. No budget exists for this expenditure which has averaged £18,000 in each of the last 3 years.</p>			
<p><b>CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL</b></p>	<p><b>140</b></p>	<p><b>0</b></p>	<p><b>0</b></p>

## CHILDREN, YOUNG PEOPLE AND LEARNING

Description Impact	2015/16 £'000	2016/17 £'000	2017/18 £'000
<p><b>Additional income</b></p> <p>A number of services are exceeding their income targets, or identifying new opportunities for income generation, and where this is expected to continue, budgets will be increased accordingly. This relates to Community and Adult Education (£20,000), the Education Welfare Service (£10,000), trading with schools through Service Level Agreements relating to School Improvement, Finance, Human Resources and Education Property (£40,000) and central council costs associated with supporting schools in or in danger of entering Ofsted categories of concern (£60,000).</p>	<b>-130</b>		
<p><b>Looked After Children</b></p> <p>The strategy put in place over the past two years to reduce costs has been successful. The number of children placed with in-house foster carers and therefore less expensive placements has increased from 61% in March 2012 to 67% at July 14. There has also been an increase in the number of children being placed permanently outside the care system which generally results in minimal costs to the Council. During 2013/14, fifteen children were made subject to either an Adoption or Special Guardianship Order, more than double the previous year and in 2010/11 there were none. It has also been possible to de-escalate some young people from high cost residential placements to Independent Fostering. Savings are also continuing to be achieved through commissioning where a rigorous and challenging approach continues to result in savings.</p>	<b>-285</b>		
<p><b>Revised delivery of services and support</b></p> <p>As part of the on-going process to improve efficiency, a number of services have been reviewed to consider alternative ways for their delivery or opportunities for general cost reductions. These relate to Finance (£10,000), Youth Justice (£12,000), Children's Social Care (£7,000), deletion of a 0.5 full time equivalent (FTE) post in Human Resources (£15,000) and seeking agreement of the Schools Forum to in future fund 1 FTE development officer supporting early years providers from the Schools Budget (£35,000).</p>	<b>-79</b>		
<b>CHILDREN, YOUNG PEOPLE AND LEARNING TOTAL</b>	<b>-494</b>	<b>0</b>	<b>0</b>

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Adult and Community Learning

<b>Purpose of the Charge:</b> To fully fund the costs of the service not financed by external grant
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	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>17</b>	<b>17</b>

<b>Are concessions available?</b> 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.
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<b>Link to the Council's Medium Term Objectives:</b> Promoting health and achievement and sustain economic prosperity
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<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT) Minimum</b>	<b>Increase</b>
	<b>£.p</b>	<b>£p</b>	<b>%</b>

**Adult and Community Learning Plan**

<b>Course Fees</b>			
Community Learning	3.00 - 6.00	3.00 - 6.00	0.00
Other Courses are fully funded from external grant			

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.
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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.
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## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Adult and Community Learning

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

	2014/15 Budget	Proposed 2015/16 Budget
	£'000	£'000
Income the proposed fees will generate:	159	162

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

<b>Room Hire per Hour</b>				
Grant funded courses		11.30	11.55	2.20
Bracknell Forest Council		14.00	14.30	2.10
External users - Voluntary Sector, Charities & Associated Learning Agenda Organisations		14.00	14.30	2.10
Other external users		17.50	17.85	2.00
IT Suite (specific requirement to use IT)		21.50	21.90	1.90
IT Suite (specific request for large hall)		21.50	21.90	1.90
Insurance		10% room hire	10% room hire	
<b>Refreshments</b>				
Tea & Coffee	Per person per Mug	0.90	0.95	5.60
Lunches		Cost + 10%	Cost + 10%	
Photocopying per copy	Black and White A4	0.08	0.10	25.00
Photocopying per copy	Colour A4	0.70	0.50	-28.60
Photocopying per copy	Black and White A3	0.10	0.20	100.00
Photocopying per copy	Colour A3	1.00	1.00	0.00

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	2014/15 Budget	Proposed 2015/16 Budget
	£'000	£'000
Income the proposed fees will generate:	80	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

<b>Whole Day</b>			
Newbury	310.00	315.00	1.60
Bedford	195.00	199.00	2.10
Donnington	195.00	199.00	2.10
Sandys	195.00	199.00	2.10
Wimpole	195.00	199.00	2.10
Other	195.00	199.00	2.10
Cromwell Computer Room	285.00	290.00	1.80
<b>Half Day</b>			
Newbury	155.00	160.00	3.20
Bedford	100.00	102.00	2.00
Donnington	100.00	102.00	2.00
Sandys	100.00	102.00	2.00
Wimpole	100.00	102.00	2.00
Other	100.00	102.00	2.00
Cromwell Computer Room	170.00	175.00	2.90
<b>Hourly rate</b>			
All rooms	45.00	46.00	2.20

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	2014/15 Budget	Proposed 2015/16 Budget
	£'000	£'000
Income the proposed fees will generate:	80	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 (cont)

<b>Twilight</b>			
Newbury	115.00	118.00	2.60
Bedford	75.00	77.00	2.70
Donnington	75.00	77.00	2.70
Sandys	75.00	77.00	2.70
Wimpole	75.00	77.00	2.70
Other	75.00	77.00	2.70
Cromwell Computer Room	135.00	138.00	2.20
<b>Evening</b>			
Newbury	130.00	133.00	2.30
Bedford	100.00	102.00	2.00
Donnington	100.00	102.00	2.00
Sandys	100.00	102.00	2.00
Wimpole	100.00	102.00	2.00
Other	100.00	102.00	2.00
Cromwell Computer Room	166.00	169.00	1.80

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	2014/15 Budget	Proposed 2015/16 Budget
	£'000	£'000
Income the proposed fees will generate:	80	81

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

<b>Whole Day</b>			
Newbury	260.00	265.00	1.90
Bedford	161.00	164.00	1.90
Donnington	161.00	164.00	1.90
Sandys	161.00	164.00	1.90
Wimpole	161.00	164.00	1.90
Other	161.00	164.00	1.90
Cromwell Computer Room	240.00	245.00	2.10
<b>Half Day</b>			
Newbury	130.00	133.00	2.30
Bedford	81.00	83.00	2.50
Donnington	81.00	83.00	2.50
Sandys	81.00	83.00	2.50
Wimpole	81.00	83.00	2.50
Other	81.00	83.00	2.50
Cromwell Computer Room	140.00	143.00	2.10
<b>Hourly rate</b>			
All rooms	33.00	34.00	3.00

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	2014/15 Budget	Proposed 2015/16 Budget
	£'000	£'000
Income the proposed fees will generate:	80	81

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)

<b>Twilight</b>			
Newbury	98.00	100.00	2.00
Bedford	70.00	72.00	2.90
Donnington	70.00	72.00	2.90
Sandys	70.00	72.00	2.90
Wimpole	70.00	72.00	2.90
Other	70.00	72.00	2.90
Cromwell Computer Room	125.00	128.00	2.40
<b>Evening</b>			
Newbury	110.00	112.00	1.80
Bedford	81.00	83.00	2.50
Donnington	81.00	83.00	2.50
Sandys	81.00	83.00	2.50
Wimpole	81.00	83.00	2.50
Other	81.00	83.00	2.50
Cromwell Computer Room	140.00	143.00	2.10

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>72</b>	<b>73</b>

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

<b>Tea and Coffee</b>			
Per Day (Unlimited)	6.80	6.95	2.20
Per Half day	3.40	3.50	2.90
Per Mug	1.70	1.75	2.90
<b>Sandwiches</b>			
With cakes, crisps, fruit and OJ	6.40	6.55	2.30
<b>Lunch in Main Restaurant</b>			
Per Person	15.10	15.40	2.00
<b>Finger Buffet</b>			
By arrangement	prices dependent on requirements		

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>72</b>	<b>73</b>

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

<b>Tea and Coffee</b>			
Per Day	4.30	4.40	2.30
Per Half day	3.20	3.30	3.10
Per Mug	1.60	1.65	3.10
<b>Sandwiches</b>			
With cakes, crisps, fruit and OJ	6.25	6.40	2.40
<b>Lunch in Main Restaurant</b>			
Per Person	14.90	15.20	2.00
<b>Finger Buffet</b>			
By arrangement	prices dependent on requirements		

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Education Centre

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

	2014/15 Budget	Proposed 2015/16 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.

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

<b>Photocopying</b>				
Per Copy - Black & White	A3 Single Sided	0.10	0.15	50.00
	A4 Single Sided	0.08	0.08	0.00
	A3 Double Sided	0.15	0.20	33.30
	A4 Double Sided	0.10	0.15	50.00
Per Copy - Colour	A3 Single side	1.00	1.05	5.00
	A4 Single sided	0.70	0.75	7.10
<b>Laminating</b>				
	per metre 25" wide	2.45	2.50	2.00
	Pockets A3	0.90	0.95	5.60
	Pockets A4	0.60	0.65	8.30

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.



## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Learning and Achievement

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

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>56</b>	<b>57</b>

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			
<b>Internal and Other LA Schools and Academies</b>			
Full Day (09.15 - 15.45)	130.00	133.00	2.30
Half Day (09.15 - 12.15) or (13.00 - 16.00)	70.00	72.00	2.90
Twilight (16.15 - 17.30)	31.00	32.00	3.20
<b>Independent Schools</b>			
Full Day (09.15 - 15.45)	260.00	265.00	1.90
Half Day (09.15 - 12.15) or (13.00 - 16.00)	140.00	143.00	2.10
Twilight (16.15 - 17.30)	62.00	64.00	3.20
* Course fees will be increased to take account of any specific additional costs incurred			

## 2015/16 PROPOSED FEES &amp; CHARGES

## Service : Learning and Achievement

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

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>56</b>	<b>57</b>

**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.**

<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Consultancy Rates**

<b>Chargeable Activities</b>			
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			
<b>BFC Schools and Academies</b>			
Daily rate	500.00	500.00	0.00
Half Day	280.00	286.00	2.10
Hourly rate	90.00	92.00	2.20
Twilight session (new for 2014-15)	175.00	179.00	2.30
Evening Session (new for 2014-15)	175.00	179.00	2.30
<b>Non BFC Schools, Independent Schools and Academies</b>			
Daily rate	570.00	570.00	0.00
Half Day	300.00	306.00	2.00
Hourly rate	115.00	118.00	2.60
Twilight session (new for 2014-15)	195.00	199.00	2.10
Evening Session (new for 2014-15)	195.00	199.00	2.10

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.

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Larchwood

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

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>69</b>	<b>70</b>

**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**

<b>Overnight</b> Per Night		420.05	427.65	1.80
<b>Daycare</b>				
Standard	per hour	17.00	17.35	2.10
Additional 1:1 staffing	per hour	14.15	14.45	2.10
Additional 2:1 staffing	per hour	28.30	28.85	1.90
<b>Daycare - New Clients</b>				
Standard	per hour	21.80	22.20	1.80
Additional 1:1 staffing	per hour	17.55	17.90	2.00
Additional 2:1 staffing	per hour	35.05	35.70	1.90

## 2015/16 PROPOSED FEES &amp; 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

	2014/15 Budget £'000	Proposed 2015/16 Budget £'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	Minimum	236.14	238.85	1.10
	Maximum	565.59	571.75	1.10
Fees are increased in line with guidance from the Fostering Network which has yet to be advised.				
Additional amount: Emergency placement		50.00	50.00	0.00
Additional amount: Long term placement		100.00	100.00	0.00
Additional amounts agreed through negotiation with Berkshire Local Authorities.				

## 2015/16 PROPOSED FEES &amp; CHARGES

## Service : Other Children's and Family Services

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

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>28</b>	<b>28</b>

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	TBC	
2 children	x 1.5	40,500.00	TBC	
3 or more children	x 2	54,000.00	TBC	
Fees are set nationally by BAAF, with the rate for 2015/16 yet to be notified				

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Youth Service

<b>Purpose of the Charge: To contribute to the costs of the service</b>
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	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	11	11

<b>Are concessions available? Yes, for young people from low income families.</b>
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<b>Link to the Council's Medium Tem Objectives: Promoting health and achievement.</b>
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Description	Current Fee (Exc VAT)	Proposed Fee (Exc VAT)	Increase
	£.p	£.p	%

**Young Peoples Attendance Fee**

<b>Attendance Fee</b>	per session	0.00 to 1.00	0.00 to 1.00	0.00
<b>Membership Fee</b>	per annum	0.00 to 2.15	0.00 to 2.20	2.30
<b>Activities Fee</b>	per session	0.00 to 2.70	0.00 to 2.75	1.90

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Youth Service

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

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>99</b>	<b>101</b>

Are concessions available? 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	%

**Hire Fees**

<b>Youth &amp; Community Groups - not for profit basis</b>			
Hall	per hour	7.65 to 13.15	7.65 to 13.40 1.90
Meeting Room	per hour	7.65 to 12.15	7.65 to 12.40 2.10
<b>Private &amp; Commercial</b>			
Hall	per hour	11.20 to 29.15	11.20 to 29.70 1.90
Meeting room	per hour	11.20 to 24.35	11.20 to 24.80 1.80
Other income is generated by long term leases			

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Youth Service

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

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>4</b>	<b>4</b>

Are concessions available? No

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

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

## Sale of Goods

<b>Tuck Shops</b> Various refreshments  Price changes are determined by rates set by suppliers	0.01 to 1.80	0.01 to 1.85	2.80
<b>Duke of Edinburgh Awards</b> Cost per place  Duke of Edinburgh Awards reflect National Awards fee structure.	17.50 to 26.25	17.50 to 26.75	1.90



## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

<b>Purpose of the Charge: To contribute to the costs of the service</b>
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	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
<b>Income the proposed fees will generate:</b>	<b>25</b>	<b>25</b>

<b>All concessions are included in the fee structure detailed below</b>
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<b>Link to the Council's Medium Term Objectives: Promoting health and achievement.</b>
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<b>Description</b>	<b>Current Fee (Exc VAT)</b>	<b>Proposed Fee (Exc VAT)</b>	<b>Increase</b>
	<b>£.p</b>	<b>£.p</b>	<b>%</b>

**Sessional Fees**

<b>Sessional Fees</b>			
BFC families (or those with guest cards)	2.50	2.55	2.0
BFC families receiving additional support/benefits	1.00	1.05	5.0
Families from outside BFC	5.00	5.10	2.0

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.

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

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

	2014/15 Budget	Proposed 2015/16 Budget
	£'000	£'000
Income the proposed fees will generate:	3	3

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

<b>Rowans Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Hall	13.15	13.40	1.9
Squirrel Room	10.95	11.15	1.8
Owl Room	8.80	9.00	2.3
Badger Room	6.60	6.75	2.3
Kitchen (if used for cooking)	10.95	11.15	1.8
Modular Building	13.15	13.40	1.9
<b>Voluntary/non profit making Group</b>			
Hall	9.90	10.10	2.0
Squirrel Room	7.70	7.85	1.9
Owl Room	5.50	5.60	1.8
Badger Room	3.35	3.45	3.0
Kitchen (if used for cooking)	7.70	7.85	1.9
Modular Building	9.90	10.10	2.0
<b>Willows Children's Centre</b>			
New charging rate for 2014/15. Previously within the Youth Service.			
<b>Private group/ Statutory Agencies</b>			
Hall & kitchen	13.15	13.40	1.9
<b>Voluntary/non profit making Group</b>			
Hall & kitchen	9.90	10.10	2.0

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Children's Centres

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

	2014/15 Budget	Proposed 2015/16 Budget
	£'000	£'000
Income the proposed fees will generate:	0	0

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

<b>Oaks Children's Centre:</b>			
<b>Private group/ Statutory Agencies</b>			
Green Room	9.90	10.10	2.0
Blue Room	8.80	9.00	2.3
Family Room and Kitchen	13.15	13.40	1.9
Pre-school room	15.35	15.65	2.0
<b>Voluntary/non profit making Group</b>			
Green Room	6.60	6.75	2.3
Blue Room	5.50	5.60	1.8
Family Room and Kitchen	9.90	10.10	2.0
Pre-school room	12.05	12.30	2.1
<b>Alders Children's Centre</b>			
<b>Private group/ Statutory Agencies</b>			
Family Room	10.95	11.15	1.8
Meeting Room 1	7.70	7.85	1.9
Meeting Room 2	6.60	6.75	2.3
<b>Voluntary/non profit making Group</b>			
Family Room	7.70	7.85	1.9
Meeting Room 1	5.50	5.60	1.8
Meeting Room 2	3.35	3.45	3.0

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.

## 2015/16 PROPOSED FEES &amp; CHARGES

Service : Early Years Workforce Development

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

	<b>2014/15 Budget</b>	<b>Proposed 2015/16 Budget</b>
	<b>£'000</b>	<b>£'000</b>
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 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			
Non-statutory courses calculated per course to cover direct costs (delegates advised on application)	At cost	At cost	

**TO: THE EXECUTIVE  
16 DECEMBER 2014**

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**CAPITAL PROGRAMME 2015/2016 - 2017/2018  
(Borough Treasurer/Chief Executive)**

**1 PURPOSE OF DECISION**

- 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 Capital Programme budget preparations for 2015/16.
- 1.2 This report draws together each department's proposals so that the Executive can agree a draft capital programme for 2015/16-2017/18 as the basis for consultation. In compiling the draft programme the main focus is inevitably on determining the requirements for 2015/16, although future year's schemes do also form an important part of the programme.
- 1.3 The 2015/16 Capital Programme marks a step change in the Council's capital spending plans. The inclusion of significant capital projects such as the Town Centre redevelopment enabling works, the Binfield Learning Village at Blue Mountain and Coral Reef Transformation represent a substantial investment in the future of the Borough and all three projects will be a major feature of future year's capital programmes as well as in 2015/16.
- 1.4 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 £16.818m for 2015/16 as set out in paragraph 5.24 and summarised in Annex A, including the schemes listed in Annexes B – F.**
- 2.2 **To approve as a supplementary capital approval funding in 2014/15 of £0.447m for Binfield Learning Village at Blue Mountain, as outlined in the Funding Model agreed by Executive in October 2014.**
- 2.3 **Approves, for consultation, the inclusion of an additional budget of £1m for Invest to Save schemes.**
- 2.4 **Approves, for consultation, the inclusion of £1.880m of expenditure to be funded from S106 as outlined in paragraph 5.25.**
- 2.5 **Approves, for consultation, the inclusion of £17.804m of expenditure to be externally funded as outlined in paragraph 5.25.**

- 2.6 Approves the virements totalling £0.33m to the 2014/15 Children Young People and Learning Programme, as set out in Annex I, in order to meet the demands of the School Places Plan.

### 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 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 2016, the Council will need to borrow externally.
- 5.4 The Council's estimated total usable capital receipts at 31<sup>st</sup> March 2014 are zero. As a debt free authority the Council is partly 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. The Council still receives a share of any Right-To-Buy proceeds from Bracknell Forest Homes in addition to a share of capital receipts from the VAT Shelter scheme.
- 5.5 The proposed capital programme for 2015/16 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 £2.5m 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**
- 5.6 Within the general financial framework outlined above, Service Departments have considered new schemes for inclusion within the Council's Capital Programme for 2015/16 – 2017/18. 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.

- 5.7 Within this framework however, the proposed programme does include three significant items, each of which represents a major investment in the future of the Borough in its own right. These relate to the imminent regeneration of the Bracknell town centre, the creation of the new Binfield Learning Village at Blue Mountain and the maintenance and enhancement at the Corel Reef leisure pool.

#### **Town Centre Redevelopment Works**

- 5.8 Now that the stage has almost been reached when the Development Agreement with Bracknell Regeneration Partnership (BRP) will become unconditional, the Council will need to undertake its own planned investment on wider Town Centre infrastructure. In order to facilitate the Town Centre redevelopment works it is proposed that the Council should invest up to £12.4m (excluding Stamp Duty which may become payable depending on the nature of the transactions) over the period 2014/15 to 2017/18. This will include the purchase of the Bracknell Town Centre Bus Station alongside investment in a new replacement Park and further public realm and highway works. Further details of the expenditure can be found on a separate Report on tonight's Agenda. The expenditure is shown as committed on the draft capital programme on the assumption that Full Council will approve the expenditure at its January meeting.

- 5.9 All of these items have a much wider impact than the new development itself and will benefit the whole Borough. However the expenditure needs to be co-ordinated with the specific work that BRP are planning to carry out.

#### **Town Centre Infrastructure Works**

- 5.10 Similarly in order to facilitate transport movements around the Borough, including the planned Town Centre redevelopment, it is necessary to continue to fund a number of infrastructure schemes. As such a funding need of £2.0m has been identified in the 2015/16 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. As such spending levels of around £2m per annum are likely to be required until the new Northern Retail Quarter area is open for trading. This additional expenditure is aimed at maximising the positive experience of visiting the regenerated town centre.

#### **Binfield Learning Village at Blue Mountain**

- 5.11 The Binfield Learning Village at Blue Mountain is a priority for the Council. The programme will deliver statutory places required in the Borough alongside meeting the need for new housing and the associated community facilities. Based on the most recent feasibility study the total cost of the Learning Village, if commenced now, is £39.07m plus £3m contingency costs. As per the current programme the building works will start in January 2016 and as such costs are likely to increase between now and then due to inflation. As the programme progresses and further milestones are met the impact of inflation will be reported and budget approvals updated. The Executive agreed the Funding Model in October 2014 and as such the approvals for 2014/15 through to 2017/18 are sought in this report.

#### **Coral Reef Transformation**

- 5.12 The main roof structures at Coral Reef are complex and have required extensive monitoring and maintenance for the latter part of its life. At 25 years old they are reaching the end of their practical lifespan and need to be replaced in a planned

way. While the major issue lies with the main roof over the pool hall, all other roofs are of the same construction and in due course will need to be replaced too. In addition a number of options, including two additional flumes and a new flume tower, to improve the leisure offer are being proposed alongside a significant refurbishment of the building to enhance the Borough's "signature" leisure offer. A separate, more detailed report, will be considered by the Executive on tonight's agenda outlining the project and identifying the revenue impact of the scheme. The overall capital cost of the scheme is estimated to be £11.229m and this is included in the draft Capital Programme.

**Other Unavoidable & Committed schemes**

- 5.13 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 2014/15 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.
- 5.14 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 and is outlined in Annex G.

**Maintenance (Improvements and capitalised repairs)**

- 5.15 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.

<b>Definition of Condition Categories:</b>	
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.
<b>Priority:</b>	
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.



- 5.16 The figures below are based on the information held in the Construction and Maintenance Groups' property management system. They have been adjusted to exclude those works that are already budgeted for within existing 2014/15 schools and corporate planned maintenance programmes.

The priorities can be broken down as follows:

**Maintenance Backlog**

		£ (000)	£ (000)
Schools	Priority 1C & 1D	2,204	
	Priority 2C & 2D	2,276	
	Lower Priorities	11,639	16,119
Corporate Properties	Priority 1C & 1D	1,235	
	Priority 2C & 2D	2,497	
	Lower Priorities	5,420	9,152
Total		<u>25,271</u>	

- 5.17 The overall maintenance liability has reduced from £40.1m in 2011/12 to £25.3m and reflects the investment that the Council has made in its property asset base and a number of disposals.

**Schools**

- 5.18 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**

- 5.19 From an initial 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 2015/16 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 £1.235m is recommended to address the most pressing 1C & 1D priorities.
- 5.20 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**

- 5.21 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**

- 5.22 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**

- 5.23 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 2015/16 capital programme for potential Invest to Save schemes.

### **Capital Programme 2015/16 – 2017/18**

- 5.24 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 H (Restricted). A summary of the cost of schemes proposed by Departments is set out in the table below and in Annex A. Total Council funding amounts to £16.818m. However excluding the funding for Binfield Learning Village at Blue Mountain, Coral Reef Transformation and the Town Centre Redevelopment the total Council funding requested is £8.312m in 2015/16 and this is in line with recent years programmes.

<b>Capital Programme 2015/16-2017/18</b>				
<b>Annex</b>	<b>Service Area</b>	<b>2015/16 £000</b>	<b>2016/17 £000</b>	<b>2017/18 £000</b>
B	Adult Social Care, Health & Housing	2,383	0	0
C	Children, Young People & Learning	10,930	31,598	14,221
D	Corporate Services	50	0	0
E	Council Wide	7,407	5,580	3,901
F	Environment Culture & Communities	13,852	15,036	8,752
	<b>Total Capital Programme</b>	<b>34,622</b>	<b>52,214</b>	<b>26,874</b>
	<b>Externally Funded</b>	<b>17,804</b>	<b>11,803</b>	<b>8,876</b>
	<b>Total request for Council funding</b>	<b>16,818</b>	<b>40,411</b>	<b>17,998</b>

### **Externally Funded Schemes**

- 5.25 A number of external funding sources are also available to fund schemes within the capital programme. External support has been identified from three main sources:

### Government Grants

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 reflects the highest priority schemes identified by the Department. However it is not expected that the two main Department for Education grants (Basic Need and Schools Maintenance) will be sufficient to finance all these schemes. The final grant allocations are unknown at this stage; however the 2015/16 Basic Need block has been announced as part of a 2-year settlement in 2014/15 and is expected to be £3.477m. Historically the Schools Maintenance Grant has been approximately £1.8m. As such a total of £5.277m is anticipated at this stage. Excluding Binfield Learning Village at Blue Mountain, the total identified need for Schools is £7.43m, leaving a gap of approximately £2.2m. At this stage the Department will continue to review and reprioritise the schemes with the aim of bringing the total scheme costs in line with the anticipated external grant allocations.

A second key constituent of capital grant funding relates to the Highway Maintenance and Integrated Transport Block. Grant approvals of £2.37m are currently anticipated for 2015/16.

### Section 106 (£1.880m)

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 £4.2m, 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 2015/16, where funding becomes available. These are summarised below

<b>Department</b>	<b>Schemes</b>	<b>Budget</b>
		<i>£000</i>
ASCHH	Affordable Housing	777
Corporate Services	Community Centre & Library	393
ECC	Leisure & Culture	110
ECC	Local Transport Plan	600
	<b>Total</b>	1,880

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

### Local Growth Fund (£5.6m in 15/16 and a further £1.4m in 2017/18)

Working with the Thames Valley Local Enterprise Partnership (LEP), the Council was successful in bidding to include various Infrastructure improvement schemes as part the Thames Valley Strategic Economic plan and was awarded £7m. This funding was awarded as part of the Local Growth Fund which is aimed creating economic growth such as unlocking housing and commercial development. The funding breakdown includes £2.1m for Coral Reef Junction (Anticipated spend 2015/16), £3.5m towards Warfield link road (Anticipated spend 2015/16), and £1.4m

towards improvements to Martins Heron Junction and London Rd (Anticipated spend 2017/18).

### **On-going Revenue Costs**

- 5.26 Schemes may have associated on-going revenue costs and tend to become payable in the year after implementation. As such will be included within the Council's Commitment Budget for 2016/17. These total £6,000 and relate to the Network Refresh programme.

### **Funding Options**

- 5.27 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 £2.5m.
- 5.28 The proposed capital programme for 2015/16 has been developed, therefore, on the assumption that it will be funded by a combination of £2.5m 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.
- 5.29 Should any additional capital receipts be generated in 2015/16 the interest earned on these will be used to mitigate the revenue cost of the capital programme.
- 5.30 For 2015/16 it is unlikely that the Council will need to resort to external borrowing as it will be able to utilise resources held internally, however there remains the possibility given the substantial investment proposed in the Town Centre, Coral Reef and the Binfield Learning Village at Blue Mountain that short term borrowing for cash-flow purposes may be required in this year. Given the investment proposed in 2016/17 for these schemes it is inevitable that the Council will be required to borrow externally and may decide, from a treasury management standpoint, to borrow earlier in the cycle.
- 5.31 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.
- 5.32 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.
- 5.33 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 2015/16 to 2017/18 in February 2015, alongside its consideration of the specific budget proposals for 2015/16 and the Council's medium-term financial prospects.

- 5.34 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 2016/17 onwards, will need to be undertaken during next summer.

#### **Virements in 2014/15 CYPL Capital Programme**

- 5.35 To ensure that the Council is able to provide sufficient school places if required, advance design for new schemes is required now and approval is sought for a number of schemes, where further funding is requested in 2015/16, to be added to the 2014/15 Capital Programme. These virements amount to £190,000. In addition to this it has been deemed essential to undertake internal remodelling to Wooden Hill Primary School to alleviate unacceptable noise levels resulting from it being the last primary school in the Borough to have open plan classrooms. Taken together these virements exceed the delegated limit of £250,000, and as such require Council approval. More detail on each of the schemes is contained in Annex I

## **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 2015/16 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 2015/16, 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 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.

7.2 The timetable for the approval of the 2015/16 Budget is as follows

Executive agree proposals as basis for consultation	16 December 2014
Consultation period	17 December 2014 - 27 January 2015
Executive considers representations made and recommends budget.	10 February 2015
Council considers Executive budget proposals	25 February 2015

### Background Papers

None

### Contact for further information

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**CAPITAL PROGRAMME - BY CATEGORY**

	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>TOTAL</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Committed</b>	2,119	853	853	3,825
<b>Unavoidable</b>	1,193	920	831	2,944
<b>Town Centre Highway Works</b>	2,000	2,000	2,000	6,000
<b>Maintenance</b>	1,740	1,670	1,740	5,150
<b>Rolling Programme / Other Desirable</b>	1,260	10	0	1,270
<b>Total Request for Council Funding</b>	<b>8,312</b>	<b>5,453</b>	<b>5,424</b>	<b>19,189</b>
<b>Total External Funding</b>	<b>17,804</b>	<b>11,803</b>	<b>8,876</b>	<b>38,483</b>
<b>Major Capital Projects*</b>				
<b>Binfield Learning Village at Blue Mountain</b>	3,349	23,300	10,300	36,949
<b>Town Centre Regeneration</b>	3,600	3,300	1,700	8,600
<b>Coral Reef Transformation</b>	1,557	8,358	574	10,489
<b>Total Capital Funding</b>	<b>34,622</b>	<b>52,214</b>	<b>26,874</b>	<b>113,710</b>

\* These projects extend over more than the three financial years included in the draft capital programme. The full cost of each is as follows

	<b>£m</b>
<b>Binfield Learning Village at Blue Mountain</b>	39.1
<b>Town Centre Regeneration</b>	12.4
<b>Coral Reef Transformation</b>	11.2

## CAPITAL PROGRAMME - CHILDREN YOUNG PEOPLE & LEARNING

	2015/16 £000	2016/17 £000	2017/18 £000
<b>Committed</b>			
<i>None</i>	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Unavoidable</b>			
Children's Social Care ICT Systems Replacement	150	0	0
	<b>150</b>	<b>0</b>	<b>0</b>
<b>Maintenance</b>			
<i>To be funded at level of DfE Grant (when announced)</i>	0	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b>Rolling Programme / Other Desirable</b>			
	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REQUEST FOR COUNCIL FUNDING</b>	<b>150</b>	<b>0</b>	<b>0</b>
<b>External Funding</b>			
<i>These schemes will be limited/prioritised according to external funding available</i>			
<b>Departmental Bids:</b>			
Asbestos (Control of Asbestos Regulations) - Schools	30	30	0
Disabled Access (Equality Act) - Schools	95	100	100
Schools Maintenance	2,204	2,314	2,430
Owlsmoor Expansion	683	0	0
Great Hollands Expansion	1,093	3,200	337
Surge Classrooms	1,450	0	0
Edgbarrow Expansion	200	1,825	225
SEN Resource at Eastern Road	312	0	0
Priestwood Early Years Facility	70	70	70
Universal Infant Free School Meals	100	100	100
Crown Wood Playing Field	50	0	0
Heatwave Mitigation Measures	50	50	50
Carbon Reduction Measures	40	40	40
School Caretakers Houses	70	70	70
Suitability Improvements	200	200	200
Building Management Systems Connections in Schools	0	25	25
	<b>7,431</b>	<b>8,298</b>	<b>3,921</b>
<b>Bids from Schools:</b>			
Easthampstead Park	274	274	274
Wooden Hill Suitability Phase 2	300	0	0
Sandhurst Roof Replacement	150	0	0
Sandhurst Window Replacement	30	0	0
Sandhurst Science Lab	30	0	0
	<b>7,431</b>	<b>8,298</b>	<b>3,921</b>
<b>TOTAL EXTERNAL FUNDING</b>	<b>7,431</b>	<b>8,298</b>	<b>3,921</b>
Binfield Learning Village at Blue Mountain	3,349	23,300	10,300
<b>TOTAL CAPITAL PROGRAMME</b>	<b>10,930</b>	<b>31,598</b>	<b>14,221</b>



## Children Young People and Learning Schemes

<b>Children's Social Care ICT System Replacement</b>	<b>£150,000</b>
<p>The current Children's Social Care case management system (Corelogic's Frameworki) was implemented in 2008 in order to give us the ability to work within the statutory requirements of the Integrated Children's System (ICS). Following the review of social work by Prof. Munro the requirements of ICS have now changed and new guidance for working practices have been issued. In particular social workers are required to consider the child in the context of the family (Group Based Recording). Frameworki has a number of restrictions and does not allow Group Based Recording, so social workers are unable to fully embrace this way of working. As a consequence, they work inefficiently as they have to copy data between children rather than recording once for a family group. This also has implications on statutory returns and reporting requirements set by the Department of Education. The existing supplier has developed a new case management system (MOSAIC) specifically to enable new best practice working to meet changes in legislation. The existing supplier has quoted £150,000 for the upgrade to MOSAIC. Options are being explored to review the (legal) ability to implement such an upgrade.</p>	
<b>Schools Asbestos</b>	<b>£30,000</b>
<p>A budget is required to cover any asbestos removal or encapsulating works in schools that is identified in future Asbestos Management Surveys. The surveys are planned to be carried out after April 2015.</p>	
<b>Disabled Access – Equality</b>	<b>£95,000</b>
<p>A budget to implement access works to comply with the Equality Act. There is £0.6m of priority 1 (urgent) access works in schools identified in the access audits in the CYPL Asset Management Plan. Works for individual pupils/staff have priority for this funding.</p>	
<b>Schools Maintenance</b>	<b>£2,204,000</b>
<p>This includes Planned Maintenance, Fire Safety and Legionella works which is normally funded from DfE Schools Capital Maintenance Grant. In 2014/15 Bracknell Forest received £1,827k of Capital Maintenance Grant but funding for 2015/16 has yet to be announced. The programme of works will be matched to the available budget. Full details of all identified need under Planned Works are set out in the Asset Management Plan (AMP).</p>	
<b>Owlsmoor Expansion</b>	<b>£683,000</b>
<p>This is the balance of funding to complete the expansion of Owlsmoor in all year groups. This project will start on site in September 2014 and run across the financial year end for completion in August 2015. The award of contract decision was taken by the Executive on 9 September 2014 based on the allocation of this £683k as the first call on the 2015/16 DfE Basic Need grant allocation.</p>	

## Annex C

<b>Great Hollands</b>	<b>£1,093,000</b>
For the expansion of Great Hollands Primary School by 1FE (210 places) from its current capacity of 60/420 up to 90/630 plus a surge classroom. The total cost of this expansion is £4.63m, and as such a commitment in 15/16 will require further funding in future years for which the DfE grant may not be adequate to meet.	
<b>Surge Classrooms</b>	<b>£1,450,000</b>
A budget for creation of the 5 surge classrooms required to provide the additional primary school places required to meet the Council's statutory duty to provide sufficient primary school places from September 2015.	
<b>Edgbarrow</b>	<b>£200,000</b>
A budget to begin designing the for the expansion of Edgbarrow School by 1FE (190 places) from September 2016. Total costs for the scheme amount to £2.25m and as such a commitment in 15/16 will require further funding in future years for which DfE grant may not be adequate to meet.	
<b>SEN Resource at Eastern Road</b>	<b>£312,000</b>
Creation of a new 56 place secondary ASD facility on the Eastern Road site in Bracknell.	
<b>Priestwood Early Years Facility</b>	<b>£70,000</b>
A budget to refurbishment of the Priestwood Guide Centre for use as a Pre School and a base for Early Years teams	
<b>Universal Infant Free School Meals</b>	<b>£100,000</b>
A budget to provide the additional equipment and facilities needed for the introduction of Universal Infant Free School Meals	
<b>Crown Wood Playing</b>	<b>£50,000</b>
A budget for drainage and landscaping works to reduce the flooding and make the field useable for sports and PE. The school will contribute £5k for a total project cost of £55k.	
<b>Heatwave Mitigation Measures</b>	<b>£50,000</b>
This request is to fund works to mitigate the impact of a heatwave on the delivery of CYP&L services, most particularly where these affect young or vulnerable children. By mitigating the impact of heatwave this will remove impediments to service delivery such as children being unable to concentrate in school, and also contribute to the health and well being of service users who would be spared from the debilitating effects of high temperatures.	

<b>School Carbon Reduction Measures</b>	<b>£40,000</b>
<p>This project will provide a budget for short payback energy schemes in schools that will be prioritised by the CYP&amp;L Schools Carbon Working Group. The objective is to reduce schools' energy costs and carbon emissions. This programme will mitigate and reduce this amount payable in future years by targeting energy projects that will have the greatest impact in reducing energy costs and carbon emissions.</p>	
<b>School Caretaker Houses</b>	<b>£70,000</b>
<p>A budget to bring school caretakers houses up to the national "Decent Homes" standard. Works include kitchen refurbishments, bathroom refurbishments etc.</p>	
<b>Suitability Improvements</b>	<b>£200,000</b>
<p>To address the to address the Priority 1 suitability issues highlighted in the surveys at Wildmoor Heath Primary School and Sandhurst Secondary school..</p>	
<b>Easthampstead Park</b>	<b>£274,000</b>
<p>Having operated at only two thirds of its designed capacity for a number of years the surplus accommodation has over time been either mothballed or converted to non teaching use. This budget will be used to reinstate these spaces (rather than physically extending the school) and is considered the most economic approach for meeting the demand for pupil places. It also has the advantage of not requiring planning permission. Total requested over three years £822,000</p>	
<b>Wooden Hill – Suitability Phase 2</b>	<b>£300,000</b>
<p>This project is to strengthen the Foundation Stage Provision by undertaking Phase 2 of a project to upgrade and refurbish the existing Foundation and Key Stage 1 classrooms.</p> <p>The layout of the accommodation in the main school building is restricting the delivery of the education service due to poorly shaped and undersized rooms. Access/circulation between rooms is also an issue for the school and the layout does not fit with modern teaching methods, as it is open plan with circulation through teaching spaces. A programme of works has been drawn up to revamp the accommodation by moving internal partitions to create proper sized classrooms and teaching spaces with an improved access, separate circulation and an improved general layout. This will improve service delivery for Foundation and Key Stage 1 and the provision of improved physical environments will also have a positive impact on performance.</p>	

<b>Sandhurst School – Replacement Roof to main building</b>	<b>£135,000 (+externally funded) £15,000</b>
This scheme is for the removal of the existing roof of main building to be replaced with a new felt flat roof as the current roof has been leaking for some 10 years and has in the past leaked onto computers and other electrical equipment.	
<b>Sandhurst School – Replacement windows to languages block</b>	<b>£27,000 (+externally funded) £3,000</b>
This scheme is for the removal of the single glazed windows in the modern foreign languages block, to be replaced with double glazed units. For Health & Safety reasons this would be a major improvement. The existing windows are difficult to close and are not secure.	
<b>Sandhurst School – Refurbishment of Science laboratory B17</b>	<b>£27,000 (+externally funded) £3,000</b>
For the benefit of all pupils this scheme is for the refurbishment of an out of date laboratory that has flooring of a poor condition causing potential trip hazards and also out of date gas taps etc. The laboratory has not been updated since the school opened.	
<b>Binfield Learning Village at Blue Mountain</b>	<b>£3,349,000</b>
The programme will provide a 7FE secondary school with a sixth form, a 2FE primary school with a nursery and community provision from September 2017 to support the planned growth in the Borough.	

**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW & SCRUTINY PANEL  
12 JANUARY 2015**

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**LOCAL SAFEGUARDING CHILDREN BOARD ANNUAL REPORT 2013/14  
Independent Chair Local Safeguarding Children Board**

**1 PURPOSE OF REPORT**

- 1.1 The Local Safeguarding Children Board (LSCB) Annual Report 2013/14 regarding the effectiveness of safeguarding and child protection practice in Bracknell Forest is provided to the Children, Young People and Learning Overview and Scrutiny Panel for information.

**2 RECOMMENDATION**

- 2.1 **The Overview and Scrutiny Panel is asked to note the report (attached as annex 1) and the key messages arising from it.**

**3 REASONS FOR RECOMMENDATION**

- 3.1 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. Working Together requires the LSCB Chair to publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in the local area. The annual report should cover the preceding financial year, and 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.

**4 SUPPORTING INFORMATION**

- 4.1 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 5<sup>1</sup> of the Local Safeguarding Children Boards Regulations 2006 sets out the following specific LSCB roles and functions that support the objectives set out below:

- Developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority.
- 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.
- 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.

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<sup>1</sup> <http://www.legislation.gov.uk/ukxi/2006/90/regulation/5/made>

- Participating in the planning of services for children in the area of the authority.
  - Undertaking reviews of serious cases and advising the authority and Board partners on lessons to be learned.
- 4.2 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”*.
- 4.3 The report summarises the main areas of activity in the last year, some areas to note are:
- Ongoing management oversight by Council Members and Senior Officers of the roles, responsibilities and key issues regarding safeguarding activity and impact. This includes the LSCB Independent Chair attending a meeting bi-annually with the Director Children, Young People and Learning, the Lead Member for Children, Young People and Learning and Chief Executive. The Leader of the Council also joins this meeting annually.
  - Agreement across the six Berkshire Unitary Authorities to take a lead on a specific sub group to ensure consistency and accountability for each area of work identified. Bracknell Forest LSCB has the Pan Berkshire lead for the Section 11 Sub Group.
  - The continued high level of participation from Bracknell Forest Council in relation to reviewing the progress made across all departments of the Council in implementing and reviewing the Section 11 safeguarding self assessments.
  - The continued efforts to engage and further develop safeguarding links with the Voluntary and Community Sector including running a series of lunchtime consultation events.
  - The completion of a Serious Case Review during 2013/14. The report cannot be published until criminal proceedings have concluded, however due to the approach taken to complete the review there has been good multi-agency participation and learning throughout the process.
  - The joint commissioning of a large survey of children and young people completed by the Children’s Society.
  - Ongoing work to raise awareness of the impact of Child Sexual Exploitation including an effective drama production called Chelsea’s Choice targeted at young people.
  - Completion of a Child Sexual Exploitation Strategy, and cohesion between the Child Sexual Exploitation Strategy Group and the Operational Group.
  - A successful conference on the subject of neglect which saw 200 professionals attending and had the Right Honourable Frank Fields as the key note speaker.
  - Continued delivery of a range of multi-agency safeguarding training which reported that 93% of participants felt had some impact on their professional practice.
  - The LSCB has overseen the development of the Continuum of Need document which sets out local arrangements for managing early help through to thresholds for Children's social care.
  - The LSCB has also developed the Learning and Improvement Framework which sets out how all partner organisations will contribute to and undertake learning to improve safeguarding practice.

- Progress noted against all areas of the targeted priorities of the LSCB Business Plan.

4.4 The report identifies targeted priorities for the new Business Plan for 2014- 2017 which in addition to the original priorities include two new priorities. The seven priorities for the coming three years are:

TP 1	To support further implementation of the framework for early help, and evaluate its impact on families
TP 2	Reduce the impact of domestic abuse on children, young people and families
TP 3	Reduce the impact of substance and alcohol misuse on children, young people and families
TP 4	To further develop the co-ordination of protection and support to young people at risk of child sexual exploitation
TP 5	Develop a greater understanding of neglect and reduce the impact this has on children, young people and families
TP 6	Reduce the impact of parental mental illness on children and young people
TP 7	To increase the understanding of the harm associated with the misuse of technologies, its links with bullying and the further development of proactive strategies to support children / young people and their families

4.5 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. It is expected that these organisations will take on board the messages and ensure they are embedded within policy and practice where relevant and appropriate.

## 5 EQUALITIES IMPACT ASSESSMENT

5.1 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.

## 6 STRATEGIC RISK MANAGEMENT ISSUES

6.1 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 2013 to March 2014





# Chairs Foreword

Local Safeguarding Children Boards (LSCBs) are local strategic partnerships working together with a collective responsibility to safeguard and promote the welfare of children and young people.

As the Independent Chair of the Bracknell Forest LSCB I am delighted to present this Annual Report for the period 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014.

This report describes the achievements and challenges for the Board and its partners in ensuring the ongoing improvement and development of safeguarding practice for children and young people in the borough.

As a Board we have made significant progress in addressing safeguarding issues for our children and young people but we recognise the importance of ensuring this is sustained going forward.

The LSCB Business Plan is a key document for the Board and our work this year has been focused on ensuring we have been able to address the targeted priorities identified in the plan, in addition to fulfilling core statutory responsibilities.

Much of our work is achieved through strong partnership working which is the only way to address some of the complex challenges that face people on a daily basis.

Working Together to Safeguard Children (HMGov, 2013) demonstrates the Government's Commitment to strengthening the role of LSCBs in monitoring and scrutinising the effectiveness of local safeguarding arrangements. Since November 2013, LSCBs are now subject to a review of their effectiveness by Ofsted and their ability to hold partners to account and improve safeguarding practice.

This Annual Report provides evidence of the scrutiny and challenge that has been undertaken throughout the year and highlights partner's contributions to developing a culture of constructive challenge and continuous improvement.

As the Chair of the LSCB I would like to record my thanks to all those who are involved in the Safeguarding Children Board and to all those in the workforce who continue to demonstrate their commitment, passion and energy to protecting children and young people to secure positive outcomes and positive futures.

**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 first section of this document provides information about Bracknell Forest and about 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 provides details 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 the way in which partner agencies are held to account on the effectiveness of their safeguarding arrangements.

This Annual Report will be presented to the Bracknell Forest Partnership, the Health and Wellbeing Board, the Children and Young People's Strategic Partnership, the Community Safety Partnership and the Thames Valley Police and Crime Commissioner.

## 1.1 About Bracknell Forest

Bracknell Forest lies 28 miles west of London, at the heart of the Thames Valley and within the county of Berkshire. The town of Bracknell was developed as a 'new town' after the Second World War initially housing families who relocated from London. Since its inception as a new town the population has grown from 23,408 in 1951 to 115,058 (ONS mid 2012 estimates based on 2011 Census).

Bracknell Forest contains six parishes, 18 wards and covers an area of 109 sq km. Bracknell Forest Council is a small authority which gained unitary status when the former Berkshire County Council was split up in 1998.

The Borough's population is 115,058 of which 28,500 (25%) of the population is aged between 0 – 18 years.

There has been a decrease in the 0 – 14 age group as a percentage in Bracknell Forest from 21% in 2001 to 19% in 2011; this is still slightly higher than the national average which is 18%. There has been an increase in the 0 – 4 age group from 7,699 to 8,027; this increase has significance in terms of school place planning.

Bracknell Forest is one of the least deprived areas of the country (ranked 291 out of 326 local authorities in England on the Index of Multiple Deprivation 2010). Property prices and levels of car ownership are significantly higher than the national average and average free school meals eligibility remains relatively low in the national context 8.5% in January 2013.

These headline figures mask significant pockets of deprivation. Five wards in the borough have free school meal entitlements ranging from 11.9% to 17.3%. Poverty in Bracknell Forest has risen and is now 11.4% (as defined by the Department for Work

and Pensions). Six wards in the borough have child poverty figures above the South East average of 14.6%, and one ward is above the England average of 20.1%.

The 2011 Census showed that 84.9% of the population of Bracknell Forest was White British' and the BME population was 15.1%. The presence of the Ghurkha regiment at the Royal Military Academy in Sandhurst has led to a significant settled Nepali community in the Borough.

Since 2001 the proportion of school pupils from Minority Ethnic Groups has increased steadily from 6% to just over 17.9% in January 2013.

9.6% of pupils have English as an Additional Language (EAL) and 79 different languages are spoken in our schools, although many of these in very small numbers.

The % of pupils at the Early Years Foundation Stage achieving a good level of development was 58%, compared to 52% nationally during 2013/14.

In 2013, 90.8% young people achieved 5 + A\* to C grades in GCSE, and 63.4% achieved 5+ A\* -C including English and mathematics. Both are above the England and South East averages for attainment.

The number of Bracknell Forest students who took A level examinations in 2013 has risen to 414 (366 in the previous year). 99% of these resulted in a pass grade, with the average points score increasing to 741.

Approximately 16,468 pupils are on roll in primary, secondary and special schools in Bracknell Forest. There is some cross-border movement of pupils between Bracknell Forest and neighbouring authorities, primarily Wokingham, Windsor and Maidenhead, Hampshire and Surrey.

## 1.2 Vulnerable Children and Young People

There are 28,500 children and young people (25% of the total population) in Bracknell Forest aged 0 – 18 and the large majority of these children will be happy healthy and achieving well.

A small minority of children and young people will be affected by events in their lives which will mean they require some support from professional agencies; the severity of the events will determine what level of help may be needed.

The LSCB has a key responsibility to have oversight of the safeguarding practice of all those agencies working with children and young people with a particular focus on children and young people who are more vulnerable.

The information below identifies the numbers of children who have received support from Children's Social Care during the year 2013/14 and the children who have received early help support through a Common Assessment Framework (CAF or Family CAF) or a referral to the Early Intervention Hub (more information on early help is included later in this report).

### Child Protection Plan:

On 31 March 2014 there were **108** children and young people made subject to a child protection plan because they were likely to suffer significant harm. This is slightly lower than the number at the end of 2012/13 which was 112 children.

This is the equivalent of 40.6 per 10,000 of the under 18 population of children and young people, which is above the previous years average for the South East region (32.1 per 10,000) and England (37.9 per 10,000) and is therefore subject of ongoing scrutiny and will continued to be monitored during 2014/15.

*\*Comparative figures for 2013/14 are not yet available.*

### Looked After Children:

On 31 March 2014 there were **113** children and young people who were 'Looked After' by the Local Authority which is an increase on the number at the end of 2012/13 which was 103 children.

This is the equivalent of 42.5 per 10,000 of the under 18 population of children and young people. Although locally the number of LAC is higher it remains lower than the previous year average for the South East region of (47 per 10,000) and that for England (60 per 10,000).

*\*Comparative figures for 2013/14 are not yet available.*

### S17 Child in Need:

On 31 March 2014 there were **554** children and young people who were identified as Children in Need as defined in S17 of the Children Act 1989 (these are children whose health and development was considered to have been at risk of significant impairment). This is similar to the number at the end of 2102/13 which had 555 children identified under S17. This is the equivalent of 208.3 per 10,000 of the under 18 population of children and young people.

### Early Help Assessment (CAF):

On 31 March 2014; **345** early help assessments using the Common Assessment Framework (CAF) and the Family CAF were completed which is an increase on the previous year of 26% (273 completed in 2012/13).

### Early Intervention Hub Referrals:

The Early Intervention Hub is a multi-agency meeting held on a two weekly basis to provide coordinated support at tier 2 (targeted support provided early to avoid the need to escalate a case to tier 3 statutory intervention), received **364** referrals in 2013/14.

## 1.3 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)<sup>1</sup>.

This guidance in association with the underpinning legislative obligations<sup>2</sup> makes clear the requirement for LSCB's 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 5<sup>3</sup> of the Local Safeguarding Children Boards Regulations 2006 sets out the following specific LSCB roles and functions that support the objectives set out below:

- 1 (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.
  - Recruitment and supervision of persons 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.

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

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

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



- (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”*.

## 1.4 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 focuses on:

- The views of children/young people in relation to safeguarding issues and the services provided to them and their families.
- 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 (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 are subject to an annual review.

The LSCB Independent Chair works closely with all LSCB partners, and plays a key role in holding 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 is now the South East regional lead and chairs their regional network meetings and sits on the Board of Directors. The benefit of this is that the Chair is able to represent local views at regional and national level and to bring in new and developing ideas to inform local developments and ideas.

The LSCB Independent Chair meets bi-annually with the Lead Member for Children's Services, the Chief Executive and the Director Children, Young People and learning and the Chief Officer for Children's Social Care; the Leader of the council attends this meeting annually. A report is presented to this meeting by the Independent Chair which provides an independent view of the effectiveness of the LSCB and of the safeguarding arrangements within all partner agencies; this report is also shared with the LSCB.

The Chief Executive has a responsibility to hold the Independent Chair to account for the effective working of the LSCB (Working Together 2013)

During 2013/14 the number of days allocated for the Independent Chair was increased from 25 to 30 recognising the increased levels of work associated with the role.

Membership of the LSCB is reviewed on a regular basis to ensure it reflects the needs and priorities of the Business Plan; work is currently underway to strengthen the LSCB to include representation from adult mental health services and Public Health.

A list of members of the LSCB is attached as appendix B.

#### **Outcome:**

Council Members and Senior Officers including the Chief Executive have an oversight of the roles, responsibilities and key issues regarding safeguarding activity and impact. They are apprised of progress and challenges and as a result of a meeting during 2013/ 14, additional resources were allocated to appoint a Quality Assurance Officer for 18.5 hours a week to support the development of the Learning and Improvement Framework for the LSCB.

The Business Manager supports the Chair in the ongoing management of the LSCB, 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 part time Partnership Performance Officer and LSCB Quality Assurance Officer provide support to the LSCB in implementing a range of tasks and activities associated with its core responsibilities including audit and quality assurance functions.

The Independent Chair, Officers of the LSCB, Forum and Sub-Group Chairs all have a collective responsibility to ensure they are able to represent the LSCB priorities within the range of roles and responsibilities they hold. In addition they ensure that safeguarding priorities and actions are integrated within wider strategic planning and inform partnership plans to secure joint working and the most effective use of resources.

## 1.5 Regional Collaboration across Thames Valley

The risks to children and young people referred to in this report have increasingly resulted in agencies across the Thames Valley area working more collaboratively. Despite some of the challenges resulting from continued changes in respect of key leaders and officers within neighbouring Board's, Bracknell Forest LSCB has continued to support the development of this approach through more structured management of the shared sub group activity. A regional perspective and oversight of this work is maintained through an Independent Chairs and Business Managers forum. This is intended to ensure better communication and joint strategic planning, while also attempting to secure the most efficient use of limited resources. This forum also provides for collective challenge of key partner agencies where this is necessary.

### Outcome:

As a result of the discussions that have taken place in relation to the Pan-Berkshire LSCB sub-groups an agreement was reached that each LSCB would take a lead on one group which will provide greater consistency for the operation of the group and clearer lines of accountability and reporting. Bracknell Forest has the lead on the Section 11 group.

## 2. Effectiveness of Local Safeguarding Arrangements

This section looks at how well organisations (individually and collectively) work to keep children and young children safe. Consideration will be given to what has worked well and where it has not worked well, how we identify what lessons have been learnt and what might need to change or improve as a result.

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

- Section 11 safeguarding self-assessments undertaken by individual organisations.
- Individual case analysis/auditing activity (including Serious Case Reviews).
- Reviews of safeguarding incidents.
- Reviews of all Child Deaths.
- Reviews of performance management information provided by partner agencies.
- Receiving feedback from frontline staff, families and children / young people.
- The work of the LSCB's Sub Groups.

### 2.1 Section 11 Self Assessments

Bracknell Forest LSCB has an established strategy to support organisations working with children/young people and their parents/carers to undertake self-assessments in relation to the safeguarding standards set out within Section 11 of the Children Act 2004.

This work began in 2009 with statutory partner organisations undertaking self-assessments of their performance. Similar approaches were then adopted in regard to schools (including private and independent schools) with consideration then being given to equivalent safeguarding standards within voluntary, community, faith and early years services.

#### During 2013/2014:

The LSCB continued to work closely with the other five LSCBs operating across Berkshire and collectively sought to audit the Section 11 compliance of 9 statutory partner organisations operating across the region.

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.

During the period covered by this report the sub group further developed the existing strategy and revised its terms of reference which include:

- Improvements to the original terms of reference included the adoption of a new 'mid-term review' at 18 months rather than annually to monitor the progress made against improvements previously recommended.
- A revision of the membership in particular new membership arrangements for NHS England's Local Area Team and Clinical Commissioning Groups.

Challenges during the period included:

- *Securing adequate support to fully implement the agreed strategy.*
- *Engaging LSCBs across Berkshire to ensure a 'S11' self-audit was completed in respect of all Local Authorities.*
- *Changes in the commissioning and governance arrangements in health.*

As a result of the challenges outlined above, the panel secured the following assurances:

- That a new sub-group chair should be appointed and provided with dedicated professional support and administration and that attendance at the meetings would be addressed as this had been an issue. Bracknell Forest LSCB is the lead on this.
- That the six Berkshire local authorities would participate in joint S11 scrutiny; progress has been made to ensure this takes place during the autumn of 2014.

#### **Outcome:**

Whilst there have been some challenges across Berkshire local authorities in participating in S11 scrutiny, Bracknell Forest has participated fully in the process with each Department of the Council completing a self assessment. They have also continued to review their progress against the required standards and have submitted details of this to the LSCB through the S11 Group.

- That clarification would be provided in respect of the very significant changes in health and how the panel would receive completed audits in respect of tertiary service such as the Sexual Assault Referral Centre (SARC).
- That further work is also to be undertaken to address disparity in the approaches being taken by health in regard to s11 in different parts of the county.

Through the work of the S11 Group it has become apparent that most agencies have made progress in the making and sustaining improvements, however the revision of the LSCB's systems for engaging them and capturing evidence of these improvements is of importance and expected to be undertaken by the autumn.

The LSCB continues to monitor the effectiveness of the Pan Berkshire approach via its learning and improvement Sub-Group, which is in turn overseen by its supporting LSCB.

**The following areas were common themes of development for a number of statutory partner agencies:**

- Ensuring that there is shared responsibility for safeguarding in senior leadership teams i.e. moving from a focus on one lead individual for safeguarding to corporate responsibility for safeguarding.
- Ensuring that safer workforce checks and processes are fully embedded in organisations, including making sure that staff and volunteers know when to contact the LADO.
- Ensuring compliance with Information Sharing agreements, and making sure that frontline staff and volunteers receive training on information exchange (in the context of the pan-Berkshire Information Sharing and Assessment agreements).
- Ensuring that beyond adherence to minimum standards for safeguarding training, organisations clarify which staff/volunteers should attend targeted or specialist safeguarding (Working Together Groups 3-8) training.

### Voluntary and Community Sector Engagement

An action identified in the 2012/13 Annual Report was the need for further work to develop the support voluntary, community and faith groups received in ensuring minimum safeguarding standards were in place and understood by staff/volunteers.

The Board has continued to work with Bracknell Forest Voluntary Action (BFVA) to engage with local groups and has made available a number of consultation events during 2013/14 to develop a better understand of the safeguarding issues they encounter and ensure they are clear about their roles and responsibilities in safeguarding children and young people.

#### Outcome:

As a result, work continues to ensure ongoing links between the Board, BFVA and local groups, as well as improved regular communications through the BFVA newsletter. Use of self-audit materials continues to be developed and it is hoped that a number of groups will choose to access the support offered by Safe Network managed by the NSPCC ([www.safenetwork.org.uk](http://www.safenetwork.org.uk)).

## 2.2. Individual Case Reviews:

### Serious Case Reviews (SCRs)

During the period covered by this annual report, a SCR was commissioned by the LSCB in respect of a child who sustained unexplained serious injury. Charges have now been made in relation to alleged offences committed against the child and are the subject of an ongoing prosecution at the time of completing this report.

As a result of the criminal proceedings underway the LSCB is not able to publish the findings from the review at this time. This section therefore relates to the learning from a new process and further details of the SCR will be included in the 2014/15 report as appropriate.

Once the decision was made that the case met the criteria for a SCR the LSCB made the decision to use the Significant Incident Learning Process (SILP) approach to conduct the review.

An independent reviewer was commissioned and led the process which included a focus on the combined accounts of partner agencies involvement with the child and the child's family, together with the key themes that emerged from 2 inter-agency learning events to which frontline workers and managers were invited.

### Outcomes:

Whilst the SCR cannot be published due to ongoing criminal proceedings it is important to note the learning by the LSCB and partner agencies of a new approach to undertaking a SCR has been significant; and the learning events were central in terms of multi-agency engagement in the review and learning from the information as the review progressed. This has meant that practitioners have not had to wait for a report and recommendations but have instead been able to take away the learning and implement in practice within their own agencies in real time.

Although the report is not yet published action plans have been developed in response to improvements identified and will be monitored by the LSCB to ensure required improvements are made and sustained.

## 2.3. Review of Safeguarding Incidents and Case Reviews

### Partnership Review

The findings of the SCR also echoed a number of areas highlighted within the LSCB's 'Partnership Review' which concluded in 2013/14. It commissioned an Independent Author to lead a review in respect of a young child who sustained non accidental injuries, but did not meet the criteria for a SCR.

The LSCB agreed to use a systems approach to consider this case, based on the Welsh Government's Practice Review methodology, the review involved multi-agency front-line staff and resulted in an action plan designed to ensure the following areas of learning were disseminated and included:

- The adversity associated with homelessness and challenges to service provision when families move outside of the jurisdiction of partner agencies.
- The importance of understanding the dynamics and challenges of working with domestic abuse where families deny its existence/reject support offered.
- The necessity to assess individuals parenting/caring responsibilities when commissioning/addressing 'anger management' problems.
- Understanding detail of the range and location of marks that should give rise to concerns in regard to young children as stated within the LSCB Bruising Protocol.
- The importance of early resolution in respect of contradictory medical opinion and necessity for children to be thoroughly examined.
- The learning from the review to be shared with neighbouring LSCB's.
- The need for the LSCB to ensure a range of appropriate safeguarding training is available commensurate with the varying roles and responsibilities of professionals from different disciplines.

The SCR Sub Committee also considered other examples of cases that partner agencies had felt raised concerns in respect of the management of child protection and where learning had been identified.

**In Case 1** a young person was alleged to have committed serious sexual offences and the educational establishment they attended had reviewed their response to the emerging concerns regarding inappropriate behaviours and identified learning which has informed their training and policy development.

**In Case 2** a young person with serious mental health problems was unable to access appropriate services within the timescales appropriate to their needs. The trust responsible for the provision of services undertook a review and shared the learning that was identified.

## 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). This follows a separate but related process in which an initial 'Rapid Response' is made by a team of key professionals who come together for the purpose of enquiring into and evaluating each unexpected death.

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

Panel membership is drawn from organisations represented on the LSCB, but has the flexibility to co-opt other relevant professionals where necessary and that are accountable to the LSCB Chairs.

The key purpose for reviewing child deaths is to learn lessons and reduce child deaths in the future. However, the panel also identify areas in which all professionals, including healthcare and social care professionals can learn and improve the care they provide to children in order to help reduce the rates of child deaths.

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.

Across the six Berkshire authorities there has been a continued reduction in the number of child deaths as shown in the table below:

2011/12	2012/13	2013/14
80	57	42 (of these 5 related to child deaths in Bracknell Forest)

Due to the small number of child deaths during the period and out of respect for the privacy of their families, details of their individual circumstances are not reported here. However, none of the children were subject to child protection plans or any statutory



orders at the time of their deaths and the learning in regard to the broader themes emerging from the work of the CDOPs is available at:  
[www.gov.uk/government/collections/statistics-child-death-reviews](http://www.gov.uk/government/collections/statistics-child-death-reviews)

The local reduction reported last year was fully investigated and while it coincided with a reduction in the numbers of multiple births that year (which are known to carry an increased risk related to low birth weight) it remains difficult to attribute causes for the reduction however, the panel took consistent action to promote:

- Neonatal reviews and thematic risk factor monitoring;
- A 'one at a time' message for those undergoing IVF treatment

### Outcomes:

As a result of the findings of the CDOP a consistent set of recommendations for “Safe Sleeping” were developed and adopted by all agencies.

From September 2013, a rota of ‘rapid response’ health professionals has provided cover over weekends and bank holidays to enable these home visits to take place within 24 hour timeframe as required, although the number of cases in which this is necessary has been very small.

In order to provide consistency and clarity across the county, work has begun to review the health rapid response guidelines, in particular to look at the interface between child death rapid response and child protection procedures in those cases where there are concerns that abuse or neglect may have played a part in the death.

### Key Learning identified by CDOP:

- Work on genetic conditions that began in 2013-14 will continue in 2014-15 and an evaluation will inform county wide approaches.
- Reducing rates of neonatal deaths remains a priority. Infections are more common in neonatal deaths where the child is born with a low birth weight and risk factors in the household such as smoking may be contributing factors.
- Accidental deaths and in particular drowning accidents are preventable and the panel recommend use of the Health and Safety Executive (HSE) swimming pool accident guidance available at <http://www.hse.gov.uk/pubns/books/hsg179.htm>

## 2.5. Performance Monitoring and Reporting

Bracknell Forest LSCB (in collaboration with neighbouring LSCBs) has sought to further consolidate the information it gathers in respect of partner agencies performance. The dataset used during this period reflected local priorities determined by the LSCBs and helped determine the extent to which organisations ensured children and young people were kept safe.

The LSCB aims to collate, analyse and report this data to partner agencies on a quarterly basis and where necessary commission further scrutiny to be undertaken. The information gleaned also informs the Board’s strategic priorities and future business planning.

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

During 2013/14 the LSCB has been encouraged by the following developments which are in addition to the progress made against performance for the targeted priority areas.

*Child Protection Plans:* There was a small decrease in the number of children and young people subject to Child Protection Plans in 2013-14. At the end of March 2014, 108 plans were in place, a decrease of just under 4% from the same time the previous year. This however remains a volatile area and numbers can increase / decrease on a monthly basis.

The LSCB receives a six monthly report from the Child Protection Conference Chair which provides an analysis of the conference activity and analysis of the key presenting factors; the combination of Neglect, Domestic Abuse and Drug/Alcohol in particular appear to continue to present a major risk in the lives of the children and young people subject to such plans.

*School exclusions:* The use of the Fair Access Panel has continued to ensure that no children in Bracknell Forest have been permanently excluded from school during 2013/14. This is a positive outcome for our children and young people and reflects a positive approach by schools and the local authority in managing and supporting children and young people who may be at risk of exclusion.

*First time entrants to the Youth Justice System:* In the last three years there has been a steady decrease in the numbers of young people entering the youth justice system. The number of first time entrants to the Youth Justice system has decreased by 49% from 34 to 26 between 2012-13 and 2013-14.

This coincides with the redirection of focus and resources into early intervention work with young people at risk of offending. The Youth Offending Prevention Service works with young people following the early signs of the risk of offending and deters them from going on to become offenders in the criminal justice system.

*Victims of Crime (under the age of 18 years):* The total number of children/young people recorded as being victims of crime, and who as a result were injured, reduced by 10% to 44 when compared with the previous year. There was also a welcomed reduction in the number of children/young people who were victims of robberies. This 40% reduction (to 6) is cautiously welcomed given the relatively small numbers who were robbed (10) in the previous year.

*Sexual offences against u18 year olds:* Although there has not been a repeat in the significant reduction in sexual offences recorded in previous years, it would appear that the trend reported in 2012/13 (66 offences) has not returned to the higher level seen in previous years and despite a slight increase (67 offences) during 2013/14, the overall yearly trend has remained steady.

The LSCB is of course aware that most child victims do not report such offences and while such data is important the findings of research in regard to the true prevalence of sexual abuse is equally important to informing our appreciation of the likely scale of such harm.

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

*The impact of homelessness:* The number of families who were statutory homeless in 2013/14 was 110 (compared to 90 in 2012/13), within these families there were 202 children (compared to 110 in 2-12/13). The main reasons for this have been financial problems and loss of tenancies. The LSCB will undertake further work during 2014/15 to gain a better understanding of the issues and the impact on children and young people.

*Young Carers:* 150 young carers are currently known to Bracknell Forest Council. 70% of these children/young people are between the ages of 10 and 16 and 1/3 of them have a medical, disability or special educational need of their own.

83% are thought to be caring for an adult and 46 % are caring for a brother or sister (some are caring for both).

It is estimated that there is likely to be twice as many young carers in the Borough and following the implementation of the Local Authority's 'Strategy for Young Carers 2013 – 2017', the numbers already identified is expected to increase. The LSCB will continue to monitor the number of young carers, but more importantly receive assurance as to the support they receive and the impact of the care they provide on their health and wellbeing.

*Private Fostering:* Despite the efforts of the Local Authority and partner agencies to accurately identify private fostering arrangements the numbers of cases reported to them remains very small. In 2012/13 the number of children known to be privately fostered was only 2 and while this had increased to 3 by March 2014, the LSCB is aware that it is very unlikely that this represents the true extent of such arrangements for children/young people in the Borough. As a result this remains an area that the LSCB will continue to scrutinise and proactively raise awareness of with partner agencies.

*Missing Children:* During the period 1/12/12 to 19/9/13 there were 232 missing children reports, this related to 97 individuals with 46 of those who were missing a number of times (Missing Children Report to LSCB). Work has been underway to review the way in which Missing Children procedures are managed and supported and during 2014/15 Missing Children will be monitored as part of the remit of the Child Sexual Exploitation Operations Group.

## **2.6. Involvement of Children/Young People and Families**

The LSCB continues to encourage partner agencies to ensure children/young people are consulted and/or involved in any area of their work that might impact on their lives. The Board is aware of the ongoing work within local youth services to engage with schools, youth groups and the youth parliament and the progress being made to improve the use of information technology and social media.

### **Bracknell Forest Survey of Children and Young People:**

The LSCB and the Children and Young People's Partnership jointly commissioned the Bracknell Forest Survey of Children and Young People 2013. The survey was undertaken by The Children's Society in order to provide independence and

impartiality. The survey used an online survey to gain the views of 2,500 children between the ages of nine and sixteen living in Bracknell Forest, with an additional 200 children and young people taking part in focus groups which explored further findings from the survey.

The survey questionnaire covered a wide range of aspects of children's lives and provides an important insight into children's well-being in Bracknell Forest.

#### Key findings from the survey:

- Most children in Bracknell Forest aged eight to fifteen are relatively happy with their lives while around 8% of children have low overall well-being. This proportion is similar to the national average.
- Children's well-being declines with age. Also, children who say they are disabled or have difficulties with learning, those who are eligible for free school meals and those who are not living with their family are more likely to have low well-being.
- Children's levels of happiness with many aspects of their lives are similar in Bracknell Forest to the national average. Children in Bracknell Forest are happier than average with their prospects for the future, their money/possessions, and the amount of choice that they have, their home and their school. They are slightly less happy than average with their health and appearance.
- In terms of school and learning, children in Bracknell Forest appear to be relatively happy with most aspects of school life, and slightly happier than the national average with their relationships with teachers.
- Children in Bracknell Forest generally expressed positive views about their local area, on or above the national average.
- Around a quarter of the children surveyed said that they had been bullied in the last three months. This included bullying in school, going to and from school and in their local area, but also bullying online and through texting. Experiences of being bullied are linked with lower than average overall well-being.

The findings from the survey were presented widely to partners and stakeholders including a Member Development Session. A final report with key recommendations has been shared widely with all our partners so that they can consider the issues and respond appropriately to the views expressed in key plans and strategies.

The survey report can be found at:

<http://www.bracknell-forest.gov.uk/bracknellforestchildrenandyoungpeoplespartnership>

Engagement of children/young people in some of the quality assurance activity undertaken to date has not been as successful as had been hoped. The age of the children involved within the serious case review and partnership review precluded their direct involvement, although panel members strove to ensure that the reviews remained child centred and were informed of the impact on the children in question and by similar perspectives within published articles and research.

#### Agency activity to involve children, young people and families

Whilst the direct involvement of children and young people in LSCB activity has been challenging the LSCB remains appraised of work being undertaken directly with children, young people and families on a regular basis.

This includes:

- The LSCB receives the annual report of the IRO which demonstrates the involvement of children, young people and families in their LAC review process. Child participation is 100% and there are a range of creative ways in which participation is encouraged.
- The Children in Care Council (called SiLSiP in Bracknell Forest) has played an active role in planning and developing services. Supported by a Participation Officer SiLSiP present information to the Corporate Parenting Panel, they have an opportunity to meet with the Director and Lead Member of Children's Services, and in 2013/14 they developed a training package called "Do They Know", aimed at practitioners and managers at all levels; it has been delivered by looked after young people to members of the Corporate Parenting Panel, to the Director of Children, Young People and Learning and other senior managers and a range of practitioners. The training continues to be rolled out and there has been interest from other authorities in the training.
- The LSCB receives the annual report of the Statutory Complaints function which provides an overview of the number and type of complaints made against Children's Social Care under either the Corporate or Statutory Complaints Procedure. The LSCB has noted that in the year 2013/14 there were no complaints made by children and young people and that this has been an area of work identified for further development by the Complaints Service.
- Targeted activity with children and young people in schools includes the use of the Lobster DVD developed by young people on the subject of domestic abuse.
- Ongoing delivery of Chelsea's Choice a drama production for young people in Secondary School about the risks of Child Sexual Exploitation.
- A campaign led by Bracknell Forest Community Safety Partnership (CSP), is targeted at primary school pupils across the borough. Six schools have already taken part in a pilot of Digiduck's Big Decision Workshop, in which year one children (aged five and six) build on their understanding of jokes and how they can sometimes be hurtful. Another six borough primary schools will be welcoming Digiduck into classrooms this term.
- Each Child Protection Conference provides an opportunity for parents and professionals attending to complete an evaluation form about their experience of the conference. These are completed regularly by participants and feedback is reported to the LSCB through the CP Chair reports and continues to inform development and improvement in CP Conferences. Work is underway to look at how children and young people can be more involved including the use of advocacy in conferences.

In order to ensure more systematic support for the involvement of children/young people in the work of the LSCB, the Partnership Forum committed to redesign its future agenda to ensure that children and young people can directly and indirectly engage with its members. This approach will ensure that at each meeting of the Forum, time will be ring-fenced to ensure members consider the views of children/young people whether or not they physically attend.

## 2.7 LSCB Sub Groups

During 2013/14 the LSCB undertook a review of its role, functions and structure to ensure that it was able to address key priorities and target resources appropriately through sub group activity with a focus on quality assurance and the development of the new learning and improvement framework.

As a result of the review the LSCB decided that it would rationalise its sub-group structure and streamline a number of groups under the new and emerging learning and improvement framework which led to the following sub groups being discontinued to be replaced by a new LSCB Learning and Improvement Sub Group (LISG) to be in place from 2014 onwards.

- Serious Case Review Sub Group
- Raising Awareness Sub Group
- Quality Standards and Case Review Sub Group

### Serious Case Review (SCR) Sub Group

During 2013/14 the SCR sub group met on a bi-monthly basis and through its work ensured that the LSCB was able consider notifications of cases where it was thought that learning could lead to improvements in services for children/young people, including cases requiring a SCR.

To assist the LSCB in managing such notifications the group developed a new SCR/Case Review notification protocol for partner agencies and a process to agree how referrals and requests for information from partner agencies will be dealt with. This included cases that fell below the threshold for undertaking a SCR, but where learning could be established to ensure improvements in local arrangements to safeguard children/young people.

As previously reported, during this period the sub group also oversaw a 'Partnership Review' in relation to a young child who sustained not accidental injuries.

The SCRSG also recommended to that a SCR be commissioned in respect of a child, already referred to in the earlier part of this report and it is anticipated that a report in respect of that review will be published following the conclusion of the associated criminal proceeding.

### Outcome:

The LSCB has been keen to embrace the opportunity to adopt different methodologies appropriate to the circumstances of the cases notified. The Partnership Review and the SCR have both used methodologies that have involved front line staff and attempted to engage parents / carers in the process. As a result the LSCB has been able to reflect on the merits of the approaches and plan to undertake formal survey of those involved to inform a set of standards to support the commissioning of future reviews.

The sub group also received the minutes and monitored the actions of the pan Berkshire CDOP Panel, received and discussed national SCRs undertaken and considered the NSPCC's thematic analyses of SCR findings.

There has been excellent agency engagement in the work of this sub group with almost 100% attendance at each meeting which is hoped will continue with this group now becoming part of the Learning Improvement Sub Group.

### **Quality Standards and Case Reviews Sub Group**

During 2013/14 the Quality Standards and Case Review (QSCR) Sub-Group provided an important quality assurance role, combining audit and scrutiny functions to ensure the effectiveness of services to children / young people and their families.

The QSCR sub group has met formally on 5 occasions during 2013/14, but additional work was also undertaken by some members of the group outside of these meetings.

Much of the sub group's capacity has been taken up with conducting Multi-Agency Case File Audits and developing a quality assurance and learning improvement framework. The cases audited support the work of the SCR Sub Group in respect of the reviews commissioned and further enabled the LSCB to identify areas of good practice and those requiring improvement.

### **Auditing Activity**

#### **Substance Misuse**

As this was one of the LSCB's targeted priorities, the sub-group commenced an in-depth review of cases where substance misuse was identified as a key issue resulting in child protection interventions. The Findings from these case file audits identified a number of areas of good practice as well as areas for improvement.

Within the practice reviewed, skilled staff demonstrated their ability to engage family members previously identified as being 'unwilling to cooperate'. In contrast to earlier contacts with other professionals, these staff addressed barriers in respect of language, culture and gender and clearly approached these with sensitivity.

The panel also identified a number of specific actions that were immediately addressed by the agencies involved, as well as those that related to themes previously identified and highlighted the need for improvement.

These included the importance of:

- Sensitive engagement with families, recognising the impact of adversity on individuals' ability to co-operate and the use of professional interpreters where this is necessary.
- Thorough assessments of substance misuse during pregnancy, and to ensure a detailed assessment of an individual life experiences is gathered, including evidence of previous substance misuse and engagement with services.
- Staff development plans that promote inter-disciplinary collaboration and consider the merits of work placements within partner agencies / services.
- Employers ensuring staff communicate any significant changes in family circumstances / case management to partner agencies.
- Employers ensuring staff are informed of how to gather, record and present information regarding vulnerable children / young people.

The above recommendations have been combined with existing action plans established from previous audits and have been disseminated within partner organisations. Progress against these actions is now be monitored by the LISG.

### *Domestic Abuse*

The previous audit work undertaken by the Quality Standards and Case Review sub group in regard to Domestic Abuse continues to be monitored by the Domestic Abuse Executive group and also forms part of the above combined action plan monitored by the LSCB Executive.

### *Child Sexual Exploitation (CSE) Sub Group*

The CSE Strategic Sub Group was developed during 2013/14 and supports the LSCB Targeted Priorities (To work with partner agencies to develop a strategy for the coordination and provision of support to young people at risk of CSE).

The Strategic CSE Group has developed a CSE Strategy and has been working closely with the CSE Operational Group to implement and monitor the strategy. Members of the group have attended a number of regional and national events to ensure they are informed of the latest developments in this area of work. The Group also incorporates some of the wider factors that contribute to the risk of CSE including E safety.

In February 2014 there were 27 young people who were being monitored by the CSE Operations Group which has now been reduced down to 17 as a result of improved monitoring and risk assessment tools. The work of the Operations Group includes monitoring missing children as part of its remit.

A key piece of work planned for 2014/15 is 'Problem Profiling' of CSE in the borough which will further inform the LSCB work in relation to this group of children/young people.

The LSCB has maintained a programme of auditing and is conducting an ongoing multi-agency case file audit in respect of CSE. One of the cases in question has been selected for further stage of audit and it is intended that the young person, their parents/carers and professionals (in direct contact with them) will be offered the opportunity to contribute their views in regard to the services provided.

### **Outcomes:**

- Chelsea's Choice has been delivered to schools and targeted around 1,200 young people. A second round planned in 2014.
- E safety training sessions for the workforce.
- Quality Standards and Case Review Sub Group completed an in-depth multi-agency case review of three CSE cases – learning from these audits being taken forward through the new Learning and Improvement Group.
- CSE training programme in operation with targeted multi-agency workshops being delivered to practitioners. CSE e-learning package also developed and available for practitioners.

The CSE Strategy can be accessed at: <http://www.bflscb.org.uk/publications.htm>



## Training and Development Group

Bracknell Forest LSCB commissions multi-agency training through Bracknell Forest Council and has a strong track record of providing professional development opportunities to a diverse workforce, including staff from both statutory and voluntary agencies.

More recently e learning has supplemented group based courses in respect of specific topics such as CSE and many areas of the LSCBB Training Programme have been developed in collaboration with neighbouring LSCBs.

The delivery of training is co-ordinated by the East Berkshire Training Group, with the overall strategy being managed via a Pan Berkshire LSCB Sub Group. During 2013/14 work was undertaken to develop the evaluation of the training delivered and the merits of different methodologies were the subject of a small scale evaluation.

While the Pan Berkshire collaboration has to an extent ensured good levels of co-ordination, it is an area identified as being in need of further review and evaluation. This work is scheduled to commence in September 2014, following the appointment of a new Chair of the strategic sub group.

Locally, the training provided is detailed in a Training Calendar, which is disseminated across partner agencies and available on the LSCB website. It details a comprehensive range of training available across the scope of universal, targeted and specialist safeguarding training.

During 2013/14 over 50 safeguarding courses were provided across Berkshire offering learning in respect of:

- *Children with Disabilities*
- *Safer Care*
- *Parental Mental Health*
- *Domestic Abuse*
- *Disguised Compliance*
- *E Safety*
- *Child Sexual Exploitation*
- *Substance Misuse*

The provision of training in relation to specific topics, compliments the core Universal and Targeted Training provided on a rolling inter-agency programme of inter-agency training and which is delivered on a single agency basis where the capacity of LSCB training cannot accommodate the volume of staff wanting to access it. This is an area under constant review as the LSCB strongly promotes inter-agency training as its preferred approach.

### Outcome:

Analysis of participant's course evaluations evidenced high levels of satisfaction in respect of the inter-agency training attended and in a sample of staff who had attended multi-agency training in East Berkshire 93% reported that it had impacted on their practice. "The survey did however highlight some of the challenges of inter-agency training and it appearing that for some staff such as childminders courses may have contained too much information and been overwhelming. As a result consideration will be given to the pathways for these staff to help prepare them for safeguarding training and revisions made to courses where this is necessary.

A further ongoing theme identified by the LSCB relates to the involvement of men in the lives of their children and the extent to which services engaged with them. As a result the need for improvement in these areas has been included in core safeguarding training and 2 specific inter-agency workshops were commissioned to help explore this issue in more detail.

### Early Intervention Group

The Early Intervention Group has met quarterly during 2013/14 and went through a period of reforming due to a change in the terms of reference. This enabled a greater focus on early intervention and the group has regularly monitored the Common Assessment Framework (CAF) and Early Intervention Hub through regular receipt of reports and data. In addition the group has been able to support the CAF / Early Intervention Officer to address challenges as they arise, this includes practical and organisational issues such as the timings of the meeting, procedural issues and to highlight where there may be gaps in provision.

The LSCB received the annual report for the CAF and the EI hub for the period of 2012/13 this year and will receive the 2013/14 reports later in 2014.

The group has supported a joint Pathways Project with West Berkshire to develop and refine models for early intervention. This project has included the collection of professional views undertaken independently by The National Foundation for Educational Research (NfER), support of the project leads undertaken by Interface Associates, a joint learning event in July 2013 with West Berkshire which brought together a multi-agency audience to further develop and refine a model for early intervention, a joint training session for practitioners from Bracknell Forest and West Berkshire on family and parenting work, and an independent survey of families who have used early intervention support undertaken independently by NfER.

### Outcome:

As a result of the Joint Pathways project a range of practitioners have been involved and consulted on the review of the multi-agency threshold document and contributed to the new thresholds being agreed which clearly identify the threshold for early help and for a referral to the Early Intervention Hub and to Tier 3 services.

The views of families using these systems have been incorporated into the process.

New threshold document can be accessed at:  
<http://www.bflscb.org.uk/publications.htm>

The group oversaw the ongoing work commissioned by the LSCB on neglect and a “Really Useful Guide to Neglect” to help practitioners working with children and young people to recognise neglect was produced and published.

#### **Outcome:**

The “Really Useful Guide to Neglect” has been widely disseminated to practitioners across Bracknell Forest, and is used in CAF training to raise awareness. The document has been linked on the Pan Berkshire Policies and Procedures pages and is also available on the LSCB web site and the Council’s safeguarding web pages.

<http://www.bflscb.org.uk/publications.htm>

#### **Raising Awareness**

During 2013/14 the Raising Awareness Sub Group continued to work closely with a number of the LSCB’s Sub Groups in order to ensure that key messages were communicated to the workforce and wider public.

The work of this group has now been subsumed within the Learning and Improvement Sub-Group where partner agencies will be expected to take greater responsibility for ensuring information is disseminated.

During 2013/14 the group gave prioritisation to ensuring that learning from cases of Child Sexual Exploitation was communicated. Activity to support this involved the co-ordination of productions of ‘Chelsea’s Choice’ (a CSE based drama production), a leaflet campaign to over 1,200 children within local schools and the distribution of guidance for professionals

In addition schools also used a Barnardo’s leaflet to further inform Parents, Carers, Young People and Professionals about CSE. This was further supported by inputs on CSE from CEOP, Barnardo’s and the use of ‘My Dangerous Loverboy’ training materials within in PSHE time in schools.

To support the work to reduce the use of Mephedrone by young people in the Borough, the group produced leaflets for young people and proposed further work be done to ensure feedback is sought from young people on this leaflet and other methods of communicating information to them.

#### **LSCB Conference**

The annual LSCB Conference was also a significant achievement with a focus on neglect the key note speaker was The Right Honourable Frank Field (MP) who spoke passionately about the impact of poverty on neglect. Professor Brigid Daniel (Professor of Social Work at the University of Stirling) presented her research and a range of workshops enabled 200 practitioners to learn more about neglect and work underway on a local and national level to identify, understand and address issues of neglect within families.

The conference was evaluated highly with 74% of participants saying it was excellent and 26% saying it was good.

**LSCB website:** <http://www.bflscb.org.uk/index.htm>

Work has continued on the development of the LSCB website as a platform for making information more accessible and to assure its contents more frequently than in previous years. This work remains ongoing with a new format being developed for 2014/15 which will enable improved information and accessibility.

### *LSCB Safeguarding Cue Card*

This was updated by the Raising Awareness Group and over 2,000 copies have been printed and circulated to practitioners giving important guidance on key safeguarding issues such as how to raise concerns, the role of the LADO.

### *LSCB Newsletter*

Key issues relating to safeguarding children/young people were also disseminated with the LSCB Newsletter and further highlighted the key priorities for the Board as well as learning established from the work of other LSCBs.

### **Policies and Procedures Group**

The Group meets on average four times a year and following the agreement for each of the Berkshire LSCB's to host one of the Pan Berkshire Groups the Policies and Procedures Group is hosted by Slough LSCB. A new chair took over the meeting in January 2014, prior to that the Chair arrangements had been less stable. The Group has revised terms of reference to reflect the new arrangements.

A mixed range of activity has been undertaken during the year and a key focus of the group has been in ensuring that the policies and procedures on the system were reflective of the revised Working Together Guidance. Discussion and comparison has taken place across the six Berkshire authorities including an analysis of the similarities and differences in content.

### **Outcome:**

Policies and Procedures supporting the workforce across Berkshire have remained under review and updated as relevant, this includes:

- Updating the CSE Policies and Procedures – there has been agreement across the six authorities to use a single tool to assess risk of CSE.
- Allegations against staff and carers.
- New threshold documents updated on the system and the local authority referral assessment and referral procedures.
- Policy on Female Genital Mutilation updated

## 3. LSCB Targeted Priorities

The LSCB Business Plan (2011 – 2014) identified a number of targeted priority areas which were felt to be important in safeguarding children and young people. These were:

### Targeted Priority 1

Reduce the impact of domestic abuse on children, young people and families

### Targeted Priority 2

Reduce the impact of substance and alcohol abuse on children, young people and families

### Targeted Priority 3

Develop an understanding of neglect and the impact this has on children, young people and families.

### Targeted Priority 4

Develop and implement the framework for Early Help and monitor the impact this as on children, young people and families

### Targeted Priority 5

To work with partner agencies to develop a strategy for the coordination and provision of support to young people at risk of child sexual exploitation.

### TP 1: Reduce the impact of domestic abuse on children, young people and families

The Domestic Abuse Forum Sub Group reports to the Community Safety Partnership which has a lead in the development and implementation of the Domestic Abuse Strategy. The LSCB monitors progress through a regular report on progress presented to the LSCB and through ongoing audit and quality assurance activity.

#### Examples of progress during 2013/14:

- The level of domestic abuse recorded crime increased when comparing figures for 2013/14 and the previous year. Domestic abuse non-recorded crime (i.e. where a crime has not been committed but the incident has been reported to the police) decreased by 7% during the same period.
- There has been a reduction in the number of repeat incidents of domestic abuse committed by the 2012/13 Domestic Abuse Service Coordination Cohort which was 116 incidents in 2012/13, reduced to 63 incidents in 2013/14.
- In February 2014, 11 children attended a specialist provision for children and young people who have witnessed domestic abuse (PICADA).
- 40 referrals to the Domestic Abuse Perpetrators Programme (down on the 2012/13 figure of 54 referrals). An evaluation of the project was concluded and published in 2013 [http://www.nfer.ac.uk/publications/WDAB01/WDAB01\\_home.cfm](http://www.nfer.ac.uk/publications/WDAB01/WDAB01_home.cfm)

- A total of 20 children came off a child protection plan in 2013/14 where domestic abuse was the primary factor, which exceeds the target set of 10, but is lower than the 2012/13 figure of 25.
- Youth Offending Service delivered 2 programmes called “Stepping Up” to young men in year 11 at the Pupil Referral Unit.
- Children’s Centres have been running a “Freedom Programme” throughout the year aimed at low level domestic abuse.
- The number of referrals to MARAC (Multi Agency Risk Assessment Conference) has increased by 16% between 2012/13 and 2013/14.
- The number of children in the households of cases discussed at MARAC has increased to 127 (this may include some double counting).

The Domestic Abuse Service Co-ordination (DASC) oversees all the ongoing work that is in place with a cohort of medium risk cases where children are on Child Protection Plans or are CIN and where there are high repeat rates of domestic abuse. DASC ensure referrals for support to victims are made to Berkshire Women’s Aid as well as to services for perpetrators of DA. This approach to DA is currently the subject of an external evaluation being undertaken by Cambridge University and whose results are due to be reported in October 2014.

The LSCB is aware that Co-ordinated Action Against Domestic Abuse (CAADA) evaluation of local Domestic Abuse had recommended that the number of Multi Agency Risk Assessment Conferences (MARAC) held within Bracknell Forest was fewer than they would estimate should be held for the size of our population.

As a result, the Board was pleased that during 2103/14 the number of MARAC increased by 16% and considered inter-agency responses to cases involving 127 children.

Domestic abuse has remained a key feature in respect of cases coming to the attention of Children’s Social Care. In addition to the Probation Service’s ‘Integrated Domestic Abuse Programme’ (IDAP), the specialist Domestic Abuse Perpetrator Service (DAPS) have continued to support the work co-ordinated by the Local Authority in respect of families where children were the subject of Child Protection Plans. The DAPS worked with 32 men during 2013/14 and work also commenced during this period to establish a brief early intervention service ‘Plain Talking’. It is intended that this new service will provide a confidential and anonymous helpline for anyone concerned about their violence and/or abuse towards a partner or ex partner.

The impact of DA on children/young people is well documented and the longer term impact of the work being co-ordinated across the borough will continue to be the subject of further evaluation.

As a result Domestic Abuse remains a targeted priority for the LSCB in the new 2014 – 2017 business Plan.

## **TP 2: Reduce the impact of substance and alcohol abuse on children, young people and families.**

Work undertaken to address substance and alcohol misuse issues is coordinated by the Drug and Alcohol Strategy Group which covers both adult and young people within its remit.

### **Examples of progress during 2013/14:**

- In Bracknell Forest, 65 parents accessed services in connection with their drug use and 75 sought treatment from alcohol services. The number of parents accessing services for alcohol dependency has reduced by 37 (112 in 2012/13).
- The number of young people presenting to treatment was 76 in 2013/14 which is slightly lower than the previous year. Of these the number using amphetamines (which includes mephedrone) is 53% which is higher than the national figure of 10%.
- Young People's Needs Assessment completed and informing the Substance Misuse Strategy 2014 -2017.

National, regional and local analysis of children/young people's experiences demonstrates the harmful impact substance misuse has on their parents/cares capacity and in turn on their children's development.

The LSCB has also identified substance or alcohol misuse as a significant component associated with children/young people in need of protection and note that this along with parental mental ill-health and domestic abuse are the top three issues that impact on the safety and wellbeing of children and young people.

While detailed data is gathered locally in respect of adult substance misuse, it has been acknowledged that further efforts could be made to provide analysis of the impact this has on parents'/carer's capacity to ensure the wellbeing of children/young people.

Analysis of children/young people's cases coming to the attention of Children's Social Care services demonstrates a very clear causal link between parents/carers substance misuse and child abuse and neglect. Children/Young People

The combination of substance misuse by parents/cares and that associated with young people's own use has resulted in this area remaining a priority for the LSCB.

## **TP 3: Develop an understanding of neglect and the impact this has on children, young people and families.**

During 2013/14 the LSCB set up a task and finish group to undertake some initial research about neglect and its impact locally. The initial work was completed and a report presented to the LSCB to conclude the task and finish group. The continuation of a focus on neglect was then passed over to the Early Intervention Group; this included the completion of the "Really Useful Guide to Neglect".

### **Examples of progress during 2013/14:**

- The annual LSCB Conference was also a significant achievement with a focus on neglect the key note speaker was The Right Honourable Frank Field (MP) who spoke passionately about the impact of poverty on neglect. Professor Brigid Daniel (Professor of Social Work at the University of Stirling) presented her research and a

range of workshops enabled 200 practitioners to learn more about neglect and work underway on a local and national level to identify, understand and address issues of neglect within families.

- Monitoring of the categories of children subject to a Child Protection Plan shows that at the end of March 2014 of the 108 children subject to a child protection plan 61 (56.5%) were under the category of neglect. In 2012/13 this was 50% so there has been a slight rise in this category.
- During 2013/14 two pieces of research were undertaken in Bracknell Forest, one undertaken internally as an analysis of Children in Need looking at national research, national and local data and an audit of 25 cases. The outcome of this research was presented to the LSCB Forum and key messages shared.
- The second piece of research was linked to the Nfer (National Foundation for Educational Research) as part the Local Authority Research Consortium (LARC) work. LARC 5 had a specific focus on neglect and the final report was published and shared during 2013/14. [http://www.nfer.ac.uk/publications/LRCF01/LRCF01\\_home.cfm](http://www.nfer.ac.uk/publications/LRCF01/LRCF01_home.cfm)

Neglect remains an area of concern for the LSCB, this concern informed by ongoing national issues, and through local research. It will therefore remain a targeted priority for the LSCB Business Plan 2014 -2017.

#### **TP 4: Develop and implement the framework for Early Help and monitor the impact this as on children, young people and families**

The LSCB contributed to the development of *“Creating Opportunities – Positive Futures a prevention and early intervention strategy for children, young people and families in Bracknell Forest 2012 – 2014”* and has continued to monitor early help as a targeted priority area.

#### **Examples of progress during 2013/14:**

- There were 345 Common Assessment Framework (CAF) early help assessments completed; this is a 26% increase on the previous year where 273 assessments were completed.
- A new Family CAF form has been developed to support more holistic family assessment and of the 345 assessments completed 80 of these were on a Family CAF.
- During the year 2013/14 only 16 CAF’s were referred to Children’s Social Care, less than the previous year where 19 CAF’s were referred.
- There were 364 cases referred to the Early Intervention Hub in 2013/14 (no comparative data available as this is the first full year of operation).
- Of the cases referred to the Hub 60 of these have been as a “step down” from Children’s Social Care.
- 8 cases were “stepped up” to Children’s Social Care from the Hub.
- An evaluation of the Hub based on the first partial year showed that 75% of the cases that stepped down from Children’s Social Care remained closed.
- The number of first time entrants into the Youth Justice System continue to fall and was 26 in 2013/14, a reduction on the previous year (34).
- The Early Help Sub Group oversaw the completion of the Pathways Project which informed a review of the thresholds for levels of need, this helped to clarify the



threshold for the CAF (Level 2) and the threshold for the Hub (Level 2a) for more complex cases.

The Early Intervention Hub is an important part of the early help strategy providing the vehicle to support children, young people and families at a lower level of need and providing a forum to “step down” cases and support families to prevent further referrals to Tier 3 services.

Early Help remains a high profile and important element of work and will continue to be targeted priority in the LSCB Business Plan 2014 – 2017.

#### **TP 5: To work with partner agencies to develop a strategy for the coordination and Provision of support to young people at risk of child sexual exploitation**

This targeted priority was added to the LSCB Business Plan for the year 2013/14 and a CSE Strategy Sub Group was agreed to develop a strategy and action plan to address the issues emerging.

#### **Examples of progress during 2013/13:**

- CSE Strategy Group has continued to develop and implement its CSE Strategy.
- Agreement to use a consistent risk assessment tool across Berkshire and the Operations Group has used the tool and more accurate estimates of young people at possible risk of such abuse has been revised from 27 to 17.
- Members of the inter-agency CSE Operations Group monitored plans that were in place to safeguard them.
- CSE training delivered and e-learning module developed and rolled out.
- Awareness raising for young people in schools through drama productions.
- Focus on issues that contribute to CSE, including e-safety.

The LSCB plans to coordinate further ‘problem profiling’ of CSE within Bracknell Forest in the hope that this will better inform our local strategy which aims to, *Prevent* CSE, *Identify* victims/perpetrators and ensure successful *Prosecution* of those who commit/facilitate such crimes.

The LSCB is aware of the risk of children/young people being trafficked and it is hoped that the ongoing development of the CSE Operation Group will enable better information sharing to inform a more accurate understanding of this. The recent amalgamation of the CSE Operation Group and the Missing Children’s Panel will provide further improvements in the pooling of intelligence and inter-agency planning. CSE will therefore remain a targeted priority in the business Plan 2014-2017.

### 3.1 Priority areas for future development

There are many areas of data and information that are kept under review by the LSCB through performance monitoring, case reviews and audit activity. In light of the information we have gathered during this year, it is recommended that the following issues are added to the 5 Targeted Priorities and are also routinely monitored by the LSCB:

#### The impact of Parental Mental Ill-health

It is proposed that the experience of children/young people living with a parent/carer with a mental health problem is monitored through a performance management approach. Consideration will be given to data collection that might assist the LSCB evaluate the robustness of partner agencies actions to safeguarding such children/young people and further auditing activity.

#### Misuse of technologies

Young people in the Borough have identified Bullying as significant issue and this will therefore be given greater prioritisation by the LSCB and its partner agencies.

During 2013/14 a number of partner agencies also raised concerns in regard to the misuse of technologies and the harmful impact this can have on children and young people. Its links to bullying and CSE are well established and access by children/young people to harmful materials has grown as an area of concern for parents/carers and professionals alike. As a result the LSCB will explore how it can more closely monitor this aspect of safeguarding and what data could inform oversight of the effectiveness of partners work in this area. The Board wishes to acknowledge the work that is undertaken by the Safeguarding and Inclusion Team and the Community Safety Partnership to support this.

### 3.2 Additional Areas of LSCB activity and challenge

During 2013/14 there have been a number of local issues brought to the attention of the LSCB where the LSCB has applied additional scrutiny and requested reports reports/information to provide further assurance; examples include:

#### Poverty

The LSCB has remained appraised of the impact of poverty and of the changes in welfare benefits. It continues to be of concern that children/young people face adversity linked to poverty and the apparent increase in extreme experiences such homelessness. The links between poverty and the increased risks of abuse and neglect are well documented within the academic literature and more recently their vulnerability to CSE has been well documented within SCRs. The LSCB notes this is an outcome priority in the Children and Young People's Plan and will seek reports on progress against this priority throughout the year.

#### Jimmy Saville

The LSCB has received regular progress reports on Broadmoor Special Hospital's involvement in the review commissioned by the Government a following the investigation in to the alleged abuse of children by Jimmy Saville. The Board continues to monitor arrangements for children's visits to Broadmoor and general

safeguarding progress through its S.11 process of audit and representation of the Hospital at its Partnership Forum.

### Effectiveness of the IRO role

The LSCB received and discussed the Annual IRO Report which provides an account of the IRO role and the effectiveness of arrangements for Bracknell's looked after children. The report identifies key challenges and good practice. The LSCB notes this report is also presented to the Corporate Parenting Panel and to the Council's Overview and Scrutiny Committee.

### The effectiveness of the statutory Complaints Procedure

The LSCB has received and commented on the Annual Statutory Complaints report for Children's Services. This report includes complaints, compliments and concerns and identifies examples of good practice and areas for development when dealing with complaints.

### Culturally Harmful Behaviours

The LSCB is mindful that within communities some individuals/families may participate in practices that are harmful to children / young people. It continues to require partners to remain vigilant as to these apparently infrequent but significantly harmful incidences. The issues of Forced Marriage and Female Genital Mutilation are 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. In addition to the Government's guidance distributed in the previous year the LSCB circulated copies of 'Tackling FGM in the UK, Intercollegiate recommendations for identifying, recording and reporting', published by a number of the Royal colleges. As a result proposals have been recently received in respect of a Pan Berkshire FGM Steering Group that will be led by health colleagues and will ensure improved analysis of the situation locally and share learning from colleagues from other parts of the UK where incidents of FGM have been higher.

## 3.3 Financial Information

The budget is monitored by the Business Manager and reports are provided to the LSCB. The majority of the budget is spent on staffing to support the work of the Board.

The LSCB budget 2013-2014 is made up of contributions from the Local Authority, the CCG, Police, Probation, Broadmoor, CAF/CASS and Berkshire Healthcare NHS Foundation Trust.

Supplies and services include expenditure for the cost of an Independent Chair, updates to the Child Protection Procedures and the costs associated with administering the LSCB training programme and the annual conference. This also covers any printing costs for publicity materials and leaflets.

In addition a small amount is spent under premises to cover the hire of meeting rooms, refreshments and venues for LSCB activities and meetings.

<b>LSCB Partner</b>	<b>Contributions 2013/14</b>
Bracknell Forest Council	£51,840 (+ £17,000 for QA Officer)*
Thames Valley Police	£2,050
Clinical Commissioning Group (on behalf of the health economy)	£20,500
National Probation Service	£1,025
Broadmoor	£550
Heatherwood and Wexham Park Trust	£1,025
Berkshire Healthcare Foundation Trust	£1,025
CAFCASS	£500.00
Grant	£7,300
<b>Total</b>	<b>£85,800 (+ £17,000 for QA Officer)*</b>

<b>LSCB Expenditure</b>	<b>Amount</b>
Salary Costs	£68,840 (inclusive of QA Officer post)
Supplies and Services *Includes costs of Independent Chair and undertaking a SCR in year.	£34,764
<b>Total</b>	<b>£103,604</b>

\*The overspend in this year has been in part due to the recruitment of a post of a QA Officer which was funded by the local authority during 2013/14, further discussions will be held with the LSCB regarding future funding of the LSCB to ensure there is adequate resource to enable the LSCB to fulfil its statutory responsibilities.

## 4. Summary

The work of the LSCB is very broad and there are many challenges to ensuring that it is able to maintain an overview of safeguarding practice in Bracknell Forest.

The strength of partnership working throughout this report is evident and much of the progress made in the last year could not have been made without the continued support and hard work of the LSCB and Forum members.

This report has highlighted areas of improvement and development over the year which will make a difference to the experiences of children and young people.

Whilst it is an aspiration that children will always remain safe we know that there will always be a number of children and young people who need to be safeguarded and protected from harm and our role is to ensure that this remains “everybody’s business” and that all those who come into contact with children and young people have the relevant knowledge, experience and support to enable them to fulfil their roles and responsibilities.

In order to achieve our role we will ensure that we continually review, and evaluate the work that is done by or on behalf of the LSCB and ensure a balance of appropriate support and challenge to partner agencies so that we can continue to make a difference to outcomes for children and young people living in Bracknell Forest.

Securing sufficient support and resources to ensure the LSCB’s oversight of these important areas of work will be essential and will require additional resources from partners if progress is to be sustained and its 2014-2017 Business Plan is to be realised.

### Key Messages for all partner agencies and strategic partners:

- To ensure that efforts are made by all partners (including those working with adults) to secure **Early Help** for families and those children in need of protection are identified quickly and receive appropriate support.
- To ensure staff **Exchange Information** at the earliest opportunity and proactively challenge decisions that fail to adequately address the needs of children/young people and/or their parents/carers.
- To ensure that work continues to address **Domestic Abuse** and that the evaluation of the local strategy and interventions being made inform future planning of initiative and interventions
- To ensure **Substance Misuse** services continue to develop their role in respect of safeguarding children/young people and that greater evaluation is undertaken in regard to the links between parents/carers substance misuse and the high number of children/young people at risk of significant harm.
- To ensure that partner agencies delivering service to **Adults with Mental Health Problems** develop mechanisms to enable monitoring and reporting of their performance in respect of safeguarding children/young people

- To ensure work being undertaken to tackle **Neglect** is evaluated and evidence of its impact on children/young people informs both strategic planning and service delivery.
- To ensure that strategic planning in regard to the **Misuse of Technologies** is informed by the work currently being undertaken locally in relation to e-safety and bullying, and that this informs the key messages that all partners share with staff and our local community.
- To ensure that the priority given to **Child Sexual Exploitation** by the LSCB is reflected within strategic planning and in partner agencies support for the ongoing work of the Board's sub-groups.
- To ensure that the role of **Voluntary Organisations and Faith Groups** is recognised and increased support is made available to ensure they play their part in safeguarding children and young people

### Key Messages for Chief Executives and Directors:

- To ensure that the **protection of children and young people** is considered in developing and implementing key plans and strategies.
- Ensure **the workforce is aware of their safeguarding responsibilities** and can access LSCB safeguarding training and learning events.
- The **contribution of your agency to the work of the LSCB is categorised as a high priority**. Every agency must ensure that it takes into account the priorities within the LSCB Business Plan and the agency's own contribution to the shared delivery of the LSCB's work.
- The **role of each agency in meeting the duties of Section 11 of the Children Act 2004** is clearly understood.
- Each **agency is able to contribute** to the work of the LSCB with **appropriate resources and personnel**.
- Ensure the **LSCB remains informed about any organisational restructures** in order to understand the impact of restructure on capacity to safeguard children and young people in Bracknell.

### Key Messages for the children and adult's workforce:

- Ensure you are **booked onto, and attend, all safeguarding courses** and learning events required for your role.
- Be **familiar** with, and **use** when necessary, the **LSCB Threshold and Safeguarding procedures** to ensure an appropriate response to safeguarding children and young people.
- Be **clear about who is your representative on the LSCB** and use them to make sure the voices of children and young people and front line practitioners are heard.

**All Partners are asked to note the targeted priorities in the new Business Plan 2014 – 2017**

**Targeted Priority 1**

Reduce the impact of domestic abuse on children, young people and families

**Targeted Priority 2**

Reduce the impact of substance and alcohol abuse on children, young people and families

**Targeted Priority 3**

Develop an understanding of neglect and the impact this has on children, young people and families.

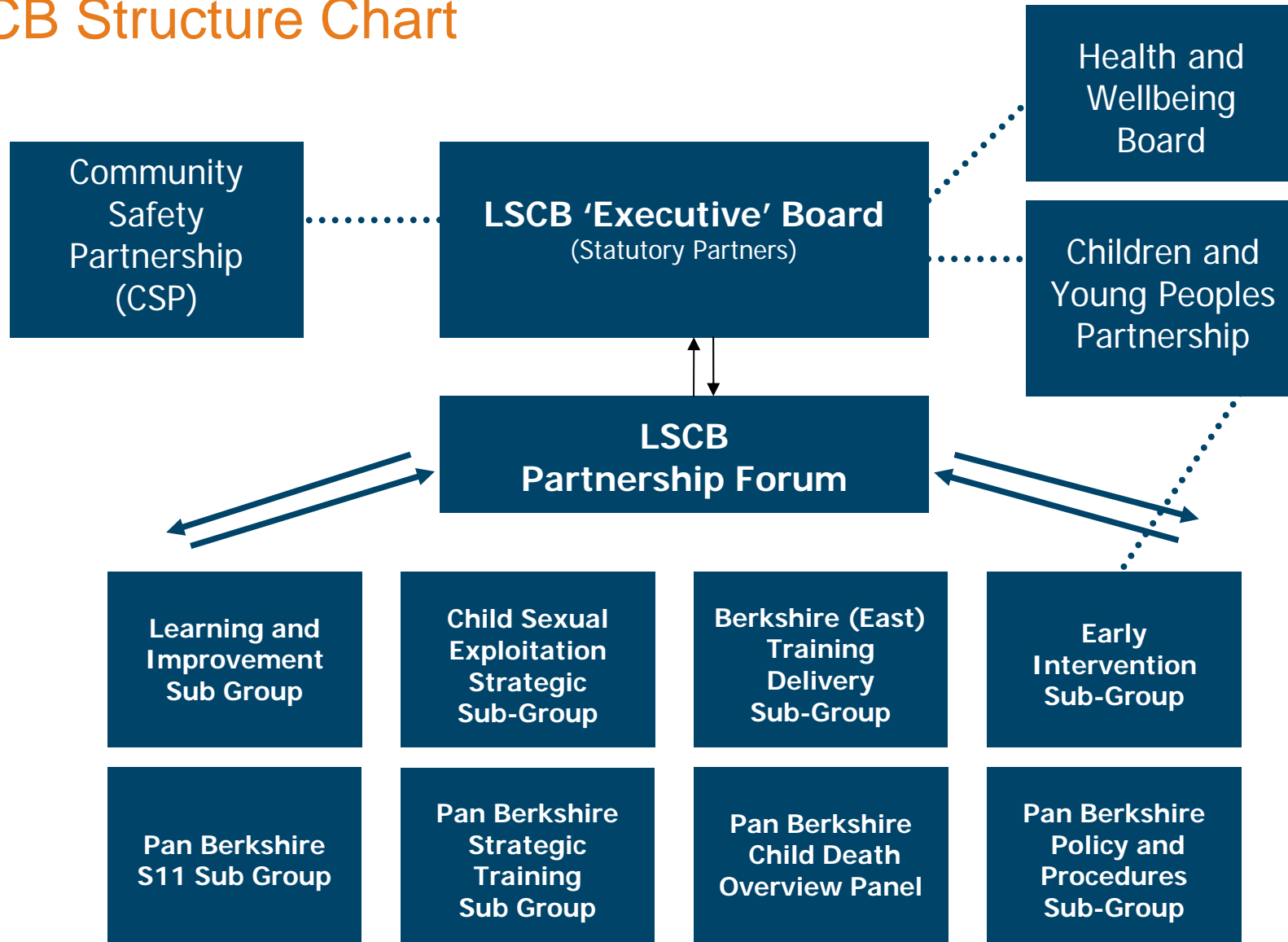
**Targeted Priority 4**

Develop and implement the framework for Early Help and monitor the impact this has on children, young people and families

**Targeted Priority 5**

To work with partner agencies to develop a strategy for the coordination and provision of support to young people at risk of child sexual exploitation.

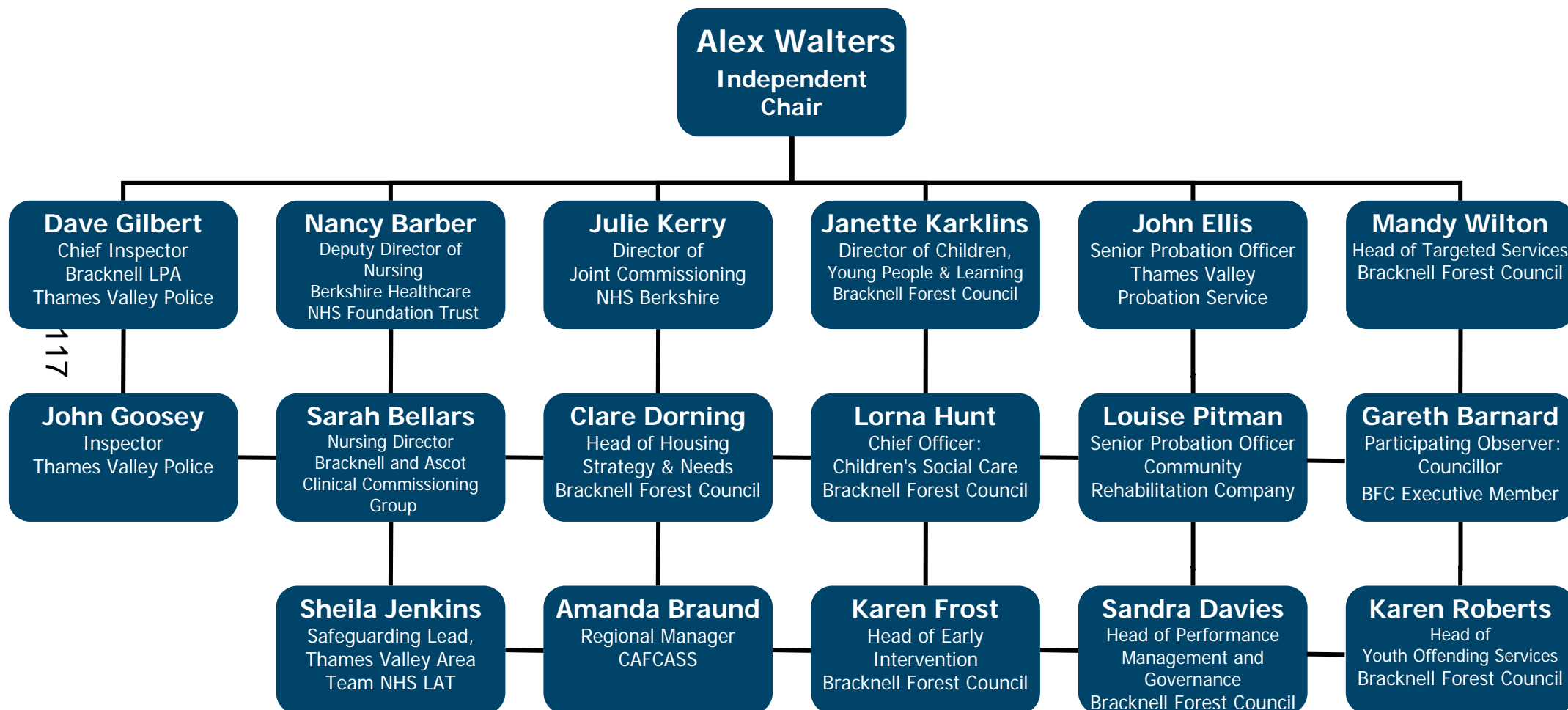
# LSCB Structure Chart



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# Bracknell Forest LSCB Board



[www.bflscb.org.uk](http://www.bflscb.org.uk)

For further information please contact: Bracknell Forest Local Safeguarding Children Board, Time Square, Market Street, Bracknell, Berkshire. RG12 1JD. Telephone: 01344 352000 Email: [enquiries@bflscb.org.uk](mailto:enquiries@bflscb.org.uk)

## List of Performance Data Routinely Collected and Reported to the LSCB

Number of under 18 deaths in Local Authority area
Hospital admissions caused by unintentional or deliberate injuries to children and young people
Number of under-18s in drug/alcohol treatment year-to-date
Number of children and young people on the CAMHS waiting list
Number of referrals to the CAMHS service per 10,000 population aged under 18
Percentage of referrals to CAMHS leading to assessment
Number of under-18 admissions to hospital for emotional health needs
Number of children and young people diagnosed with ADHD / ASD
Children and young people are sexually healthy
Under 18 conception rate
Number of young offenders who are sex offenders
Children and young people are safe from maltreatment, neglect, violence and sexual exploitation
Number of enquiries made to children's services per 10,000 population aged under 18
Number of children and young people with Child Protection Plans per 10,000 population aged under 18
The percentage of children becoming the subject of a child protection plan for a second or subsequent time
The percentage of children ceasing to be the subject of a child protection plan whose plan was in place for 2 years or more
The percentage of Child Protection Cases which were reviewed within the required timescales
Percentage of referrals to children's social care that led to a single assessment (NI 68)
The percentage of initial assessments for social care carried out within 10 (not 7) days
The percentage of referrals to social care that were repeat referrals
The percentage of core assessments for social care carried out within 35 working days

Number of parents/carers in drug/alcohol treatment year to date
Number of allegations against the children's workforce
Percentage of allegations leading to disciplinary action
Percentage of allegations leading to criminal conviction
Percentage of statutory workforce with appropriate and up-to-date CRB checks and vetting
Children and young people are safe from bullying and discrimination
Number of children and young people that have been victims of racist incidents in schools in the last 12 months
Number of children and young people that have been victims of homophobic incidents in schools in the last 12 months
Children and young people have security and stability and are cared for
Number of looked after children per 10,000 population aged under 18
The percentage of LAC who participated in all their reviews during the period
The percentage of LAC for whom all reviews during the year were carried out within the required timescales
Stability of placements of LAC: number of placements
Stability of placements of LAC: length of placements
Number of children and young people in private fostering arrangements
Emotional and behavioural health of children in care
Percentage of CAFs referred to Social Care / CAMHS
Number of homeless children and young people per 10,000 population aged under 18
Number of evictions of families with dependent children and young people
Children and young people are safe from crime and anti-social behaviour in and out of school
Victims of crime under 18 years of age: (1) Violence against children with injury
Victims of crime under 18 years of age: (2) Violence against children without injury
Victims of crime under 18 years of age: (4) Sexual offences

Victims of crime under 18 years of age: (3) Robberies

Children and young people attend and enjoy school

Number of children and young people that are electively home educated

Rate of permanent exclusions from school (NI 114)

Children and young people engage in law-abiding and positive behaviour in and out of school

First time entrants to the Youth Justice System aged 10-17 (NI 111)



# QUARTERLY SERVICE REPORT

# CHILDREN, YOUNG PEOPLE AND LEARNING

Q2 2014 -15  
July - September 2014

Portfolio holder:  
Councillor Gareth Barnard

Director:  
Janette Karklins

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## Section 1: Director's Commentary

We have had a pleasing second quarter performance and a wide range of good news to share with you. You will remember that we had a major consultation with young people as part of the preparation for our new Children and Young People's Plan. The **final summary report from the consultation with children and young people** has been completed and circulated to partners and to Corporate Management Team. The report makes a series of recommendations for partners and stakeholders to consider when developing their plans and direct work in the coming year.

Work has begun to review the **Prevention and Early Intervention Strategy**, much of the document remains relevant but further work needs to be undertaken to develop an overview of the local Early Help Offer.

**LSCB Business Plan** has now been published and the LSCB annual Report will be published in October. A protocol has also been agreed for joint working between the LSCB, the Children and Young People's Partnership, the Adult Safeguarding Partnership Board and the Health and Wellbeing Board.

The team has successfully completed all the **statutory data returns** on time and to a high standard.

The **2014 Summer of Fun programme**, organised by Bracknell Forest Council's Childcare and Play team achieved record attendance figures with over 21,000 people accessing the 9 free events held in parks across the borough. Approaching 150 online consultations were collected from attendees, and have been overwhelmingly positive. One stand out statistic being that 98% of those consulted felt that the Summer of Fun events brought families closer together in the community where they live.

**Safeguarding** - Child protection numbers continue to be high. At the end of August the numbers of children with child protection plans reached 141 but this reduced to 123 at the end of September. During October it is expected that child protection plans will conclude for a number of young children as applications to the courts are made to enable them to come into the Looked After Children's system. The highest category for children on protection plans continues to be neglect.

The **specialist nurse, who will provide long term contraception** to vulnerable women at risk of their children coming into the care, has now been appointed and is completing her induction. As part of that induction she will spend time in Reading and Oxford where these nurses already practice successfully. The nurse will start taking referrals in the next couple of weeks and will prioritise high risk referrals from Children's Social Care to begin with but will also start to work with specialist agencies in a couple of months.

**Specialist Support Services - Disabled Children's Team** – The tools/policy and procedure required for the Resource Allocation System (RAS) and Personal Budgets (PB) are now completed and include lessons from the pilot. These will shortly be circulated for approval. The first Resource Allocation Panel took place in September 2014 and included Education and Health colleagues increasing the opportunities to meet need with best value and joint commissioning. With our Adult Social Care colleagues, we have updated the Direct Payments Policy and Procedure.

**Vulnerable groups** – The Terms of Reference & referral pathways for the Child Sexual Exploitation (CSE) Operations Group have been finalised and circulated. The CSE Ops Group is now jointly chaired with a senior representative of TVP alongside Children’s Social Care. The policy and procedure for Children who Runaway from Home or Care has been updated and an analysis of local missing episodes has been undertaken, to assist with planning and practice development.

**Aiming High** – The service needs and delivery consultation has concluded. A Parent Carer Survey, Professional Providers Survey and Stake Holder events were held during Q2. The consultation has been given approval by The Consultation Institute as being in accordance to good practice. The outcome was endorsed by The Executive on the 23<sup>rd</sup> September 2014; it has achieved the required savings whilst protecting the services most valued by service users.

**Access to records** - A year end analysis of access to records took place. This evidenced an increase in access requests, as well as an increase in the complexity of requests. During the first 7 months of this year, there have been 20 requests (January – July 2014), for Children’s Social Care records, in contrast to only 13 in the whole of 2013.

**Family Group Conferencing** – A ‘customer experience’ review has been completed which provides good evidence of positive impact. Requests for Family Group Conferences continue to increase. These are a good way of getting families to take more control of helping to solve issues.

**Youth Offending Service** - Latest national data published for 2014, shows Bracknell Forest YOS performance against the 3 National Youth Justice Indicators has continued to be stronger than the overall performance of Youth Offending Services in the Thames Valley, South East and England.

During Q2, Bracknell Forest Youth Offending Service delivered a 6 week group work programme to girls who are victims or are at risk of experiencing Child Sexual Exploitation. The girls who attended were known to Children’s Social Care and/or YOS and 8 girls attended with 5 girls completing all sessions of the programme.

The 2014 refresh of the Youth Justice Strategic Plan (2013-16), has been completed and is currently out for consultation with the YOS management board.

**Looked After Children** - The annual LAC Achievement Ceremony was held on 25 September 2014 at Easthampstead Park Conference Centre. This ceremony was very well attended by children, young people, foster carers, professionals and elected members alike. It was a very well organised event that resulted in a very enjoyable evening for all concerned.

**The Life Skills programme** for care leavers has begun and is due to last for six months. Social workers for the identified children, carers and relevant IROs have been contacted in order to begin the monitoring process. The plan is for supervising social workers to talk to the carers in supervision about how the programme is progressing and this will also be monitored by the facilitators.

Work has continued on the **Staying Put Policy** which will enable young people to stay with their foster carers post 18 years of age.

**An Adoption Activity Day** held on 27 September 2014, this was the second such event held and some tentative interest has been shown in a couple of our children.



The adoption team has been successful in moving three children into adoptive placements and two from fostering placements into adoption. There was an under 5's picnic held in September 2014.

Progress continues in developing a **Berkshire adoption service**, comprising of Bracknell Forest, Wokingham, West Berkshire and to be hosted by Windsor & Maidenhead. The start date of this has been slightly delayed and is envisaged to be in place by 1 December 2014.

In relation to Post Adoption Services there is a dedicated social worker who offers on-going support to families who have adopted children or children placed under a Special Guardianship Order. Two Pan Berkshire were held in July and September 2014 when a Psychologist presented information to 30 adoptive parents on emotional regulation, emotional literacy and executive functioning.

**School improvement** - In addition to **annual revision to the school inspection framework**, Ofsted have introduced a regional structure and the new SE Regional Director, Sir Robin Bosher met with the DCS and officers to discuss the BF school improvement strategy.

**Two HMI Section 8 monitoring visits** took place - The Brakenhale on 15/07/14 where the judgement was that senior leaders and governors are not taking effective action and Fox Hill Primary on 24/09/14 where senior leaders and governors were judged to be taking effective action. There were positive comments on the LA support and challenge. **Headteachers and Chairs of Governors were updated on the new Ofsted inspection framework** early in the term.

We welcome **two new headteachers**, James Lacy at Holly Spring Infant and Nursery School and Sarah Coxall at Fox Hill Primary School. Mark Williams is acting headteacher at Ranelagh for one term with Beverley Stevens taking up post in January 2015. The LA also welcomed **67 Newly Qualified Teachers**.

**Test and examination results** - In the **Early Years Foundation Stage**, 65% (60% nationally in 2013) achieved a good level of development; with an average total point scores of 35.4 (2013 nat. 33).

43% Pupil Premium pupils attained expected levels or exceeded in all Early Learning Goals, from 32.7% (2013) closing the gap by 4.2%. Pupils were screened at the end of **Year 1 for Phonics** and 75% attained the required level, a significant improvement on 69% in BF and 68% nationally (2013).

At **Key Stage 1** Level 2 results improved in mathematics, slightly decreasing in reading and writing. At the higher Level 2+, a key predictor of good performance at KS2, there was a 2% increase in all subjects. Results have improved at Level 3 in all subjects and significantly in writing. Of three Looked after Children (LAC), all achieved Level 2 or above in mathematics and two achieved this level in reading and writing.

At **Key Stage 2**, Level 4 results in the key indicator of combined reading, writing and mathematics remains the same as last year. The overall figure for the new key performance indicator of Level 4+ in Reading, Writing and Mathematics at 78% is 8% above the floor standard of 65% (60% in 2013). Three schools are currently below the floor standard. Level 5+ results show an increase from 2013 in reading and grammar, punctuation and spelling but the overall combined score in reading, writing and mathematics declined slightly with 20% attaining the standard. Of six LAC, one

pupil was disapplied; one had a statement of special educational need (SEN); the remaining four LAC achieved the Level 4 standard in all subjects.

The comprehensive reform of **Key Stage 4** has led to a significant decrease in GCSE and equivalent results both nationally and locally. 56.1% of students obtained 5 or more GCSE grades A\* - C including English and mathematics, just below the national average of 56.3%, with 68% achieving 5 or more GCSE grades A\* - C, (66% nationally). All eight Looked after Children were entered for some form of examination and all succeeded in achieving a qualifications, enabling them to continue in their chosen education provision post -16.

**Post-16** - 98% of entries achieved A\* - E pass, in line with national figures.

**Targeted services and SEN** - Bracknell Forest met the 1<sup>st</sup> of September deadline for publishing the SEN local offer of services for children and young people with special educational needs and disabilities aged 0-25.

**Vulnerable children** - The performance of pupils eligible for additional pupil premium funding was variable at the end of the academic year. There were some significant success stories, but an overall widening of the gap in comparison with last year resulting in a review of the LA strategy. Provision for children not in full time education, including those being educated at home is being reviewed to ensure sound safeguarding and best educational practice is being promoted. Work on identifying and supporting Young Carers attending BF schools is increasing.





















**Community Learning** - A new programme was published at the beginning of September promoting courses for this term. The planned on-line booking should result in increase course bookings. This academic year, there will be a focus on improved teaching and learning including through professional development.

There has been a large reduction in funding for qualifications for accredited training in this grant year (down from £122K to £39K). Provision for the unemployed has been re-modelled as one strategy to improve attendance as discussions continue with referral agencies about how to tackle this issue.







**Promoting emotional health and wellbeing in schools** - a range of work is underway including engagement with pan-Berkshire CAMHS review and development work, tier 1 and 2 mapping, a re-fresh of the Healthy Schools Programme and half termly schools events highlighting activities that contribute to promoting mental health.

**Cultural events** - A number of events focusing on WW1, Lest We Forget banner exhibition in Princess Square, on the 1<sup>st</sup> of July, a range of children's and young people's artwork commemorating the outbreak of the First World War at South Hill Park Lights Out event in August.

## Section 2: Department Indicator Performance

Ind. Ref	Short Description	Previous Figure Q1 2014/15	Current Figure Q2 2014/15	Current Target	Current Status	Comparison with same period in previous year
<b>Children's Social Care - Quarterly</b>						
NI043	Young people within the Youth Justice System receiving a conviction in court who are sentenced to custody (Quarterly)	0.09	0.00	0.00		
CSP9.01	Reduce the reoffending rate of the Bracknell Forest local cohort of all young offenders (Quarterly)	0.50 (Freq) 17.2% (Binary) Mar 14	0.59 (Freq) 19.0% (Binary) Jun 14	N/A	-	-
L092	Number of children on protection plans (Quarterly)	120	123	N/A	-	-
L140	Percentage of children looked after in family placement or adoption (Quarterly)	67.3%	67%	64%		
L161	Number of looked after children (Quarterly)	108	112	N/A	-	-
<b>Learning and Achievement - Quarterly</b>						
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%	90.9%	100.0%		
NI103.2	Special Educational Needs - statements issued within 26 weeks - all cases (Quarterly)	100.0%	84.6%	90.0%		
L139	Schools judged good or better by Ofsted (Quarterly)	64%	64.0%	75%		
L209	Participation of employees offering support to young people (City Deal) (Quarterly)	N/A	N/A	80%	-	-
<b>Strategy, Resources &amp; Early Interventions - Quarterly</b>						
NI067	Percentage of child protection cases which were reviewed within required timescales (Quarterly)	100.0%	100.0%	98.0%		
L141	Number of attendances at projects funded or supported by the Youth Service (Quarterly)	6,760	4,599	4,500		
L202	Number of families turned around through Family Focus Project (Quarterly)	4	12	-	-	-
L203	Number of Referrals to Early Intervention Hub (Quarterly)	92	71	-	-	-
L204	Number of CAF or Family CAFs undertaken (Quarterly)	105	42	-	-	-
<b>Strategy, Resources &amp; Early Interventions - Annual</b>						
NI052.1	Take up of school lunches – Primary schools (Annually)	34.8%	36.7%	32.0%		
NI052.2	Take up of school lunches – Secondary schools (Annually)	39.2%	44.3%	34.0%		

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 quarter	
	Achieved target or within 5% of target		Performance has improved
	Between 5% and 10% away from target		Performance sustained
	More than 10% away from target		Performance has declined

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

Ind Ref	Short Description
NI019	Rate of proven re-offending by young offenders (Annually)
NI058	Emotional and behavioural health of looked after children (Annually)
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)
L188	Percentage of single assessment for children's social care carried out within 45 working days (Annually)
L189	Percentage of referrals to children's social care going on to single assessments (Annually)
L205	Number of adoptive families recruited (Annually)
L206	Recruit foster carer households (Annually)
NI111	First time entrants to the Youth Justice System aged 10-17 (Annually)
NI073	Achievement at level 4 or above in Reading, Writing 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)
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)
NI086	Secondary schools judged as having good or outstanding standards of behaviour (Annually)
NI087	Secondary school persistent absence rate (Annually)
NI091	Participation of 17 year-olds in education or training (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 Reading 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)

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)
NI104	The Special Educational Needs (SEN)_non-SEN gap - achieving Key Stage 2 Reading, Writing and Mathematics 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 containing more than 30 pupils who achieve level 4 in Reading (Annually)
NI108	Key Stage 4 attainment for Black and minority ethnic groups (Annually)
NI114	Rate of permanent exclusions from school (Annually)
NI117	16 to 18 year olds who are not in education, training or employment (NEET) (Annually)
L153	Percentage of children looked after (as at 31st March) reaching level 4 in Reading 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)
L158	Reduction in number of schools where fewer than 60% of pupils achieve Level 4 in Reading, Writing and Maths at KS2 (Annually)
L190	Percentage of children looked after (as at 31st March) 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)
L195	Percentage of children who achieve or exceed levels of attainment at the end of the Foundation Stage as measured by the EYFSP in all of the Early Learning Goals for Communication and Language, Physical Development, Personal Social and Emotional development, Literacy and Mathematics (Annually)
L207	Analysis of primary school performance data and track pupil progress (Annually)
L208	Analysis of secondary school performance data and track pupil progress (Annually)
NI067	Percentage of child protection cases which were reviewed within required timescales (Annually)
NI112	Under 18 conception rate (Annually)

## Section 3: Complaints and compliments

### 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) – 3

Stage	New complaints activity in quarter 2	Complaints activity year to date	Outcome of total complaints activity year to date
New Stage 2	0	1 (but now at stage 4*)	Partially upheld
New Stage 3	1	1*	Partially upheld
New Stage 4	1	1*	Ongoing
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 just as thoroughly as those received under the statutory procedure. During this quarter, we received and investigated 6 complaints at stage 1 of the Corporate Procedure. The outcome for these being: 1 not upheld, 1 partially upheld, 4 remain within the complaints investigation process.

**NB: \*same complaint which has progressed from Stage 2, through Stage 3 and is now Stage 4**

### Statutory Complaints (CYP&L Social Care)

The number of complaints received in this quarter – 3.

The number of complaints received from quarter 1 to quarter 2 (year to date) – 3

Stage	New complaints activity in quarter 2	Complaints activity year to date	Outcome of total complaints activity year to date
Statutory Procedure Stage 1	2	2	1 - Upheld 1 - Ongoing
Statutory Procedure Stage 2	1	1	Ongoing
Statutory Procedure Stage 3	0	0	
Local Government Ombudsman	0	0	

### Nature of complaints/ Actions taken/ Lessons learnt:

Compliments Received 2014 - 2015	Q1	Q2	Q3	Q4	Total 14/15
Compliments received across CYP&L	123	84			207

## 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 (including Education Library Service)	110	36	74	78.1	4	3.5%
Children's Social Care	117	83	34	104.19	11	8.6%
Strategy, Resources & Early Intervention	174	78	96	121.42	6	3.3%
<b>Department Totals</b>	<b>403</b>	<b>199</b>	<b>204</b>	<b>305.71</b>	<b>21</b>	<b>5.0%</b>

### Staff Turnover

For the quarter ending	30 Sept 2014	4.79%
For the last four quarters	1 Oct 2013 – 30 Sept 2014	14.77%

Total voluntary turnover for BFC, 2013/14: 12.64%  
 Average UK voluntary turnover 2012: 10.6%  
 Average Public Sector voluntary turnover 2012: 8.1%

(Source: XPerHR Staff Turnover Rates and Cost Survey 2013)

#### Comments:

There has been a reorganisation across branches with the formation of the Family and Parenting team, which has moved 7 posts from the Family Intervention Team based at YOS and the Behaviour Support Team to SR&EI.

Of the 61 leavers in the past year, 19 were in this quarter. Quarter 2 often has a high turnover in CYPL as many working in Education choose to leave at the end of an academic year - 10 of the leavers were in the Learning and Achievement branch.

5 people left social worker/ATM roles, but another 5 people, new to Bracknell Forest, also took up social worker/ATM posts in CSC, in addition to two internal appointments to Team Manager level. Two more appointments have been already made (start during next quarter) and there are six other SW/ATM jobs currently being advertised.

There are currently 10 agency/independent workers in CSC - 1 as HOS; 2 ATMs and 7 social workers (covering vacancies, maternity or long term sickness).

Two new apprentices started this quarter, bringing the total to 4.

## Staff Sickness

Section	Total staff	Number of days sickness	Quarter 2 average per employee	2014/15 annual average per employee
Director	2	0	0	0
Learning & Achievement (including Education Library Service)	103	145.4	1.41	6.36
Children's Social Care	117	356.5	3.05	8.36
Strategy, Resources & Early Intervention	165	89	0.54	2.82
<b>Department Totals (Q2)</b>	<b>387</b>	<b>591</b>	<b>1.53</b>	
<b>Totals (14/15)</b>	<b>387</b>	<b>2098</b>		<b>5.42</b>

Comparator data	All employees, average days sickness absence per employee
Bracknell Forest Council 13/14	5.50 days
All local government employers 2012	9.0 days
All South East Employers 2012	8.7 days

(Source: Chartered Institute of Personnel and Development Absence Management survey 2013)

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

### Comments:

58% absence was due to 8 long term sickness cases, 6 of which arose during this quarter and the other two arose in Q1.

4 cases have been resolved. One employee returned to work during this quarter and one returned in early October, their return having been managed with the support of Occupational Health. One employee was granted ill health retirement and another who was due to retire and has also left the organisation.

The 4 ongoing cases are all within Children's Social Care. Their cases are being managed under the absence management policy in conjunction with Occupational Health. 68% of the absence in the branch (241 working days) is accounted for by long term sickness.





70% of the absence in Learning and Achievement was due to three long term sickness cases which have been resolved.

There were no long term sickness cases in Strategy, Resources and Early Intervention.






## 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 2014 - 2015. This contains 45 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 39 actions are on schedule () and 3 were causing concern ( and ) .

The 3 actions that are causing concern are:

Ref	Action		Progress
4.3.4	Work with Thames Valley Housing to develop proposals for the Coopers Hill site to facilitate the provision of a new youth hub		Work continues to develop the outline business case including a financially viable scheme. Initial designs/specifications have been developed which delivers a functional facility.
4.9.1	Continued focus on the development of support for Care Leavers to improve education/ employment and training opportunities		Work continues to support care leavers to ensure that they have opportunities to access education and training. For some we have managed to secure places on a range of education provision, for others we work to engage them in suitable provision. The challenge is where young people are placed outside of the borough and how we support them in accessing suitable opportunities. A number of young people have secured places for Sept 2014 start at college and we are supporting those young people as necessary.
5.9.2	Create a 16-24 Information, Advice and Guidance Hub for young people in Bracknell Forest (City Deal)		A location for the IAG hub has been secured and works are under way to rectify the issues identified with the buildings wiring prior to occupancy by the leaseholders. Branding for the IAG hub has been agreed by partners as has the co-located services. An interim measure has been put in place to ensure that the PR around the IAG hub can begin.

## Section 6: Money

### Revenue Budget

The original cash budget for the department was £15.250m. Net transfers in of £0.053m have been made bringing the current approved cash budget to £15.303m. In addition to this amount, there is a budget for Dedicated Schools Grant and other income of £80.643m to fund the Schools Budget which is outside the control of the Council. Within the Schools Budget, £15.292m 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 £15.893m (£0.588m over spend on the current approved cash budget) and mainly relates to additional care and accommodation costs in supporting looked after children and associated staffing pressures associated with managing an increased number and more complex cases. For the Schools Budget, the outturn forecast is £0.512m (£0.366m over spend) and this arises from a significant increase in post-16 high needs pupils.

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	3,986	4,374	The budget assumed 92.5 high cost placements at circa £39k each. There are now (30 Aug) 100.9 at circa £40k each.

### Capital Budget

The original capital budget for the department was £11.392m. The Executive has subsequently approved the £8.064m under spending from 2013-14 to be carried forward together with the acceptance of re-profiled grant and Section 106 funding of £1.523m. There has also been £1m added to purchase land at Garth Hill College related to the car park and £0.281m of funds have been transferred from revenue to finance capital related expenditure making a total budget of £22.261m.

A detailed list of 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

### Strategy, Resources and Early Intervention branch

#### Performance Management & Governance

- Complete the Prevention and Early Intervention Strategy to include an overview of the local early help offer.
- Publish the LSCB Annual Report and share with relevant Boards and Partnerships.
- Continue to prepare for the Single Inspection of Child Protection, Looked After Children and Care Leavers including ongoing building of evidence base, preparation of key documents and data and preparation of staff for the Inspection.

#### ICT

- Education Capital Programme: Finalise the ICT specification for both Garth Hill College 6<sup>th</sup> Form building and the ICT provision at Owlsmoor school.
- The Virtual Server infrastructure in our schools will see further development and testing of the new Server platform.
- Finalising plans to upgrade the Case Management System used by Social Workers in Children's Services.

#### Finance

- Continue to monitor the 2014-15 revenue budget, 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.
- Undertake preparations for the 2015-16 budgets, both those relating to the Department and schools.
- Undertake financial consultations with schools to gather views on whether further changes should be made to the funding framework for schools in 2015-16.

#### HR

- Establish the arrangements for the 2015 newly qualified teacher pool.
- Plan for the arrangements for the 2016 Schools Direct arrangements including applying for 62 places.
- Continue to support the arrangements for the school teachers' performance pay arrangements.
- Support 3 Governing bodies with their Headteacher recruitment activities
- Review the workforce action plan and the Social Care recruitment and Retention strategy.
- Support the corporate project to replace the Payroll/HR system
- Continue to support the HR arrangements for the future Joint Berkshire adoption arrangements.
- Support the HR arrangements for 5 school Management Boards
- Review the school HR procedures.

#### Youth Service

- Continue the formalisation of contracting out of universal open access provision in Great Hollands and Sandhurst.
- Formalisation of the targeted youth work, in particular the referral process for one-to-one work with young people is being re-worked and disseminated.
- Xpressionz website launched in November 14 in Youth Work Week
- Take Over Day to be delivered on November 21<sup>st</sup>
- Youth Council Elections w/c November 17<sup>th</sup>.

### **School Sufficiency and Commissioning**

- Promotion to parents of primary and secondary school admissions processes and timescales, leading to 2015 admission to schools. Administration of processes.
- Continuing to process in-year school admission applications, being received at a higher rate than previous years.
- Finalisation, approval and publication of School Places Plan 2014-2019, including 2014-based pupil forecasts.
- Facilitating schools to set co-ordinated term dates for 2016-17.

### **Education Capital Programme**

- Phase 1 expansion at The Pines is expected to be complete.
- The Owlsmoor expansion project is now on site and will be under construction until summer 2015.
- Construction of further school capacity projects is expected to start on site this term at Garth Hill College and The Brakenhale School. These projects will together deliver in excess of 600 new school places which are all planned to be completed for the start of the September 2015 academic year.
- We expect to make substantial progress in the coming months in negotiations with developers over the provision of the proposed new school places to be provided on the major development sites at Warfield, Amen Corner and TRL.
- The procurement plan for the Learning Village at Blue Mountain will be put before the Executive for approval in October 2014.

### **Early Years Foundation Stage and Inclusion Service**

- Investigate a public facing on-line eligibility checker for 2 year old funding.
- Continue to work on capital projects to meet the demand for 2 year old places in areas of need – Crown Wood/The Parks.
- Work in partnership with SEN to further develop cohesive packages of support for children aged 0-5 years with additional needs.
- Plan and deliver a borough wide event focusing on early mark making leading to writing to support improvement in the writing strand of the EYFSP.

### **Children's Centres**

- Review and evaluate CC offer and continue to develop a consistent approach across all Children's Centres, streamlining services and ensuring quality and accessibility.
- Complete and evaluate the 'Just Dad's' parenting programme.
- Recruit and train appropriately qualified and experienced staff to fill current vacancies.

### **Childcare and Play**

- Launch the 4<sup>th</sup> Fusion project in the Bullbrook ward to engage up to 60 young people aged between 10-12 years in a 10 week programme, culminating in a social action project that will enable the young people to make a valued contribution to the community where they live.
- Implement and roll out the Bracknell Forest Services Directory to Early Years and Childcare practitioners and BFC Children young People and Learning staff.

### **Family Focus**

- To complete the results claim for 20 families that have been successfully turned around and achieve 67% of the target group in order to be eligible for an early starter status into the phase 2 programme of the Troubled Families Initiative.
- Complete the analysis of all parenting programmes and improve the offer to complex families to accelerate outcomes and maximise capacity. Work with CAN Parent – a national body to kite mark our new programme.

### **Family Information Service**

- Develop newly launched Family Information directory and supporting information to further enhance client experience when searching for childcare and services available for children and their families.
- Work with BFC partners to develop an online events calendar that aims to be available for public use by March 2015.

### **Children's Social Care branch**

#### **Safeguarding**

- Children's Social Care have met with colleagues within the Local Authority plus Health agencies, the Police and Berkshire Women's Aid to begin to plan an Information Sharing Hub based on the MASH model (multi-agency safeguarding hubs) which are being brought in throughout the country. A MASH co-locates a whole range of agencies, including Police, Children's Social Care, Education, Probation and Health, to share information, spot emerging problems early and share decision making. Risks to children and the vulnerable can be identified at the earliest possible opportunity and a coordinated, effective and timely response to be initiated, resulting in improved outcomes.
- An audit/SCR Learning Event for front line practitioners was well received and CSC is now planning a second session in Dec 2014. The theme of the morning will be neglect as this continues to be a major factor in child protection plans and those taken into care. Alex Walters, LSCB chair will cover Neglect from the LSCB perspective and there will be presentations from Serious Case Reviews. The CSC neglect strategy will be launched.

#### **Specialist Support Services**

- Disabled Children's Team – RAS / PB - The pilot will be completed – next stage to seek approval for policies and procedures for this aspect of the service. An development/options appraisal of Larchwood will be undertaken to look at future possible developments, ensuring best value and closer working with Aiming High, DCT and Health.
- Vulnerable groups. Once approved, the new Policy and Procedure for Children who Runaway from Home or Care will be launched and the action plan from the analysis of local missing events will be reviewed. The Operational Group for CSE will continue to increase the use of and timeliness of CSE risk assessments.
- Aiming High – The delivery stage of the new service in line with the budget and outcomes from consultation will be undertaken.
- FGC – Recruitment of additional independent coordinators to respond to the increase in demand will take place.

#### **Youth Offending Service**

- 2014 Refresh of the Youth Justice Strategic Plan (2013-16) will be distributed to the relevant Bracknell Forest Partnerships and sent to the Youth Justice Board
- YOS will hold an information event for parents/cares to provide information and awareness of Child Sexual Exploitation in Q3
- An independent evaluation of the YOS Prevention Service will commence, to assess the impact of the Service on reducing the number of young people entering the Youth Justice System

#### **Looked After Children**

- The annual Foster Carers conference will take place on 15.11.2014. It will cover managing challenging behaviour / de-escalation; contact and impact on children and role of carers; Life Skills project. We will also invite nominations for the Foster Carer's Association.
- The fostering service is drawing up a revised recruitment strategy. This will include: Twitter and Face Book advertising; Rotator box updates; promoted post on screen;

Argos receipts; Day in the life of; Tesco billboards; Disabled And Supportive Carers Publication, Forest News; Town & Country; monthly adds in the Free paper and Wokingham and Bracknell Times; Information Sessions; information to schools via the Virtual Head. We are also to look into a radio campaign, banners on buses and advertising on Bracknell Forest Council phone. We are also recruiting with Bracknell churches via the Kerith Church.

- A Cheese and Wine Evening for adopters will be held on 20 November 2014. This is a social event to bring adopters together to offer support and develop networks for then and adopted children.

## **Learning and Achievement branch**

### **School improvement**

- Work will be focused on evaluating the impact on schools changes in systems and procedures, ensuring the existing well regarded support is matched by rigorous challenge from LA officers.
- Officers continue to focus on developing the development of system leadership in the LA through using successful headteachers as an import support mechanism in other schools.
- Officers are meeting with leaders at the Institute of Education to scope the introduction of accredited learning opportunities for staff locally.

### **Vulnerable pupils**

- Good practice in raising standards for PP pupils from local schools is being disseminated to improve practice in schools across the LA.
- Bracknell Forest's provision of alternative education will be scrutinised by a team of senior officers from SE LAs, led by Patrick Leeson, Corporate Director of Education and Young People's Services in Kent in December. This is part of a SE regional improvement programme, which provides opportunities for LAs to challenge practice as part of the improvement process.






### **Targeted Services and SEN**








- Work is continuing to bring all policies and procedures into line with new statutory requirements.
- The impact of changes is being closely monitored and evaluated, with headteachers being encouraged to raise emerging issues with teams to enable prompt resolution.
- Anti bullying week will run over the week of 17 - 23 November and a number of events are planned in schools. This coincides with Self Care week, with schools being encouraged to participate in activities organised by adult Social Care.

### **Cultural events**





- Participation in Bracknell's 2014 Commemoration/Remembrance events, we will be projecting a rolling film of enlarged images connected with World War One onto Ocean House 11<sup>th</sup> November (6pm – 7pm). The film will include images of the banners created by schools for 'Lest We Forget', photographs, a roll of honour and WW1 poetry/prose. Schools will be participating in an act of remembrance at the war memorial on 11 November.
- Ten Pieces is an exciting new initiative for primary schools led by BBC Learning and the BBC Performing Groups, focussing on classical music and creativity. It will run over a school year, starting in the autumn term with a week of special events for schools across the country. The project will culminate in a major celebratory finale in the summer of 2015.





## Annex A: Progress on Service Plan Actions







MTO 1: Re-generate Bracknell Town Centre				
Sub-Action	Due Date	Owner	Status	Comments
<b>1.9 Implement an Accommodation Strategy to rationalise the number of buildings used by the Council.</b>				
1.9.11 Implement flexible and mobile working principles across all town centre offices	31/03/2015	CYPL		The move to Time Square has been implemented successfully with staff fully adopting the mobile and flexible working principles.
1.9.6 Relocate CYPL to final positions in Time Square	31/05/2014	CYPL		The consolidation of most CYPL into one building, Time Square, completed at the end of May. Children's Social Care re-located within Time Square and other central functions moved from Ocean House to Time Square. All staff now have an allocated 'work style' that determines their ICT and the possibility of working elsewhere. Staff sit at a ratio of 5 staff to 4 desks. ICT has been upgraded.
MTO 4: Support our younger residents to maximise their potential				
Sub-Action	Due Date	Owner	Status	Comments
<b>4.1 Provide accessible, safe and practical early intervention and support services for vulnerable children and young people in the Borough.</b>				
4.1.1 Implement recommendations from Early Intervention Hub evaluation	31/03/2015	CYPL		To date 15 of the 19 recommendations have been addressed, this includes changing the day of the meeting to make it easier for attendance by Children's Social Care and securing a consistent representation from CSC to ensure continuity. A leaflet has been drafted and will be published within the next quarter. Four of the outstanding recommendations are more complex and resource intensive and a budget pressure has been submitted to deliver these recommendations.
4.1.2 Implement the Troubled Families Initiative and work with families who meet the criteria for Family Focus.	31/03/2015	CYPL		A further 4 families were turned around for improved attendance and ASB which equates to 50% of our target number. During this period 20 more families have shown huge progress and will be claimed for in October (67%). Work has begun on identifying the next cohort of families that will meet the criteria for an early start with the phase 2 programme. Existing Parenting programmes are being revamped to meet the increasingly complex needs of families. When completed they will be kite marked by CAN Parent, a national body, to give credibility.
4.1.3 Re-commission support services to young carers	30/09/2014	CYPL		KIDS have been continuing to provide services to young carers under the existing contract, for example support during the summer holidays. Agreement has been reached with KIDS on contract management, service delivery and outcome monitoring ready for the start of the new








				contract at the start of Q3.
4.1.5 Deliver a redesigned Youth website, with improved access to on-line information and advice for young people	31/03/2015	CYPL		The development of the xpresionz website has made good progress. Over the summer holiday period extended testing has taken place and been successful. The launch will take place during Youth Work Week which is the first week of November. Additional links to twitter, flickr and facebook etc is being enabled and the development of a calendar in line with corporate calendar.
<b>4.3 Increase opportunities for young people in our youth clubs and community based schemes.</b>				
4.3.1 Contribute to an increase in the number of youth club style sessions provided in the borough	31/03/2015	CYPL		Work has progressed in partnership with the Jennett's Park Community Association to maximise and develop new provision on the Multi Use games area. Enabling children and young people to participate in sports and other activities in an organised and safe way. Following an advertisement, interviews are taking place at the end of October. Additionally members of the community have made approaches to the Youth Service to ask for support and assist with setting up new youth club sessions in the Sandhurst and central Bracknell areas.
4.3.2 Implement phase three of the Modernisation of the Youth Service Programme	31/05/2015	CYPL		The main aspects of the modernisation programme have been completed. The last key aspect is the development of a town centre facility for young people at Coopers Hill.
4.3.4 Work with Thames Valley Housing to develop proposals for the Coopers Hill site to facilitate the provision of a new youth hub	31/03/2015	CYPL		Work continues to develop the outline business case including a financially viable scheme. Initial designs/specifications have been developed which delivers a functional facility.
<b>4.4 Provide targeted support for families in need through our network of Children's Centres to support early intervention and prevention.</b>				
4.4.1 Provide targeted Family Outreach support from Children's Centres	31/03/2015	CYPL		44 have received targeted outreach support from Children Centres; needs have included support with housing, effectively managing behaviour and signposting to other support as necessary.
4.4.2 Provide targeted early intervention parenting programmes from Children's Centres.	31/03/2015	CYPL		A large cohort (40) of Parent and carers have attended evidenced based parenting courses or received 1-2-1 support from the parenting worker.
<b>4.5 Encourage and facilitate enough high quality, affordable, inclusive childcare places for those working parents that require one.</b>				
4.5.1 Implement the Childcare Sufficiency Strategy	31/03/2015	CYPL		2 preschools at threat of closing have successfully relocated from school sites to nearby Youth and Community centres and opened their doors for business. 2 new preschools have opened to build capacity for two year old places, 1 in Jennetts' Park and 1 in Easthampstead. There are now 25 childminders providing funded places for 2, 3, and 4 yr olds and this number is growing
<b>4.6 Support a wide range of flexible respite services for the carers of children</b>				










<b>and young people in need.</b>				
4.6.1 Undertake consultation with stakeholders on future model of the 'Aiming High' initiative	30/09/2014	CYPL		The Aiming High Consultation concluded during August. A recommendations report has been prepared for Members to consider on the 23rd September. Prior to this meeting we are holding an outcomes feedback session for parents to enable them to comment on the recommendations. The consultation was subject to The Consultation Institutes formal Compliance Assessment process - we await the outcome of that.
<b>4.7 Prioritise the safety, health and well being of all young residents in all of our plans for them.</b>				
4.7.1 Ensure the priorities are communicated across partnerships via meetings, presentations and reports.	31/03/2015	CYPL		The LSCB Business Plan has been completed and is now published on the LSCB website. It has seven targeted priorities which require joint working with the CYP Board, and the Community Safety Partnership Board and the Adult Safeguarding Partnership Board. The LSCB Annual Report has been completed and is currently going through the Council Executive process. This will be published in October (following the Executive) and will be shared with a range of partners including the Health and Wellbeing Board and Overview and Scrutiny in due course.
4.7.2 Ensure performance reporting highlights relevant issues of safety and health and wellbeing through monitoring, inspection and quarterly reporting mechanisms	31/03/2015	CYPL		The monthly performance monitoring information for Children's Social Care and weekly / monthly reports provided to Children's Social Care by the Performance Analysts enables regular monitoring of key issues that impact on the safety, health and wellbeing of children and young people. A quarterly report on services that provide targeted support to children provides a similar mechanism for those areas of work that sit outside of Children's Social Care. A quarterly CSC Performance Board has enabled a management overview of the IRO audit report and the CP Chair audit report providing analysis of activity and outcomes of LAC Reviews and CP Conferences. The CYP&L DMT have a quarterly Performance Board that scrutinises the performance data for the Department, this met in September and focused on some key performance indicators. Regular performance reporting is provided for the LSCB Executive in line with its core business requirements.
<b>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.</b>				
4.8.1 Use the views of children and young people to inform service development and delivery	31/03/2015	CYPL		The views of children and young people are obtained at each meeting either child in need, child protection or Looked After and will inform the care plan for the child. The trial of live case file audits with social workers involves speaking to service users

				to obtain their views. The Principal social worker observes social work practice for all newly qualified social workers and following these has made some practice suggestions about service delivery.
4.8.2 Children receiving support through Children's Social Care to have an independent Visitor or Advocate to enable them to have their views heard.	31/03/2015	CYPL		Action on this is continuous. All looked after children receive information regarding how to access an advocate in the guide to being looked after they receive when they come into care. This is reinforced at every review by the IRO and by their social worker at points of transition or significant events during their lives. Leaflets and cue cards have been distributed to all LAC and the information is also available on the website. Workers and carers receive an induction seminar on participation and advocacy and are encouraged to be proactive in promoting the service. In Q2 advocates attended meetings on behalf of young people seven times. Looked After Children are also entitled to an Independent Visitor. In Q2 six young people were receiving visits, four new referrals were received and are awaiting matching.
<b>4.9 Continue to improve outcomes for looked after children in education, health and employment.</b>				
4.9.1 Continued focus on the development of support for Care Leavers to improve education/ employment and training opportunities	31/03/2015	CYPL		Work continues to support care leavers to ensure that they have opportunities to access education and training. For some we have managed to secure places on a range of education provision, for others we work to engage them in suitable provision. The challenge is where young people are placed outside of the borough and how we support them in accessing suitable opportunities. A number of young people have secured places for Sept 2014 start at college and we are supporting those young people as necessary.
<b>4.10 Children and Young People's Partnership provides the opportunity to develop and agree joint priorities for improvement.</b>				
4.10.1 Publish new three year Children and Young People's Plan (2014-17)	31/05/2014	CYPL		This action was completed in Q1
4.10.2 Monitor progress made against the priorities in the new Children and Young People's Plan	31/03/2015	CYPL		The CYP Board met in July and concluded the consultation exercise with CYP confirming a final report with key recommendations had been circulated to key Partnership Boards and to each Department across the Council via CMT. The recommendations were to be considered within each Partnership's own planning activity. A report from the DCS and the Lead Member demonstrated that the statutory roles and responsibilities of the DCS and Lead Member were being fulfilled. A presentation of the Common Assessment Framework and Early Intervention Hub Annual Report assured the Board that there were good early help mechanisms in place

				supporting vulnerable children and young people.
<b>MTO 5: Work with schools and partners to educate and develop our children, young people and adults as lifelong learners</b>				
<b>Sub-Action</b>	<b>Due Date</b>	<b>Owner</b>	<b>Status</b>	<b>Comments</b>
<b>5.1 Continue to work with early years providers to close the attainment gap.</b>				
5.1.1 Implement the Every Child a Talker Programme to further improve and develop speech and language skills of children in early years.	31/03/2015	CYPL		2 Targeted PEEP groups running in partnership with Children's Centres for children identified at risk of speech and language delay. 1 group has finished and 75% of the children assessed as now being on target. 25% referred for further support from SALT. Accredited training currently running: Elklan Level 1 - Let's Talk with under 5's (10 practitioners) Elklan Level 3 - Supporting speech and language development (0-3years) (10 practitioners)
5.1.2 Implement the plans for providing places for disadvantaged two year olds in 2014 and track their progress	31/03/2015	CYPL		Considerable progress has been made with a total of 269 funded 2 year olds currently placed in provision with 80% of identified as potentially eligible from the Department of Works & Pensions (DWP). Data tracking has been implemented across the cohort of funded 2 year olds to enable progress to be tracked across all areas of development.
<b>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.</b>				
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.	31/03/2015	CYPL		Ongoing training and support programme for all HTs and Governing Bodies, including on the latest Ofsted inspection framework. Targeted school are receiving intensive, bespoke support to help them move forward, as well as more rigorous challenge from the LA. Governor capacity to hold the HT to account is also being developed.
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.	31/03/2015	CYPL		Schools are supported to carry out reviews and self evaluation exercises to inform annual school development planning and priorities for improvement. Data from 2013-14 test and examination results are used to inform this process.
5.2.3 Monitor the outcome of inspections of schools, and adult learning provision and provide support as appropriate	31/03/2015	CYPL		All reports are monitored and outcomes are used to inform and target service provision.
<b>5.3 Support school leaders and governors when considering alternative forms of governance, including forming federations or Academy trusts.</b>				
5.3.1 Provide information and support to governors and interface with Government agencies and DfE when schools are considering a change of	31/03/2015	CYPL		A process is in place to support governors in deciding on a change of status.

status.				
<b>5.5 Increase the average point score of students taking 'A' level examinations</b>				
5.5.1 Analyse post 16 results and option choices and discuss progress with headteachers.	31/03/2015	CYPL		Post 16 results and option choices are discussed with headteachers.
<b>5.6 Support children and young people with special needs, where possible at appropriate provision within the Borough.</b>				
5.6.1 Progress plans to develop a new SEN resource to meet the increase in demographic changes	31/03/2015	CYPL		Garth Hill College has agreed to be the provider of the new SEN places on the Eastern Road site. Designs have been agreed with the College and the Procurement Plan was approved by the Executive Member in July 2014. The construction contract has been advertised and prequalification of the expressions of interest has commenced.
5.6.2 Continue to support schools to meet the needs of children with Special Educational Needs	31/03/2015	CYPL		An SEN Advisor has now been recruited and is in post until March 2015
5.6.3 Implement the SEN reforms in timescales	03/09/2014	CYPL		We are continuing to implement the SEN reforms to timescale and hit the statutory date of 1st of September for implementation.
<b>5.8 Encourage and support residents to become school governors.</b>				
5.8.1 Continue with campaign to recruit school governors through publicising the work of governing bodies and providing support and training.	31/03/2015	CYPL		Rolling programme of training and support continues to contribute to the recruitment of governing bodies.
<b>5.9 Increase the participation of school leavers in employment, education or training.</b>				
5.9.1 Continue to work with schools to identify young people at risk of disengaging in education, employment or training and ensuring appropriate interventions are put in place.	31/03/2015	CYPL		Work with schools continues to identify young people who are at-risk of disengaging from education. This is facilitated through the multi-agency participation group and the work of the transition coordinator. Various levels of support are available to schools which have resulted in the number of young people being disengaged or NEET at the lowest levels in the last 3 years. At this time of the year NEET data remains questionable due to providers still passing enrolment lists to Adviza in order that young peoples' participation can be tracked.
5.9.2 Create a 16-24 Information, Advice and Guidance Hub for young people in Bracknell Forest (City Deal)	31/03/2015	CYPL		A location for the IAG hub has been secured and works are under way to rectify the issues identified with the buildings wiring prior to occupancy by the leaseholders. Branding for the IAG hub has been agreed by partners as has the co-located services. An interim measure has been put in place to ensure that the PR around the IAG hub can begin.
<b>5.10 Encourage all residents to continue as learners, both in relation to future employment and recreation</b>				


5.10.1 Work with strategic partners to provide and promote Lifelong Learning activities available in Bracknell Forest	31/03/2015	CYPL		Issued three year sub-contracts to Involve (formerly Bracknell Forest Voluntary Action) and Bracknell Forest Homes. £12,500 has been allocated in the grant year 14/15 budget for community projects. To this end, links have been established with Just Advocacy to complement our provision for those with learning disabilities and working with Adult Social Care on a new programme for those with single diagnosis autism.
5.10.2 Source alternative funding to support the provision of Lifelong Learning	31/03/2015	CYPL		A bid for Public Health funding for a reduced hour fixed term contract position to develop health and well-being courses has been approved by CYPL DMT and is awaiting consideration by Public Health. City Deal funding (now branded as "Elevate Me") will provide a town centre facility which the Community Learning service can use for appointments and promotional material.
<b>5.11 Ensure systems in place for effective pupil and school place planning.</b>				
5.11.1 Provide sufficient pupil places, through the Education Capital Programme to meet basic need.	31/03/2015	CYPL		Section 1 of Phase 2 of the expansion of The Pines Primary School was completed on programme in September 2014 with the refurbishment of three former classrooms from use as offices back into use by the school. Planning permission and awards of contract for five future school capacity projects totalling £13.3m were also granted during this period.
5.11.3 To progress project for the provision of a new Primary / Secondary Learning Village at Blue Mountain	31/03/2015	CYPL		Significant progress has been made with the landowner in relation to site acquisition. A Consultation Review Group has been established as a forum for public consultation on the proposed development, and has met twice. The project brief for the construction of the proposed new Learning Village has also been completed.
5.11.6 Secure additional school places from 2014: Crown Wood, Meadow Vale and the Pines	31/12/2014	CYPL		Phase 1 of The Pines expansion was completed in September 2013, creating 30 additional places. The final stage of the school expansion project was completed in September 2014 creating an additional 90 school places ready for the start of the new academic year, with some final aspects being completed over the Autumn term. Crown Wood and Meadow Vale expansions were completed in May 2014, creating 420 additional school places.
5.11.7 Secure additional school places in the future: Amen Corner, TRL, Warfield West and Warfield	31/03/2015	CYPL		Outline planning permissions for Amen Corner North and South were granted in August 2014, subject to S106 agreements. CYPL have been engaged with Planning Policy during this quarter over the S106 negotiations with developers. The Warfield West places will be commissioned via the developer construct route, and concept design parameters have been identified.
<b>5.12 Co-ordinate services to schools.</b>				
5.12.1 Prepare and promote a range of services for schools to buy for a three year period from 1 April	31/03/2015	CYPL		Service promotion and provision continues, with in-year take-up where this is part of the services offered. Where services are identified that are not

2014.				currently part of the co-ordinated system, for example services provided specifically to church or academy schools, these are being added to the system.
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**MTO 6: Support Opportunities for Health and Wellbeing**

Sub-Action	Due Date	Owner	Status	Comments
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**6.2 Support the Health and Well Being Board to bring together all those involved in delivering health and social care in the Borough.**

6.2.3 Develop clarity in the respective roles of partners within the Health and Wellbeing Board	31/03/2015	CYPL		There has been a jointly agreed protocol on the various roles and relationships of the partnership boards. This was agreed by the HWBB in September. This clarifies the expectations and linkages between each partnership. In addition the focus for the HWBB has been the joint report on CAMHS which outlines the progress made and the plans going forward for re-commissioning. This demonstrates strong partnership working within the HWBB on CAMHS.
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**MTO 11: Work with our communities and partners to be efficient, open, transparent and easy to access and to deliver value for money**

Sub-Action	Due Date	Owner	Status	Comments
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**11.2 ensure staff and elected members have the opportunities to acquire the skills and knowledge they need.**


11.2.5 Implement the Pay and Workforce Strategy Action Plan, relating to CYPL workforce strategy	31/03/2015	CYPL		The 2014 Primary Pool has resulted with 27 newly qualified teachers appointed in Bracknell Forest Schools which helped towards the 111 teaching vacancies advertised between January and June 2014. The secondary pool attracted 13 suitable candidates and one was recruited for September. Schools Direct has seen 13 people starting there training in Bracknell Forest secondary schools. The action plan from the Workforce Strategy has seen the introduction of recruitment and retention incentives for certain social worker posts. A health check survey has been undertaken across children's social care to identify how staff perceives their working conditions and arrangements. An action plan has been developed to address areas identified.
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**11.7 work with partners and engage with local communities in shaping services.**

11.7.5 Continue to support the voluntary sector through the provision of core grants, to develop its capacity	31/03/2015	CYPL		Competition waiver agreed to fund BFVA to increase the number of skilled volunteers in Bracknell.
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**11.8 implement a programme of economies to reduce expenditure**

11.8.15 Implement the Capital Construction Category Management Strategy	31/03/2015	CYPL		Evaluation of identified framework options has started including compatibility with identified future projects and compliance with the Council's Contract Standing Orders. In response to the rising market a range of
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				measures is also being drawn up to make future BFC tenders more attractive in the marketplace.
11.8.7 Develop departmental proposals to help the Council produce balanced budget in 2015/16	31/03/2015	CYPL		Initial targets met, proposals submitted to CMT for consideration.

<b>Status Legend</b>	
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 2014								
	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	
<b>CHILDREN, YOUNG PEOPLE AND LEARNING DEPARTMENT</b>								
<b>Director</b>								
Departmental Management Team	614	-34	a	580	-3%	0	0	
	<b>614</b>	<b>-34</b>		<b>580</b>	<b>-3%</b>	<b>0</b>	<b>0</b>	
<b>CO - Learning and Achievement</b>								
School Improvement, Music and Governor Services	617	-17	a, b	600	-32%	35	-10	1
Advice for 13-19 year olds	520	0		520	6%	0	0	
Adult Education	14	29	b, e	43	-76%	-20	-20	2
Education Psychology and SEN Team	518	34	a, b	552	15%	0	0	
Education Welfare and Support	391	4	a, b	395	11%	-10	-10	2
	<b>2,060</b>	<b>50</b>		<b>2,110</b>	<b>-3%</b>	<b>5</b>	<b>-40</b>	
<b>CO - Children &amp; Families: Social Care</b>								
Children's Services & Commissioning	2,001	100	a	2,101	17%	260	119	4
Children Looked After	5,195	7	a	5,202	11%	286	-102	3
Family Support Services	1,281	-118	a	1,163	19%	0	0	
Youth Justice	303	-2	a, f	301	30%	0	0	
Other children's and family services	905	14	a, b	919	4%	-63	-63	5
Management and Support Services	112	0		112	0%	0	0	
	<b>9,797</b>	<b>1</b>		<b>9,798</b>	<b>13%</b>	<b>483</b>	<b>-46</b>	
<b>CO - Strategy, Resources and Early Intervention</b>								
Early Years, Childcare and Play	1,643	31	a, f	1,674	16%	0	0	
Youth Service	702	8	a, c, f	710	12%	0	0	
Performance and Governance	709	72	a	781	15%	20	20	6
Finance Team	421	-36	a	385	10%	-10	0	
Human Resources Team	171	-5		166	-108%	-4	0	
Property and Admissions	274	7		281	10%	-9	0	
Information Technology Team	289	8	a	297	-17%	-11	0	
Extended services and support to families	252	-42	d	210	2%	0	0	
School related expenditure	266	-3		263	-93%	18	0	
Office Services	174	-4		170	-3%	0	0	
	<b>4,901</b>	<b>36</b>		<b>4,937</b>	<b>1%</b>	<b>4</b>	<b>20</b>	
<b>Education Grants</b>	<b>-2,122</b>	<b>0</b>		<b>-2,122</b>	<b>25%</b>	<b>0</b>	<b>0</b>	
<b>TOTAL CYP&amp;L DEPARTMENT CASH BUDGET</b>	<b>15,250</b>	<b>53</b>		<b>15,303</b>	<b>5%</b>	<b>492</b>	<b>-66</b>	
<b>TOTAL RECHARGES &amp; ACCOUNTING ADJUSTMENTS</b>	<b>10,197</b>	<b>0</b>		<b>10,197</b>	<b>-1%</b>	<b>0</b>	<b>0</b>	
<b>GRAND TOTAL CYP&amp;L DEPARTMENT</b>	<b>25,447</b>	<b>53</b>		<b>25,500</b>	<b>2%</b>	<b>492</b>	<b>-66</b>	
<b>Memorandum items:</b>								
Devolved Staffing Budget				11,074		227	75	



## CHILDREN, YOUNG PEOPLE AND LEARNING DEPARTMENT - AUGUST 2014

	Original Cash Budget	Virements & Budget C/Fwds	Current Approved Budget	Spend to Date %	Variance Over/(Under) Spend	Variance This Month	NOTE
	£000	£000	£000	%	£000	£000	NOTE
<b><u>Schools Budget - 100% grant funded</u></b>							
<b><u>Delegated and devolved funding</u></b>							
Delegated School Budgets	67,406	-1,644	65,762	21%	-24	-24	7
School Grants - Income	-4,521	0	-4,521	20%	-130	0	
	<b>62,885</b>	<b>-1,644</b>	<b>61,241</b>	<b>21%</b>	<b>-154</b>	<b>-24</b>	
<b><u>LEA managed items</u></b>							
SEN provisions and support services	7,737	-262	7,475	12%	1,093	563	8
Education out of school	1,080	0	1,080	18%	38	-11	9
Pupil behaviour	498	-170	328	13%	-18	-18	10
School staff absence and other items	1,481	-140	1,341	9%	-75	-75	11
Combined Service Budgets	690	0	690	14%	0	0	
Early Years provisions and support services	3,729	365	4,094	16%	35	-39	12
Support to schools in financial difficulty	284	0	284	0%	-100	0	
Standards Fund LA Managed	0	0	0	0%	0	0	
	<b>15,499</b>	<b>-207</b>	<b>15,292</b>	<b>13%</b>	<b>973</b>	<b>420</b>	
<b><u>Growth to be allocated</u></b>	<b>1,352</b>	<b>-1,352</b>	<b>0</b>	<b>0%</b>	<b>0</b>	<b>0</b>	
<b><u>Dedicated Schools Grant</u></b>	<b>-79,736</b>	<b>3,614</b>	<b>-76,122</b>	<b>20%</b>	<b>-57</b>	<b>0</b>	
<b><u>Transfer to capital</u></b>	<b>0</b>	<b>-265</b>	<b>-265</b>	<b>0%</b>	<b>0</b>	<b>0</b>	
<b>TOTAL - Schools Budget</b>	<b>0</b>	<b>146</b>	<b>146</b>	<b>0%</b>	<b>762</b>	<b>396</b>	
<b><u>Memorandum item: Unallocated balance on Schools Budget Reserve</u></b>							
Unallocated balance on general Schools Budget reserve at 1 April 2014					691		
Available balance					<u>691</u>		

## Children, Young People and Learning Virements and Budget Carry Forwards

Note	Total	Explanation
	<b>£'000</b>	
		<b><u>DEPARTMENTAL CASH BUDGET</u></b>
	55	Total reported last period.
		<b><u>Inter Department Adjustments</u></b>
<b>a</b>	10	A number of adjustments have been made to DSB budgets to reflect changes made to the Local Government Pension Scheme.
		<b><u>Grant allocations</u></b>
<b>b</b>	0	Net nil effect virements are proposed in respect of the Community Learning and Adult Skills grants from Skills Funding Agency which has been reduced by £0.071m to £0.418m, and 2 new grants; Staying Put grant at £0.013m; Phonics and Key Stage 2 Moderation grant at £0.008m.
		<b><u>Transformation and Innovation Reserve</u></b>
<b>c</b>	20	An allocation has been agreed to finance the development of the full business case to re-develop the Coopers Hill Youth Centre site.
		<b><u>Inter Departmental virement</u></b>
<b>d</b>	-45	As part of the mainstreaming public health funding proposals, £0.045m of relevant expenditure in Family and Parenting Services will be transferred to public health, along with a corresponding budget reduction.
		<b><u>Structural Changes Reserve</u></b>
<b>e</b>	18	A final payment has been made in respect of staffing reductions at the Bracknell Open Learning Centre.
		<b><u>Utility contracts</u></b>
<b>f</b>	-5	Budgets have been reset to reflect charges anticipated under relevant contracts.
	<b>53</b>	<b>Total</b>

<b>Note</b>	<b>Total</b>	<b>Explanation</b>
	<b>£'000</b>	
		<b><u>DEPARTMENTAL NON-CASH BUDGET</u></b>
	0	Total reported last month.
	<b>0</b>	<b>Total</b>
		<b><u>SCHOOLS BUDGET</u></b>
	146	Total reported last month.
		<b><u>Dedicated Schools Grant (DSG)</u></b>
<b>g</b>	0	The DSG allocation for Early Years has been updated to reflect the January 2104 census and this has resulted in an increase in grant of £0.098m to £76.122m. The DSG budget has been undated accordingly as has a corresponding increase in Early Years expenditure budgets to reflect increased payments to providers.
	<b>146</b>	<b>Total</b>

## Budget Variances

Note	Reported variance £'000	Explanation
		<b><u>DEPARTMENTAL BUDGET</u></b>
	558	Total reported to last period.
		<b><u>CO - Learning and Achievement</u></b>
1	-10	The review of Family and Parenting services to meet the £0.1m agreed savings for 2014-15 is now complete. The September implementation date means there will be savings of £0.065m in the current year, £0.010m more than previously reported, with full year savings thereafter of £0.1m. This excludes the cost of salary protect where a bid to the Structural Changes Fund will be made to finance these costs once final details of redeployments are confirmed.
2	-30	Additional income is being generated in 2 areas: lettings income at the Bracknell Open Learning Centre is expected to exceed budget by £0.020m, mainly as a result of relocations from the Pines Professional Centre; and the Education Welfare Service has collected £0.010m income through fines from pupil non-attendance at school.
		<b><u>CO - Children &amp; Families: Social Care</u></b>
3	-102	<p>The forecast over spend on placement costs from last period has reduced by £0.102m to £0.286m. As would be expected, there are a number of changes to those forecast when the budget was set in December, which are in line with the agreed budget strategy of the Council. The strategy includes removing the costs of all known leavers, but not adding a provision for any new placements or in year changes in placements. Therefore, the underlying expectation is that the budget will over spend as no provision has been made for any new placements in the budget forecast, as the strategy is that this will be funded at year end through an allocation from the Corporate Contingency, subject to agreement from CMT.</p> <p>In respect of the changes made compared to last period, the major impact on cost relates to successfully managing down the support needs of one young person resulting in a transfer from a residential placement to Independent Fostering which saves £0.110m in the current year. There have also been a number of other changes that require a net additional 2 extra placements, but these have been at minimal cost due to maximising use of in house fostering where there are now 8 extra placements compared to December 2013.</p> <p>Overall, there are 10.5 fte extra high cost placements being supported compared to when the budget was set, 8 of which are with in-house fostering.</p>
4	119	The staffing budget in Children's Social Care remains under pressure, and this mostly arises from use of relatively high cost agency staff to cover staff vacancies and absences. A forecast over spend of £0.260m is now anticipated. The changes recently agreed in respect of recruitment and retention payments to key staff are expected to reduce future used of agency staff, but the precise timing of the impact is unclear, meaning the forecast variance remains subject to change.

Note	Reported variance	Explanation
	£'000	
5	-63	<p>Until the Berkshire Adoption Service is operational, individual LAs will retain income generated from placing adopters with other LA children. A number of part payments were received last year, with further receipts due subject to outcomes of court orders. Latest information indicates 5 court orders have now been awarded, with one pending. Two new placements have also been made. The net impact from these transactions is that income is expected to exceed budget by £0.063m.</p>
		<b><u>CO - Strategy, Resources and Early Intervention</u></b>
6	20	<p>A temporary part time Quality Assurance post has been made to support the Local Safeguarding Children's Board (LSCB). The post is critical in the implementation of a Learning and Development framework for the LSCB which is a specific requirement of the Statutory Guidance Working Together to Safeguard Children 2013.</p>
	<b>492</b>	<b>Grand Total Departmental Budget</b>
		<b><u>DEPARTMENTAL NON-CASH BUDGET</u></b>
	<b>0</b>	Total reported to last period.
	<b>0</b>	<b>Grand Total Departmental Non-Cash Budget</b>
		<b><u>SCHOOLS BUDGET</u></b>
		<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>
	366	Total reported to last period.
		<b><u>Delegated School Budgets</u></b>
7	-24	<p>The Schools Forum has allocated £0.1m to fund a contingency to support schools with a disproportionate numbers of high needs pupils. Applying the approved eligibility criteria results in £0.076m being allocated to schools and a £0.024m under spending.</p>
		<b><u>SEN provisions and support services</u></b>
8	563	<p>There has been a significant increase in forecast cost for post-16 high needs pupils which relates to a number of unforeseen placements that have been required for the start of the new academic year, one of which exceeds £0.17m. This includes over 30 extra students which reflects the raising of the participation age and the Council now being financially responsible for students up to the age of 25, rather than 19.</p>

Note	Reported variance £'000	Explanation
		<p>A range of actions have been taken aimed at reducing the forecast over spend including:</p> <ul style="list-style-type: none"> <li>▪ reviewing all education placements on a case by case basis, ensuring the educational provision is appropriate whilst actively working with partners to develop supported work placements for young people who are able to move on;</li> <li>▪ more rigorous negotiation with other agencies, such as Health and Social Care, to make a larger contribution to the costs for students they support;</li> <li>▪ more stringent commissioning processes;</li> <li>▪ developing a business case for the EFA for a higher level of funding which reflects the growth in demands;</li> <li>▪ developing plans to increase the availability of high needs places in local maintained schools;</li> <li>▪ managed savings of £0.138m against other provisions and SEN support services;</li> <li>▪ Examining the scope to make savings on budgets outside the High Needs Block.</li> </ul> <p><b><u>Education out of school</u></b></p>
9	-11	There forecast over spending on home tuition has reduces as demand has fallen.
10	-18	<p><b><u>Pupil behaviour</u></b></p> <p>Savings are forecast on staffing budgets where there are vacancies.</p>
11	-75	<p><b><u>School staff absence and other items</u></b></p> <p>The main change relates to a forecast £0.060m saving on the Early Years contingency and reflects the increase in DSG and finances costs previously expected to fall on the contingency.</p>
12	-39	<p><b><u>Early Years provisions and support services</u></b></p> <p>Similar to the item 11 above, the increase in DSG for Early Years is not only expected to reduce costs on the Early Years contingency, but the increased budget allocation is also expected to be sufficient to cover all forecast costs and deliver a saving.</p>
	762	<b>Grand Total Schools Budget</b>

## Summary Capital Budget Breakdown

## CAPITAL MONITORING 2014/15

Dept: Children, Young People and Learning

As at:31 August 2014

Cost Centre Description	Approved Budget 2014/15 £000's	Cash Budget 2014/15 £000's	Expenditure to Date £000's	Carry Forward 2015/16 £000's	(Under) / Over Spend £000's	Next Target / Explanatory Note	Current status of the project / notes
<b>SCHOOL PROJECTS</b>							
Amen Corner Primary (South)	10.0	10.0	1.1	0.0	0.0	School/housing programmes match	Developer has outline planning permission for school
Amen Corner Primary (North)	10.0	10.0	0.0	0.0	0.0	School/housing programmes match	Negotiating S106
Birch Hill Primary	20.0	20.0	0.0	0.0	0.0	In design by March 2015	Brief being drawn up
Cranbourne Primary	1,098.0	1,098.0	41.9	0.0	0.0	On site at March 2015	Awaiting listed building consent from Secretary of State
Crown Wood Primary	602.7	602.7	94.5	0.0	0.0	Completed	In defects until May 2015
Fox Hill Primary	20.0	20.0	0.0	0.0	0.0	Project released end August	Surge classroom in design
Great Hollands Primary	60.1	60.1	0.0	0.0	0.0	Project released end August	Surge classroom in design
Harmans Water Primary	0.0	0.0	0.0	0.0	0.0	Surge classroom open September 2014	Nearing completion
Holly Spring Infant & Junior	4.9	4.9	0.0	0.0	0.0	Complete August 2013	Retentions remaining
Jennett's Park CE Primary	15.8	10.0	0.0	5.8	0.0	Additional Classroom in September 2014	FF&E remaining to be completed
Meadow Vale Primary	166.7	166.7	48.3	0.0	0.0	Completed	In defects until May 2015
Owlsmoor Primary	3,106.1	2,353.4	153.3	752.7	0.0	On site	In construction
Pines (The) Primary	1,323.5	1,323.5	372.8	0.0	0.0	Phase 1 on Site	In construction
TRL Primary	50.0	50.0	0.8	0.0	0.0	School/housing programmes match	Negotiating S106
Warfield East Primary	10.0	10.0	1.1	0.0	0.0	School/housing programmes match	Landowners in discussion with planners
Warfield West Primary	40.0	40.0	1.1	0.0	0.0	School/housing programmes match	Negotiating S106
Wildmoor Heath Primary	0.4	0.4	0.3	0.0	0.0	Project on hold	Project on hold
Wildridings Primary	20.0	20.0	0.0	0.0	0.0	In design by March 2015	Brief being drawn up
Winkfield St Marys Primary	309.3	309.3	15.0	0.0	0.0	Design complete at March 2015	In design
Wooden Hill Primary	272.9	272.9	13.9	0.0	0.0	Phase 1 target was end March 2015	Completed end August 2014
<b>Primary</b>	<b>7,140.4</b>	<b>6,381.9</b>	<b>744.1</b>	<b>758.5</b>	<b>0.0</b>		
Brakenhale Capacity Works	1,297.6	1,297.6	39.7	0.0	0.0	Phase 4 on site at March 2015	Planning permission September 2014
Easthampstead Park	177.6	177.0	0.0	0.6	0.0	Project plan agreed by March 2015	In design
Edgbarrow Expansion	50.0	50.0	0.0	0.0	0.0	In design by March 2015	Brief being drawn up
Garth Hill Expansion	7,030.4	3,149.7	100.7	3,880.7	0.0	On site at March 2015	Procurement & planning
<b>Secondary</b>	<b>8,555.6</b>	<b>4,674.3</b>	<b>140.4</b>	<b>3,881.3</b>	<b>0.0</b>		
Kennel Lane Rebuild	2.2	2.2	2.1	0.0	0.0	Complete	Final ICT spend
Eastern Road SEN	1,687.7	1,088.4	9.8	599.3	0.0	On site at March 2015	In Design
<b>Special</b>	<b>1,689.9</b>	<b>1,090.6</b>	<b>11.9</b>	<b>599.3</b>	<b>0.0</b>		
Blue Mountain Learning Village	138.5	138.5	16.8	0.0	0.0	Design stage by March 2015	Project Brief
<b>Village</b>	<b>138.5</b>	<b>138.5</b>	<b>16.8</b>	<b>0.0</b>	<b>0.0</b>		
Project Management Overheads	180.0	180.0	6.7	0.0	0.0	To be fully spent by March 2015	To be allocated to projects
<b>Fees</b>	<b>180.0</b>	<b>180.0</b>	<b>6.7</b>	<b>0.0</b>	<b>0.0</b>		
Devolved Capital and others	666.8	350.0	113.4	316.8	0.0	On-going	In progress
Section 106 Developer Contributions	149.4	0.0	0.0	149.4	0.0	Mar-15	To be allocated to projects
Garth Hill College Land Purchase - Car Park	1,000.0	1,000.0	1,000.0	0.0	0.0	Jul-14	Purchase complete
<b>Other Schools Related Capital</b>	<b>1,816.2</b>	<b>1,350.0</b>	<b>1,113.4</b>	<b>466.2</b>	<b>0.0</b>		
<b>SCHOOL PROJECTS</b>	<b>19,520.6</b>	<b>13,815.3</b>	<b>2,033.3</b>	<b>5,705.3</b>	<b>0.0</b>		

Percentages

14.7%

0.0%

CAPITAL MONITORING 2014/15

Dept: Children, Young People and Learning

As at:31 August 2014

Cost Centre Description	Approved Budget 2014/15 £000's	Cash Budget 2014/15 £000's	Expenditure to Date £000's	Carry Forward 2015/16 £000's	(Under) / Over Spend £000's	Next Target / Explanatory Note	Current status of the project / notes
<b>CAPITAL MAINTENANCE / CONDITION</b>							
<b>Planned works</b>	<b>1,853.0</b>	<b>1,653.0</b>	<b>164.2</b>	<b>200.0</b>	<b>0.0</b>	Mar-15	In progress
<b>Universal Infant Free School Meals</b>	<b>282.5</b>	<b>282.5</b>	<b>4.1</b>	<b>0.0</b>	<b>0.0</b>	Sep-15	In progress
<b>ROLLING PROGRAMME</b>	<b>2,135.5</b>	<b>1,935.5</b>	<b>168.3</b>	<b>200.0</b>	<b>0.0</b>		

Percentages 8.7% 0.0%

<b>OTHER PROJECTS</b>							
Capita One (EMS) Upgrade	99.5	50.0	0.0	49.5	0.0	Mar-16	Progress continuing with revised implementation of modules
<b>ICT projects</b>	<b>99.5</b>	<b>50.0</b>	<b>0.0</b>	<b>49.5</b>	<b>0.0</b>		
<b>Youth Facilities</b>	<b>93.2</b>	<b>1.1</b>	<b>1.1</b>	<b>92.1</b>	<b>0.0</b>	Mar-15	Under review
<b>Retentions - Non Schools</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>		
Asbestos Management (Non-Schools)	5.0	0.0	0.0	5.0	0.0	Mar-15	Under review
Larchwood Outdoor Play Surface	1.4	1.4	1.4	0.0	0.0	May-14	Complete
Places for 2 year olds	405.8	379.8	14.5	26.0	0.0	Mar-15	In progress
<b>Other</b>	<b>412.2</b>	<b>381.2</b>	<b>15.9</b>	<b>31.0</b>	<b>0.0</b>		
<b>OTHER PROJECTS</b>	<b>604.9</b>	<b>432.3</b>	<b>17.0</b>	<b>172.6</b>	<b>0.0</b>		

Percentages 3.9% 0.0%

<b>TOTAL CAPITAL PROGRAMME</b>	<b>22,261.0</b>	<b>16,183.1</b>	<b>2,218.6</b>	<b>6,077.9</b>	<b>0.0</b>		
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Percentages 13.7% 0.0%



**TO: CHILDREN, YOUNG PEOPLE & LEARNING OVERVIEW AND SCRUTINY PANEL  
12 JANUARY 2015**

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**SECOND ANNUAL REPORT ON THE STATUTORY ROLES AND RESPONSIBILITIES OF  
THE DIRECTOR OF CHILDREN'S SERVICES AND THE LEAD MEMBER FOR  
CHILDREN'S SERVICES 2013/14  
Director of Children, Young People and Learning**

**1 PURPOSE OF REPORT**

- 1.1 This report introduces the attached second annual report providing an account of the roles and responsibilities of the Director and the Lead Member for Children, Young People and Learning as identified in the related Statutory Guidance from the Department for Education at Annex 1. The report also covers a range of activity undertaken by the Director and Lead Member in fulfilling the Statutory Guidance, but does not cover all of the work they undertake.

**2 RECOMMENDATION**

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

**3 REASONS FOR RECOMMENDATION**

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

**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.

Contact for further information

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Andrea Carr – 01344 352122

e-mail: [andrea.carr@bracknell-forest.gov.uk](mailto:andrea.carr@bracknell-forest.gov.uk)

**TO: THE EXECUTIVE  
21 OCTOBER 2014**

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**SECOND ANNUAL REPORT ON THE STATUTORY ROLES AND RESPONSIBILITIES  
OF THE DIRECTOR OF CHILDREN'S SERVICES AND THE LEAD MEMBER FOR  
CHILDREN'S SERVICES 2013/14**

**Director of Children, Young People & Learning**

**1 PURPOSE OF REPORT**

- 1.1 This second annual report provides an account of the role of the Director Children, Young People and Learning and the Lead Member for Children, Young People and Learning as identified in the Department for Education Statutory Guidance on the Roles and Responsibilities of the Director of Children's Services (DCS) and the Lead Member for Children's Services (LMCS) (DfE, 2012). A copy of the guidance is attached as annex 1.
- 1.2 The report covers a range of activity undertaken by the DCS and LMCS in fulfilling the Statutory Guidance, but does not cover all of the work they undertake.

**2 RECOMMENDATION**

- 2.1 That the Executive endorse the report and note the range of activity undertaken by the DCS and LMCS in fulfilling the Statutory Guidance.

**3 REASONS FOR RECOMMENDATION**

- 3.1 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.
- 3.2 The DCS and LMCS are appointed for the purpose of discharging the education and children's social services functions of the local authority. The aim is that between them the DCS and LMCS provide a clear and unambiguous line of local accountability.

**4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None

**5 SUPPORTING INFORMATION**

- 5.1 This report provides information on a range of activity undertaken within the Department for Children, Young People and Learning during the last year. Whilst it does not cover every area of activity, it does provide an overview of the role of the DCS and the LMCS in terms of some of their key statutory functions. The report shows there is a clear link in terms of accountability between the DCS, LMCS and the Chief Executive and Leader, it shows the response and activity around safeguarding which remains a high priority for all concerned; and it shows the ongoing and effective partnership links that exist between the local authority and key partners. There is a clear recognition that our work in the Department cannot be achieved in isolation and the way in which we engage with, support and encourage

partners is crucial to the ongoing successful delivery of improved outcomes for our children and young people.

- 5.2 The priority outcomes for the Children, Young People and Learning Department are identified in the attached action plan which supports the delivery of key actions within the Council linked to the delivery of key actions across the Council and with partners. They are the Children and Young People's Plan priorities, the Children and Young People's Plan can be found at:  
<http://www.bracknellforest.gov.uk/bracknellforestchildrenandyoungpeoplespartnership>

## **6 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS**

### Borough Solicitor

- 6.1 The legal issues are contained within the body of the report and the Statutory Guidance referred to therein.

### Borough Treasurer

- 6.2 The Borough Treasurer is satisfied that no significant financial implications arise from this report.

### Equalities Impact Assessment

- 6.3 Not applicable.

### Strategic Risk Management Issues

- 6.4 Not applicable.

### Background papers

Appendix 1 – 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 (April 2013).

### Contact for further information

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**SECOND ANNUAL REPORT ON THE  
STATUTORY ROLES AND RESPONSIBILITIES OF THE  
DIRECTOR OF CHILDREN'S SERVICES AND THE  
LEAD MEMBER FOR CHILDREN'S SERVICES  
2013/14**

This second annual report provides an account of the role of the Director Children, Young People and Learning and the Lead Member for Children, Young People and Learning as identified in the 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 (DfE, 2012). A copy of the guidance is attached as annex 1.

The report covers a range of activity undertaken by the Director Children's Services and the Lead Member for Children's Services in fulfilling the Statutory Guidance, but does not cover all of the work they undertake.

**1 BACKGROUND**

- 1.1 The Statutory Guidance was originally published in 2005, reviewed in 2009 and again in 2012. This report reflects the most recent guidance of 2012.
- 1.2 The Statutory Guidance was published under sections 18(7) (Director 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.
- 1.3 The Children Act 2004 requires every upper tier local authority to appoint a Director of Children's Services (DCS) and designate a Lead Member for Children's Services (LMCS).
- 1.4 The DCS and LMCS are appointed for the purpose of discharging the education and children's social services functions of the local authority. The aim is that between them the DCS and LMCS provide a clear and unambiguous line of local accountability.
- 1.5 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 the Leader 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.
- 1.6 The DCS is Dr Janette Karklins; the LMCS is Councillor Dr Gareth Barnard.

## **2 ROLES AND RESPONSIBILITIES OF DCS AND LMCS**

### Clear lines of accountability

- 2.1 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. The DCS meets regularly for one to one discussions with the Chief Executive and receives an annual appraisal which sets out the key objectives for the DCS to achieve in support of the Council's Medium Term Objectives. Many of these objectives are reflected in the CYP&L Annual Service Plan for the Department.
- 2.2 The LMCS and the DCS attend quarterly safeguarding meetings with the Chief Executive, and Chief Officer Children's Social Care. The Independent Chair of the LSCB joins these meetings every six months in order to provide an update on the effectiveness of the LSCB. The Leader of the Council attends this meeting at least once annually. These meetings ensure that there is effective communication and exchange of information which identifies progress made and any areas for action or further development, with a particular focus on child protection and safeguarding.
- 2.3 The Department for Children, Young People and Learning provides education and children's social care under a single officer and a single member 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.
- 2.4 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

- 2.5 The LMCS is an experienced Councillor with a detailed knowledge and understanding of the issues for children's services. The LMCS has good knowledge about adoption and fostering through his work on panels, and his work as a regular member of Peer Review teams and through national events which gives a broad perspective on many current and emerging issues. The LMCS regularly brings back learning from these events to feed into local discussion and ongoing developments.
- 2.6 The LMCS is a member of the Children and Young People's Partnership Board, and is a participant / observer of the Local Safeguarding Children Board. He is also 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.
- 2.7 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. Executive Member decisions are made each month.
- 2.8 The DCS leads a team of Chief Officers in the delivery of a wide range of key functions across the Department and with partners. The DCS is the Chair of the South East Children's Improvement Board and leads by example in undertaking Peer Review and Peer Challenge in other authorities and enabling professional

development of Bracknell Forest staff to participate in these Peer Reviews and Challenges. A key achievement of the DCS during the year has been to secure the continuation of a mechanism to focus on improvement in Children's Services as funding from the Government was cut. The DCS worked with others in the South East Region to develop a subscription process for local authorities wishing to continue to progress the improvement programme. As a result a number of key strands of improvement work continue which include regional benchmarking, peer review and peer challenge, management and leadership development programmes and a range of small discreet projects.

- 2.9 During 2013 Bracknell Forest hosted a Peer Challenge on Children's Centres which focused on early intervention and the interface between Children's Centres and partner agencies. In September 2013 the DCS invited the Local Government Association to come into the Department and undertake a Safeguarding Practice Diagnostic which enabled us to look at our strengths and areas for development in relation to children and young people who receive support from Children's Social Care and partners. As a result of these two pieces of work we have been able to gain a good insight into some of our strengths and areas for development and an action plan on both sets of activity ensures the recommendations are being monitored and implemented in practice.
- 2.10 The DCS has continued to chair the Children and Young People's Partnership and has overseen the ongoing review of progress against the plan, and the development of the new Children and Young People's Plan for 2014 – 2017. This plan sets a number of key outcome priorities for the Department and partners to achieve and will continue to be monitored through the CYP Partnership in the coming year. The priorities for improvement are important because they focus on those things which are felt can be achieved by working in partnership with others.
- 2.11 The Statutory Health and Wellbeing Board came into force in April 2013. The DCS and LMCS are both members and regularly raise issues relating to children's health and wellbeing needs. Examples of issues raised include; ensuring links to the Children and Young People's Plan, the Children and Families Bill in relation to changes in SEN, Annual Safeguarding Children Board report, Section 11 safeguarding roles and responsibilities. More recently there has been significant discussion about CAMHS and emotional health and wellbeing of children and young people which has led to some joint work between partners to focus on improved integration of health and emotional wellbeing services across all four tiers of need. It is expected that this will lead to improved services for children and young people in relation to mental health and emotional wellbeing.
- 2.12 The LMCS has contributed to a process of review of Bracknell Forest Voluntary Action during the year following the departure of the Chief Executive from the organisation. New management arrangements have been established and the work of the Voluntary and Community and Faith Sector remains a very important part of the infrastructure for supporting children and young people in their communities. The Department continues to commission a range of support and services from the Sector including Homestart Bracknell Forest and Margaret Wells Furby Children's Resource Centre (run by NCH Action for Children).
- 2.13 The Department contributed to a recent review of the Council's Equality Scheme and the outcome was that the peer team were unanimous in concluding that Bracknell Forest Council (BFC) could be re-accredited at the 'achieving' level of the Equality Framework for Local Government.

## Safeguarding

- 2.14 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 DCS is a Board member and contributes actively to the ongoing work of the Board.
- 2.15 The DCS meets on a regular basis with the Independent Chair of the LSCB ensuring there is accountability for the role of the Chair and that the DCS maintains a clear oversight of the work of the LSCB.
- 2.16 The LSCB Annual Report provides an account of the work of the LSCB during 2013 / 14. The Annual Report has been presented to a wide audience including the Corporate Management Team, Council's Executive, Council Overview and Scrutiny and the Health and Wellbeing Board. The impact of sharing the report is that it secures a good understanding across the Council and partners of safeguarding roles and responsibilities and ensures any key messages are clearly and widely disseminated.
- 2.17 During 2013 the DCS commissioned the LGA to come into the Department to undertake a Safeguarding Practice Diagnostic. This process enabled the Department to look at areas of strength and areas for further development and to identify an action plan for further development and improvement. This continues to be monitored by the Department Management Team.
- 2.18 The SLAC Inspection in 2011 identified audit as an area for development, we have secured funding for a QA Officer role to further develop and improve our work on audit. The recent Safeguarding Practice Diagnostic from the LGA included an audit validation component which commented positively on the role and on the Quality Assurance Strategy that has been developed.
- 2.19 The DCS undertakes regular random audits of case files in order to maintain an overview of cases, and provides feedback to the Chief Officer Children's Social Care. The Chief Officer and DCS hold regular case file discussions with social workers which enables the workers to share their cases, discuss any issues with the DCS, and receive feedback. The DCS also attends Duty and Assessment Team Meetings 5 to 6 times each year.
- 2.20 In order to respond to the Eileen Munro Review of Child Protection and consequent recommendations Bracknell Forest introduced the Single Assessment in May 2013. A review of implementation has enabled changes to be made, tools have been utilised in the completion of the assessment such as the Three Houses Tool and monitoring of the quality of assessments through supervision provides management oversight of the quality of assessments. Training was provided for all Social Workers on the implementation of the Single Assessment. In addition to the Single Assessment, the role of Principal Social Worker was also developed as a way of effecting change and improvement in Social Work practice.
- 2.21 As identified in paragraph 5.2 above there is regular liaison between the DCS, LMCS and the Chief Executive, Independent Chair and the Leader with regards to ongoing safeguarding monitoring and management.
- 2.22 The new on line system for the checking of DBS (Disclosure and Barring Scheme) which replaced the old CRB checks is working well and the majority of checks are being returned quickly which helps in the recruitment process. All relevant staff working in the CYP&L Department have a new DBS undertaken every three years.



- 2.23 There has been a considerable amount of work undertaken in the year to ensure readiness for the new legislation contained within the Family Justice Review and the Children and Families Bill. The timeliness of care proceedings has reduced and there has been a significant focus on adoption, in Bracknell Forest the adoption figure has increased by over 100% in the last year.
- 2.24 The DCS facilitated a review of the Section 11 Self Assessments undertaken by each Department in the Council and good progress has been made in achieving the identified action plans. Future activity on self assessment will be further built into the LSCB processes to ensure improved governance and accountability of safeguarding. A range of additional activity has strengthened the understanding of safeguarding for senior leaders which includes a briefing paper on safeguarding roles and responsibilities for senior leaders, including the Chief Executive, Director and Chief Officers, a safeguarding awareness session delivered to senior managers and to relevant staff across the Council, a wider distribution of the safeguarding cue card for all staff and volunteers.
- 2.25 The LSCB Conference in 2013 provided a focus on neglect and its impact on children and young people. Frank Fields MP, opened the conference talking about poverty and early intervention, and the remainder of the day focused on neglect looking at national research, and a variety of local work and projects. This enabled a significant number of professionals from a range of agencies to develop a greater understanding of neglect and consider ways in which to address it in practice.
- 2.26 At the LSCB Conference a theatre group delivered a powerful drama presentation titled Chelsea's Choice, providing a powerful insight into the issues of Child Sexual Exploitation. This has been rolled out to schools across the borough as part of the work to identify, and address CSE awareness for young people as part of the overall CSE strategy. The impact of this has been to raise awareness of practitioners on the way in which young people can be vulnerable to exploitation; and for those young people who have seen the drama it has helped their own awareness and understanding of the issues and impact of exploitation.
- 2.27 The LADO role is made clear in the Safer Workforce Training, and a safeguarding cue card details the role as part of the Section 11 toolkit. The LADO role is well embedded, and sits with the Conference and Review Team Manager. This role is managed outside of Children's Social Care and reports to the Head of Performance Management and Governance allowing independence from decision making within Children's Social Care. Some additional capacity has now been built into the LADO role, with the development of a Deputy LADO function attached to the Independent Child Protection Chair role.
- 2.28 The LADO provides an annual report to the LSCB, and also attends regional LADO meetings in order to build improved networks and liaison and develop more consistent approaches across areas of working.
- 2.29 The DCS meets on a six monthly basis with the Manager of the Conference and Review Team and the Head of Performance Management and Governance to ensure an overview of the IRO role and function within the Department. The IRO Annual Report is considered by the Department Management Team, and was fully discussed and signed off by the LMCS. The IRO report is then presented to the Corporate Parenting Panel, Local Safeguarding Children Board and Overview and Scrutiny for Children, Young People and Learning. This provides accountability for the IRO role and ensures that relevant partners and stakeholders are informed regarding ongoing practice and developments for monitoring outcomes for looked after children.
- 2.30 The Annual Complaints, Concerns and Compliments Report is presented to the Department Management Team which provides an overview of the role of the

Complaints Manager and the type of complaints, concerns and compliments that are raised. The report provides an insight into the quality and practice of Children's Social Care in working with children, young people and families and informs learning and ongoing development and improvement activity. The report is also signed off by the LMCS and it is presented to the Local Safeguarding Children Board and to the Overview and Scrutiny Committee for Children, Young People and Learning. This ensures relevant partners and stakeholders are informed regarding ongoing practice and action taken to address complaints or concerns.

### Vulnerable Children and Young People

- 2.31 The number of children and young people who met the statutory threshold for support from Children's Social Care has remained high in the year 2013/14. The numbers can vary from month to month as children move in and out of the system; however the figures at the end of March are those which are returned to the DfE in the statutory returns period.
- On 31 March 2014 the number of children who were looked after was 113, this is higher than the number at the end of March 2012 / 13 which was 103.
  - On 31 March 2014 the number of children subject to a Child Protection Plan was 108, which is slightly lower than the number at the end of March 2012/13 which was 112.
  - On 31 March 2014 the number of children who were identified as a Child in Need (CiN) under Section 17 of the Children Act 1989 was 554, which is marginally less than the number at the end of March 2012/13 which was 555.
- 2.32 Staff turnover for the Department for the whole year April 2013 to March 2014 was 12.72%, although the final quarter represented only 1.99% of the total turnover. There has been ongoing work to address recruitment and retention issues within Children's Social Care for qualified Social Workers and experienced Managers. This is not an issue just for Bracknell Forest; it is also a regional and national issue. The Safeguarding Practice Diagnostic was very positive in making comments about the support, training and development opportunities that social work staff have access to and this was seen as a real strength. The DCS and LMCS have actively supported ongoing initiatives to support recruitment and retention and closely monitor progress.
- 2.33 There is a strong commitment to ensuring the delivery of prevention and early intervention services in the Council, with additional resources being allocated to Children's Services. There are many elements of Early Intervention in place across the borough and we feel there has been a strong commitment to this approach which is in all layers of the organisation. The Lead Member is a strong advocate for early intervention, it is a priority in the key plans and strategies and a commitment to retain and further develop early intervention services where they are proven to be beneficial in reducing poor outcomes for children and young people.
- 2.34 The Council has developed an overarching approach to early intervention which states the commitment to ensuring that prevention and early intervention remain a high priority across the Council Departments. A Prevention and Early Intervention Strategy within the Children, Young People and Learning Department provides a framework to support and enhance the focus of all services to prevention and early intervention. This framework is in the process of being updated to align it with the new Children and Young People's Plan.
- 2.35 The Children, Young People and Learning O&S Committee meets on a quarterly basis and undertakes scrutiny of the Quarterly Services Report for the Department, in addition to receiving and discussing reports on a wide range of issues across the

Department, examples include School Places Planning, Family Focus (Troubled Families), CAF and Early Intervention, Youth Service developments. The DCS and LMCS attend and provide information, presentations and responses to questions raised.

- 2.36 The Overview and Scrutiny Committee undertook a working group looking at the Common Assessment Framework linked to early intervention. As a result of the recommendations some changes were made to introduce an Early Intervention Hub, a multi-agency meeting to coordinate early help support around children and young people who are vulnerable. The Early Intervention Hub has received 364 referrals during the year 2013/14 and prevented at least 90 referrals to Children's Social Care by providing early help.
- 2.37 The Department applied for some additional funding from the Corporate Transformation Board to support work with vulnerable families, this allowed a project called Symbol to be developed. Symbol provides an intensive intervention service to parents with low cognitive functioning delivering measurable improvements for the children and families involved. Symbol works with a small number of families whose children have child protection plans and who are at risk of coming into care or children with child in need plans who are at risk of child protection plans. The service is providing good outcomes for children and families and is evaluated every 6 months.
- 2.38 The YOS Prevention Service provides a preventative service to those young people and their parents/carers where the young person is aged 8 – 15 years and is identified as being at risk of entering the Criminal Justice System. The children and young people referred to this service have been identified as at risk of offending behaviour by virtue of their involvement in anti-social behaviour and /or the prevalence of significant risk factors in their lives including issues within school that often result in exclusion from school.
- 2.39 The LA continues to provide a range of support for young people who are Not in Education, Employment or Training (NEET) including mentoring and support through the government's Youth Contract, bespoke education and training through the European Social Funding Support for NEET young people programme, as well as extended work placements, work pairing and a range of educational opportunities from foundation level learning through to apprenticeships. Our NEET unknown levels are very low, and we carefully track the EET status of young people. The Thames Valley Berkshire City Deal is commissioned by the Local Enterprise Partnership (LEP). Key priorities include reducing youth unemployment, generating new employment opportunities and delivering new work experience placements and apprenticeships.
- 2.40 The Corporate Parenting role is taken seriously by Elected Members. The Panel takes an active role in listening to the views of young people through the work of SiLSiP (Say it Loud Say it Proud) our Children in Care Council, who will attend the Corporate Parenting Panel to present information on their activity throughout the year. The Panel meets quarterly and receives a range of reports on activity for looked after children; this includes for example contributing to developing the Pledge for LAC, the LAC Commissioning Strategy, and receiving regular performance reports. Members of the Corporate Parenting Panel also participate in Regulation 33 Visits to the Short Term Respite Care Unit as part of their role.
- 2.41 The DCS and LMCS supported by Senior Officers meet with young people from SiLSiP on a quarterly basis to hear about their activities, and to listen to any concerns or issues they may have. This enables the DCS and LMCS to maintain an overview of the views and issues that are faced by young people who are looked after on a day to day basis.

Fair Access to Services

- 2.42 The Fair Access Panel meets on a regular basis to discuss children who may be at risk of exclusion. The Panel identifies strategies to support and address the issues, and there has been a significant reduction in permanent exclusions during 2013/14.
- 2.43 The Life Chances Team (LCT) formally brings together a number of professionals from a range of agencies working with looked after children. The LCT meets once a month to discuss progress of LAC and identify areas where additional support may be needed. The LCT has had a number of successes in supporting carers to maintain placements for challenging young people and provide prompt, practical support.
- 2.44 There is an Edge of Care Panel, chaired by the Head of Service for LAC which reviews all those cases of children on the edge of care and identifies ways to prevent them coming into the care system.
- 2.45 Effective and appropriate use of the pupil premium for LAC is an integral part of our work with LAC. Schools are supported in developing their practices and building capacity in meeting the educational needs of LAC through termly Designated Teacher forums and training events delivered by the Virtual School. Designated Teachers in schools are supported in their role to attend training sessions organised by the LA and then to cascade this to school staff. Working with looked after children is also part of the formal induction process for newly qualified and appointed members of staff where they are provided with practical strategies aimed at raising an awareness of the common challenges faced.
- 2.46 The Virtual School for Looked After children has continued to meet its core function through working collaboratively with designated teachers in schools and monitoring each child's personal education plan (PEP).
- 2.47 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% of children were allocated one of their preferred choices and in secondary 93% of young people got one of their preferred choices.
- 2.48 Work has continued on the implementation of the SEN reforms as a result of the Children and Families Act, and the changes will be implemented from September 2014. A Steering group has been working on key areas of the reforms during the year. One of the key changes will be the introduction of a single Education, Health and Care Plan which will be piloted in the authority during the summer of 2014.

Educational Excellence

- 2.49 The local authority has developed a document "Our Vision for Education" which identifies how the local authority works with community, parents and wider stakeholders to embed the vision and ambition for young people to reach their potential. This vision identifies ambition, values, aims for education, quality, and governance in particular highlighting the role of school governors.
- 2.50 During 2013/14 the Council's Overview and Scrutiny Committee undertook a working group on Governor Services looking at a review of School Governance. This recognised the good work undertaken by the Governor Services Team and made a

range of recommendations which will spread best practice more widely and enhance overall quality of governance in our schools.

- 2.51 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).

**Key Stage 1** (age 7) level 2 shows that results improved in reading 92% (89% in 2012) and writing 89% (86% in 2012) but fell back slightly in mathematics 91% (93% in 2012).

**Key Stage 1** level 2B+ shows that results improved in reading 82% (78% in 2012), and remained the same in writing 69% and mathematics 80%.

**Key Stage 1** level 3 shows that results improved in reading 33% (29% in 2012) and mathematics 25% (23% in 2012) and fell slightly in writing 14% (15% in 2012).

**Key Stage 2 (age 11)** level 4+ shows that attainment for all pupils in reading for 2013 is 88% which is the same as 2012. Writing is 87% in 2013 which is an improvement from the 2012 figure of 83%; mathematics is 85% in 2013 which is an improvement from 84% in 2012. A combined score for reading, writing and mathematics is 78% in 2013, which is an improvement from 74% in 2012. Grammar, punctuation and spelling is a new indicator in 2013 and the score is 74% which is in line with the regional and national average.

**Key Stage 2** level 5+ also shows an improvement in attainment from 2012 in writing (29% in 2013, 27% in 2012) and mathematics (41% in 2013 and 39% in 2012). Reading remains in line with last year (48%) and is above the national averages for 2013. Results in writing are slightly below the regional and national average.

**Key Stage 4** results show that the proportion of young people obtaining 5 or more GCSE grades A\* - C including English and mathematics increased to 63.4 % (61.4% in 2012). 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%.

- 2.52 Inspections of schools by Ofsted remain ongoing. During the period of 2013/14 there were 17 Inspections of Schools 13 primary, 3 secondary and 1 Special School. In the primary section 4 schools were graded as good, 1 was outstanding, 7 were graded as requires improvement and 1 was inadequate. In the secondary section 2 schools were graded as good and 1 as requires improvement. 1 special school was graded as inadequate.
- 2.53 The DCS holds termly meetings for all Headteachers to ensure that there is effective communication and liaison between the LA and schools on key policy and practice issues.

### 3 SUMMARY

- 3.1 This report has provided information on a range of activity undertaken within the Department for Children, Young People and Learning during the last year. Whilst it does not cover every area of activity, it does provide an overview of the role of the DCS and the LMCS in terms of some of their key statutory functions. The report shows there is a clear link in terms of accountability between the DCS, LMCS and

the Chief Executive and Leader, it shows the response and activity around safeguarding which remains a high priority for all concerned; and it shows the ongoing and effective partnership links that exist between the local authority and key partners. There is a clear recognition that our work in the Department cannot be achieved in isolation and the way in which we engage with, support and encourage partners is crucial to the ongoing successful delivery of improved outcomes for our children and young people.

- 3.2 The priority outcomes for the Children, Young People and Learning Department are identified in the attached action plan which supports the delivery of key actions within the Council linked to the delivery of key actions across the Council and with partners. They are the Children and Young People's Plan priorities and we look forward to reporting our progress against these outcomes in a year's time.
- 3.3 The Children and Young People's Plan can be found at:  
<http://www.bracknellforest.gov.uk/bracknellforestchildrenandyoungpeoplespartnership>

**Dr Janette Karklins – Director Children, Young People and Learning**  
**Councillor Dr Gareth Barnard – Lead Member Children, Young People and Learning**

**June 2014**

**DELIVERING THE PRIORITY OUTCOMES 2014 – 2017**

<b>Outcome Priority 1</b>		
<b>Raise levels of attainment and pupil progress across all phases of learning for all pupils</b>		
	<b>Action</b>	<b>Lead Agency</b>
<b>1.1</b>	Education Vision and Values known across all schools and partners who work with and support schools.	Bracknell Forest Council –Children, Young People and Learning – Learning and Achievement
<b>1.2</b>	Continue to work with early years providers to close the attainment gap.	Bracknell Forest Council – Children, Young People and Learning – Strategy, Resources and Early Intervention
<b>1.3</b>	Provide sufficient school places to meet the changing patterns and demand.	Bracknell Forest Council – Children, Young People and Learning – Strategy, Resources and Early Intervention
<b>1.4 a</b>	Increase the number of schools in the borough rated as good or outstanding by Ofsted.	Bracknell Forest Council - Children, Young People and Learning - Learning and Achievement Headteachers School Governors
<b>1.4 b</b>	Continued focus on improving attainment for all pupils.	
<b>1.4 c</b>	Strengthen leadership across all schools and partnerships.	
<b>1.4d</b>	Focus on assessment and tracking of pupils and use data to target support more effectively for vulnerable groups.	
<b>1.5</b>	Support children and young people with special educational needs and implement SEN reforms arising from the Children and Families Bill.	Bracknell Forest Council – Children, Young People and Learning - Learning and Achievement

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<b>1.6 a</b>	Effective use pupil premium to support disadvantaged pupils in schools.	Headteachers
<b>1.6 b</b>	Monitor attainment of pupils in receipt of pupil premium.	Bracknell Forest Council - Children, Young People and Learning - Learning and Achievement
<b>1.7</b>	Continued focus on behaviour support and positive reduction in exclusions in secondary schools.	Bracknell Forest Council – Children, Young People and Learning - Learning and Achievement
<b>1.8</b>	Continue to ensure access to life long learning opportunities for residents in the borough.	Bracknell Forest Council – Children, Young People and Learning - Learning and Achievement Bracknell and Wokingham College
<b>1.9</b>	Ensure workforce is equipped with skills to support this outcome.	All agencies working with children, young people and families.
<b>Outcome Priority 2</b>		
<b>Improve physical and emotional health and wellbeing from conception to birth and throughout life</b>		
	<b>Action</b>	<b>Lead Agency</b>
<b>2.1</b>	Complete a review of children’s services health commissioning arrangements.	Bracknell Forest Council – Adult Social Care, Health and Housing - Public Health
<b>2.2</b>	Review commissioning of sexual health services.	Bracknell Forest Council – Adult Social Care, Health and Housing - Public Health
<b>2.3 a</b>	Continue to commission services for young people in relation to alcohol and substance misuse.	Bracknell Forest Council – Adult Social Care, Health and Housing - Drug and Alcohol Action Team
<b>2.3 b</b>	Continue to provide targeted information and support to young people in schools and	Bracknell Forest Council – Children, Young



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	other settings in relation to alcohol and substance misuse.	People and Learning – Strategy, Resources and Early Intervention Headteachers
<b>2.4 a</b>	Continued focus on child weight management and increasing the number of children who are a healthy weight.	Bracknell Forest Council – Adult Social Care, Health and Housing - Public Health
<b>2.4 b</b>	Provide opportunities for children and young people to take regular exercise, in and out of school hours.	Bracknell Forest Council – Environment, Culture and Communities - Leisure Services  Bracknell Forest Council – Children, Young People and Learning - Learning and Achievement, in partnership with schools.
<b>2.5 a</b>	Sustain low levels of teenage pregnancies, and increase awareness by young people of the risks involved.	Berkshire Healthcare Foundation Trust – Sexual Health Services
<b>2.5 b</b>	Continue to provide targeted information and support to young people in schools and other settings in relation to teenage pregnancy and sexual health issues.	Bracknell Forest Council – Children, Young People and Learning - Strategy, Resources and Early Intervention  Bracknell Forest Council - Adult Social Care, Health and Housing - Public Health.
<b>2.6 a</b>	Recommission tier 3 CAMHS services	Bracknell Forest - Clinical Commissioning Group / NHS England
<b>2.6 b</b>	Further development of services for children and young people with emotional health and wellbeing issues including CAMHS Tiers 1 – 4.	Central Southern Commissioning Support Unit Bracknell Forest Health and Wellbeing Board

2.6 c	Continue to provide targeted information and support to young people in schools and other settings in relation to emotional health and wellbeing issues.	Bracknell Forest Council – Children, Young People and Learning - Learning and Achievement/Strategy, Resources and Early Intervention  Bracknell Forest Council – Adult Social Care, Health and Housing - Public Health  Headteachers
2.7	Develop and implement a specialist nurse role to provide targeted outreach support to vulnerable women.	Bracknell Forest Council – Adult Social Care, Health and Housing - Public Health  Bracknell Forest Council – Children, Young People and Learning – Children’s Social Care
2.8	Raise awareness of the importance of vaccinations and make it easier for parents and children to access them.	Bracknell Forest Council – Adult Social Care, Health and Housing - Public Health  Bracknell Forest Council – Strategy Resources and Early Intervention – School Admissions Team
2.9	Ensure workforce is equipped with skills to support this outcome	All agencies working with children, young people and families.
<b>Outcome Priority 3 Safeguard and Protect Children and Young People</b>		
	<b>Activity</b>	<b>Lead Agency</b>
3.1	Continued focus on reducing the number of children and young people who are supported by Children’s Social Care.	Bracknell Forest Council – Children, Young People and Learning – Children’s Social Care

<p><b>3.2 a</b></p>	<p>To launch the Guide to Neglect and promote through CAF and Safeguarding Training.</p>	<p>Bracknell Forest Council – Children, Young People and Learning – Strategy, Resources and Early Intervention</p>
<p><b>3.2 b</b></p>	<p>To continue to deliver the Symbol programme supporting parents where neglect may be an issue.</p>	<p>Bracknell Forest Council – Children, Young People and Learning – Children’s Social Care</p>
<p><b>3.3</b></p>	<p>Work with partners to reduce the impact of domestic abuse on children and young people.</p>	<p>Bracknell Forest Community Safety Partnership: Thames Valley Police Domestic Abuse Forum Multi-agency DASC Project</p>
<p><b>3.4 a</b></p>	<p>Address the ongoing issues and concerns identified by young people in relation to bullying in all forms, including cyber-bullying and identity based bullying.</p>	<p>Bracknell Forest Council –Children, Young People and Learning – Learning and Achievement</p>
<p><b>3.4 b</b></p>	<p>Review Anti-bullying Strategy</p>	<p>Headteachers Community Safety Partnership - E-Safety Group</p>
<p><b>3.5</b></p>	<p>Further development of the Common Assessment Framework (CAF) and early intervention hub as a key strand of the Prevention and Early Intervention Strategy.</p>	<p>Bracknell Forest Council – Children, Young People and Learning – Strategy, Resources and Early Intervention</p>
<p><b>3.6</b></p>	<p>Implement the Child Sexual Exploitation Strategy, and monitor outcomes for those affected.</p>	<p>Local Safeguarding Board – CSE Group.</p>

3.7	Continue to ensure the effectiveness of safeguarding for all partners working with children, young people and families.	Local Safeguarding Children Board
3.8	Ensure workforce is equipped with skills to support this outcome.	Local Safeguarding Children Board and all agencies working with children, young people and families.
<b>Outcome Priority 4</b>		
<b>Improve outcomes for all children and young people, especially the more vulnerable</b>		
	<b>Action</b>	<b>Lead agency</b>
4.1	Ensure children and young people who have behavioural difficulties are supported to remain in an appropriate educational setting	Bracknell Forest Council – Children, Young People and Learning – Learning and Achievement.
4.2 a	Provide additional / targeted support to children and young people who have English as a second language.	Bracknell Forest Council – Children, Young People and Learning – Learning and Achievement.
4.2 b	Provide additional / targeted support to children and young people from disadvantaged backgrounds (e.g. on free school meals)	
4.3 a	Monitor health and education outcomes for children looked after and provide additional support where necessary.	Bracknell Forest Council – Children, Young People and Learning – Learning and Achievement
4.3 b	Monitor outcomes for care leavers and provide additional support where necessary	Berkshire Healthcare Foundation Trust – LAC Nurse.
4.4	Continue to support young people who are NEET into appropriate education, training or employment and support those at risk of becoming NEET.	Bracknell Forest Council – Children, Young People and Learning – Learning and Achievement. Adviza (formerly Connexions)

4.5	Work with partners to identify and support young carers through improved assessment and joint working arrangements and Recommission support services.	Bracknell Forest Council – Children, Young People and Learning – Strategy, Resources and Early Intervention
4.6	Provide targeted support to young people at risk of offending.	Bracknell Forest Council – Children, Young People and Learning – Children’s Social Care
4.7	Continue to deliver support to children and young people with learning difficulties through the Aiming High programme.	Bracknell Forest Council – Children, Young People and Learning – Children’s Social Care
4.8	Provide targeted support to young people through youth service settings.	Bracknell Forest Council – Children, Young People and Learning – Strategy, Resources and Early Intervention
4.9	Ensure workforce is equipped with skills to support children and young people from vulnerable groups	All agencies working with children, young people and families
<b>Outcome Priority 5</b>		
<b>Strengthen families through effective multi-agency coordination and support.</b>		
	<b>Action</b>	<b>Lead Agency</b>
5.1	Provide targeted outreach support for families where there is a child under five through the Children’s Centres.	Bracknell Forest Council – Children, Young People and Learning – Strategy, Resources and Early Intervention
5.2	Continued delivery of the Family Focus Programme and the extension of funding from the DfE to undertake more preventative work with families.	Bracknell Forest Council – Children, Young People and Learning – Strategy, Resources and Early Intervention

5.3	Review family and parenting support services in the borough and implement any findings / recommendations from the review	Bracknell Forest Council – Children, Young People and Learning – Learning and Achievement/Strategy, Resources and Early Intervention
5.4	Continue to deliver a range of Parenting Support Programmes from universal through to specialist support.	Bracknell Forest Council – Children, Young People and Learning – Strategy, Resources and Early Intervention
5.5	Increase the number of families accessing Family Group Conference.	Bracknell Forest Council – Children, Young People and Learning – Children’s Social Care
5.6	Continue to support and develop the Family support Adviser role within schools.	Headteachers
5.7	Continued delivery of the Family Nurse Partnership service.	Berkshire Healthcare Foundation Trust
5.8	Ensure workforce is equipped with skills to support children and young people from vulnerable groups	All agencies working with children, young people and families
<b>Outcome Priority 6</b> <b>Reduce the impact of poverty on children and young people.</b>		
	<b>Action</b>	<b>Lead Agency</b>
6.1	Fully implement the Credit Union and monitor impact.	Bracknell Forest Council – Children, Young People and Learning – Strategy, Resources and Early Intervention Bracknell Forest Homes
6.2	Roll out of the two year old funding for disadvantaged pupils. Monitor impact of additional funding on outcomes.	Bracknell Forest Council Children, Young People and Learning – Strategy, Resources and Early Intervention

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6.3	Continued focus on uptake of free school meals for those eligible.	Schools Bracknell Forest Council – Children, Young People and Learning – Strategy, Resources and Early Intervention
6.4	Implementation of free school meals for Key Stage One pupils.	Bracknell Forest Council – Children, Young People and Learning – Strategy, Resources and Early Intervention Schools
6.5	Monitor the impact of the Pupil Premium on outcomes for pupils.	Bracknell Forest Council – Children, Young People and Learning – Learning and Achievement
6.6	Provision of learning opportunities for adults	Bracknell Forest Council – Children, Young People and Learning – Learning and Achievement
6.7	Ensure workforce is equipped with skills to support children and young people from vulnerable groups	All agencies working with children, young people and families

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## OUTCOME MEASURES

The activity of all those working with children, young people and families is measured using a range of indicators and reported nationally. A **selection** of these indicators is listed below, and will be monitored by the Children and Young People's Partnership. Progress against these will be reported in the first annual review of the Plan in 2015.

1	Number of children on protection plans on 31 March
2	Number of looked after children on 31 March
3	Number of children receiving Section 17 Support on 31 March
4	Stability of placements of looked after children: number of placement
5	Stability of placements of looked after children: length of placement
6	Care leavers in suitable accommodation
6	Care leavers in employment, education or training
7	Number of families turned around through Family Focus Project
9	Number of CAF/ Family CAFs undertaken
10	Number of referrals to Early Intervention Hub
11	Schools judged good or better by Ofsted
12	Narrowing the gap between the lowest achieving 20% in the Early Years Foundation Stage Profile and the rest
13	Percentage of children who achieve or exceed levels of attainment at the

	end of Foundation Stage as measured by the EYFSP in all of the Early Learning Goals for communication and language, physical development, personal social and emotional development, literacy and mathematics.
<b>14</b>	Achievement of pupils at all Key stages
<b>15</b>	Percentage of children looked after achieving 5 A(star) – C GCSEs at Key Stage 4 (including English and maths)
<b>16</b>	Achievement gap between pupils eligible for free school meals and their peers achieving the expected level at Key Stages 2.
<b>17</b>	Achievement gap between pupils eligible for free school meals and their peers achieving the expected level at Key Stages 4.
<b>18</b>	Rate of permanent exclusions from school
<b>19</b>	The Special Educational Needs (SEN)/non-SEN gap - achieving Key Stage 2 English and Maths threshold
<b>20</b>	The Special Educational Needs (SEN)/non-SEN gap - achieving 5 A*-C GCSE inc English and Maths
<b>21</b>	Key Stage 2 attainment for Black and minority ethnic groups
<b>22</b>	Key Stage 4 attainment for Black and minority ethnic groups
<b>23</b>	Key Stage 2 attainment for black and minority ethnic groups containing more than 30 pupils who achieve level 4 in writing
<b>24</b>	Key Stage 2 attainment for black and minority ethnic groups containing more

	than 30 pupils who achieve level 4 in maths
<b>25</b>	Rate of proven re-offending by young offenders
<b>26</b>	16 to 18 year olds who are not in education, training or employment (NEET)
<b>27</b>	Participation of 17 year-olds in education or training
<b>28</b>	Under 18 Conception per 1,000 females aged 15 – 17
<b>29</b>	% Children classified as overweight 4 – 5 year olds % Children classified as overweight 10 – 11 year olds
<b>30</b>	% Children classified as obese 4 – 5 year olds % Children classified as obese 10 – 11 year olds

**N.B: Indicators may be subject to change during the year**

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Department  
for Education

Annex B

# **Statutory guidance on the roles and responsibilities of the Director of Children's Services and the Lead Member for Children's Services**

**For local authorities**

**April 2013**

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# Summary

## About this guidance

This is statutory guidance issued by the Secretary of State for Education. Local authorities in England<sup>1</sup> 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.

## Review date

This guidance replaces the previous versions issued in 2005, 2009 and 2012. This guidance will next 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 fit for purpose. Annex A lists other sources of information and guidance and will be updated regularly.

## What legislation does this guidance refer to?

- 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?

This guidance is for:

- Local authorities in England with responsibility for education 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.

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<sup>1</sup> 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

- 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 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 Mayor<sup>2</sup> 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.

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<sup>2</sup> Local authorities that are considering adopting the committee system should take into account and 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)

- 1) 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.
- 2) The DCS is a politically restricted statutory chief officer post.<sup>3</sup> 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 officers<sup>4</sup> 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)

- 3) 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 Mayor<sup>5</sup>, 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

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<sup>3</sup> Under section 2 of the Local Government and Housing Act (as amended)

<sup>4</sup> See Schedule 1 to the Local Authorities (Standing Orders) (England) Regulations 2001 SI 3384

<sup>5</sup> In Local authorities with governance models

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.

- 4) 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 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**

- 5) 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**

- 6) 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).

- 7) 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

- 8) 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

- 9) 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,
  - support effective interagency and partnership working.
- 10) 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.
- 11) 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.
- 12) 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 arm's 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 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

13) 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

14) 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.

15) 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 2010 <sup>6</sup>) 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.

16) 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

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<sup>6</sup> 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

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.

- 17) 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 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

- 18) 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 schools<sup>7</sup>. 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.
- 19) The DCS has the responsibility within the local authority for improving outcomes for children and young people, children's social care functions and local cooperation arrangements for children's services.<sup>8</sup> The DCS should always be a member of the LSCB. However, it is the responsibility of the Chief Executive (Head of Paid Service) to appoint or remove the LSCB chair, with an appointment panel involving Board members and lay members. The Chief Executive, drawing on other Board partners and, where appropriate, the Lead Member will hold the Chair to account for the effective working of the LSCB and will be held to account for the effective working of the LSCB<sup>9</sup>.
- 20) 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

- 21) DCSs and LMCSs will not be in regulated activity in relation to children just by virtue of undertaking those posts. The Government will publish detailed information about workplace safeguarding in good time for commencement of the new Vetting and Barring Scheme arrangements.

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<sup>7</sup> 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 and Free Schools

<sup>8</sup> Section 18 of the Children Act 2004. [DfE guidance](#) expands on this role

<sup>9</sup> Working Together to Safeguard Children 3.12 - 3.13

## Vulnerable children and young people

22) 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.

23) 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;
- 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

24) 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 olds<sup>10</sup>, 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).

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<sup>10</sup> The free entitlement to early education for disadvantaged two year olds became statutory in 2013

## Educational excellence

25) 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.

## Further sources of information

### Associated resources (external links)

- [Association of Directors of Children's Services](#)
- [Centre for Excellence and Outcomes in Children and Young People's Services](#)
- [Child Health Profiles](#)
- [Local Government Group](#)
- [National College for School Leadership](#)  
[Office for Standards in Education, Children's Services and Skills](#)
- [Society of Local Authority Chief Executives](#)
- [United Nations Convention on the Rights of the Child](#)
- [Virtual Staff College](#)

### Other departmental advice and guidance you may be interested in

- [Code of Practice for Local Authorities on Delivery of Free Early Years Provision for 3 & 4 year olds](#)
- [Early identification, assessment of needs and intervention – The Common Assessment Framework \(CAF\) for children and young people: A guide for managers](#)
- [Equality Act 2010: Public sector equality duty what do I need to know? A quick start guide for public sector organisations](#)
- [Legal framework for working with looked after children: regulations and guidance](#)
- [School Admissions Code](#)
- [School Admission Appeals Code](#)
- [Special Educational Needs Code of Practice](#)
- [Statutory Framework for the Early Years Foundation Stage](#)
- [Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children](#)



Department  
for Education

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Reference: DFE-00033-2013

**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW & SCRUTINY PANEL  
12 JANUARY 2015**

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**CHILDREN'S SOCIAL CARE COMPLIMENTS AND COMPLAINTS  
ANNUAL REPORT 2013 - 2014  
Director of Children, Young People and Learning**

**1 PURPOSE OF REPORT**

- 1.1 This report presents the attached 2013-2014 Annual Report in respect of Children's Social Care Statutory Complaints and also compliments.

**2 RECOMMENDATION**

- 2.1 **That the Panel considers the attached 2013-2014 Annual Report regarding Children's Social Care Statutory Complaints.**

**3 REASONS FOR RECOMMENDATION**

- 3.1 To invite the Panel to consider the 2013-2014 Annual Report of Children's Social Care Statutory Complaints.

**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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# **Children's Social Care Complaints Concerns and Compliments**

**Annual Report  
2013 - 2014**

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## 1.0 INTRODUCTION

This annual report covers the period of 1<sup>st</sup> April 2013 through to 31<sup>st</sup> March 2014 and reports on complaints, concerns or compliments made by, or on behalf of children and young people who receive support / services from Children's Social Care in Bracknell Forest. It is a statutory requirement to produce an annual report which will be published on the Council's website.

The Complaints Manager has the key responsibility for managing the statutory process for complaints from children and young people (or their representatives) about the quality of that service. The purpose of this report is to provide an overview and analysis of all complaints, concerns and compliments received and to summarise the issues that have arisen, providing a mechanism by which the Department can monitor the quality and effectiveness of services and of its complaints procedure.

The report will be approved by the Executive Member for Children, Young People and Learning, and will also be presented to the Children and Young People and Learning Overview and Scrutiny Panel and the Local Safeguarding Children Board.

Complaints about school provision and Special Needs are dealt with under a separate procedure / department.

## 2.0 CONTEXT

### 2.1 Definitions

The Children Act 1989 defines the complaints procedure as being for 'representations (including complaints)'. A representation could also include a concern, a compliment or enquiry on the nature, delivery or availability of a service. Therefore for a clearer understanding, we have provided the following definitions for the purposes of this report which are used within our complaints procedures:

**Complaint:** A complaint may generally be defined as an expression of dissatisfaction or disquiet.

**Concern:** There are many instances where minor concerns can be addressed without further recourse to the complaints procedure. These are generally handled locally within the team or handled informally by the complaints manager and resolved within a short space of time.

**Compliment:** Something nice that you say to praise or to thank someone (many of those in receipt of a service wish to give a compliment).

**Deferred Complaint:** It may not be possible to respond to a complaint immediately for a number of reasons, for example if a case is in court a complaint may not be progressed if it is felt that it may impact on the court judgement. In such cases the complaint is deferred until court proceedings are concluded. Once this has happened the Complainant may resubmit their complaint if appropriate.

## 2.2 Legislation

The arrangements for the statutory procedure and management of complaints from children and young people (or their representatives) are set out in *The Children's Act 1989 Representation Procedure (England) Regulations 2006*.

The legislation requires local authorities to appoint a Complaints Manager with the responsibility for:

- ✧ Managing, developing and administering the complaints procedure
- ✧ Providing assistance and advice to those who wish to complain
- ✧ Overseeing the investigation of complaints that cannot be managed at source
- ✧ Supporting and training existing and new members of staff
- ✧ Monitoring and reporting on complaints activity and data

Legislation is supported by detailed guidance from the Department for Education, which has been taken into account in the Complaint Procedures published by the Local Authority.

## 2.3 Who may complain?

Anyone who is in receipt of a service or think they should be in receipt of a service.

Also their representative, known as a 'qualifying individual' who is deemed suitable to act on behalf of the child or young person or has sufficient interest in their welfare (the view of the child or young person will be sought wherever possible).

## 3.0 COMPLAINTS PROCEDURES

### 3.1 Statutory complaints procedure in Bracknell Forest

Responsibility for the service rests with the Director for Children, Young People and Learning. In order to provide independence from the line management of cases and the allocation of resources, this post is located in the Strategy, Resources and Early Intervention branch of the Department and reports to the Head of Performance Management and Governance.

The purpose of the statutory procedure is to enable the complainant to have access to independent consideration of matters raised.

#### **Complaints process using the Statutory Procedure:**

##### Stage One: Local Resolution

This initial stage allows Children's Social Care Services the opportunity to try and resolve issues of dissatisfaction at local level with managers and staff who have responsibility for the case.

The department has 10 working days in which to respond to the complaints made. As a rule, the Team Manager (of the service in question) will write to the complainant within this timescale, providing details of their investigations and any outcomes or decisions agreed / made.

### Stage Two: Independent Investigation

*(Recently updated) – see Point 9 on page 15 for further information.*

This is the next stage of the procedures; when a complaint has not been resolved to the satisfaction of the complainant at the conclusion of stage one. Stage two involves a full and formal investigation by an Investigating Officer (IO) who is generally commissioned from outside of Bracknell Forest Council. It is their task to further investigate the complaints already responded to at stage one, whilst reviewing the actions and practice of the Local Authority.

The final decision regarding the outcome of the complaint rests with the Chief Officer. Both the IO and the IP individually produce a report, which are submitted to the Chief Officer for their consideration in compiling their response. The Chief Officer will then write to the complainant, detailing clearly the conclusions reached and any decisions made; copies of the investigation reports will also be provided for the complainant's information.

### Stage Three: Review Panel

A review panel is convened when the complainant is dissatisfied with the stage two investigations, the response from the Chief Officer, or the outcome and decisions made.

The Panel will be made up of three people, all of whom must be independent of the Council.

### Final Stage: The Local Government Ombudsman

Although complainants are entitled to refer complaints onto the Local Government Ombudsman (LGO) at any stage, the LGO will not normally accept the complaint until the Council has had a chance to complete all stages of the complaints procedure.

## **3.2 Local Authority complaints procedure (Corporate Procedure)**

Complaints not covered by the statutory procedure may be dealt with under the Local Authority's corporate procedure. These are often complaints made by parents, or carers regarding the impact of a service on them personally. Liaison remains through the Complaints Manager.

### **Complaints process using the Corporate Procedure:**

#### Stage One

As with stage one of the Statutory procedures – although this can also be dealt with informally by a member of staff at the first point of contact.

#### Stage Two

Formal complaint to the appropriate manager or Chief Officer, who will initiate an investigation (independent to the department concerned) into the complaints made.

#### Stage Three

Formal complaint to the Director; any complaint based on discrimination, victimisation or harassment goes directly to this stage.

Stage Four

Chief Executive needs to consider whether the complaint has been dealt with appropriately - if not a review panel may be convened (at the Chief Executive's discretion).

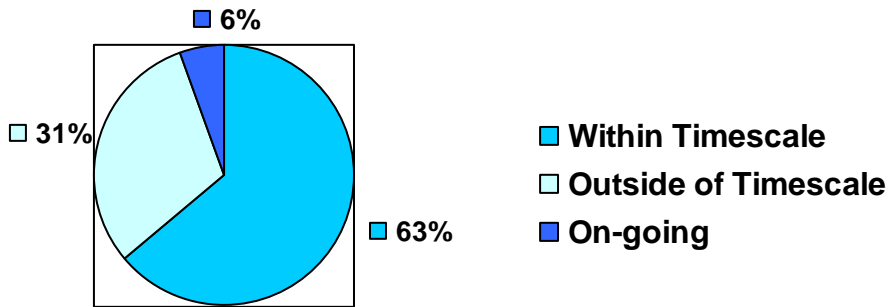
**3.3 Timescales**

Timescales for response to a complaint are clearly defined within both the Corporate and Statutory Complaint Processes. We always aim to resolve complaints within defined timescales, however occasionally there are challenges in keeping within deadlines and it is sometimes necessary to re-negotiate these with the Complainant; allowing more time if required for the investigation and response. When this occurs the Complaints Manager will always contact the complainant and seek their agreement.

Some of the reasons why the complaint may go out of timescales include:

- ✧ A more complex complaint may require additional time for a thorough investigation to take place.
- ✧ Those who need to be interviewed (either professionals or complainant) could be unavailable within timescales due to annual leave, sickness.
- ✧ In some cases a member of staff may have left the Council and it may take time to track them down and seek their involvement in the investigation.
- ✧ It may take time to secure the services of an Independent Investigator.

The following chart shows the breakdown of the complaints made throughout the period of April 2013 to March 2014 and whether timescales set in the Complaints Process were met. It shows that 63% have been met within timescale, 31% outside of timescales, with 6% still within the investigation stage during the 4<sup>th</sup> quarter at the time of recording.



**4.0 OVERVIEW OF COMPLAINTS**

The Complaints Manager maintains a list of on-going complaints that are currently under investigation. A report is sent to the Chief Officer and Heads of Service of the Children's Social Care department on a monthly basis to keep them updated on individual cases.

Liaison meetings are held on more complex cases, particularly if any recommendations have been made or any 'learning' can be gained from the complaint / investigation experience (see point 4.8)

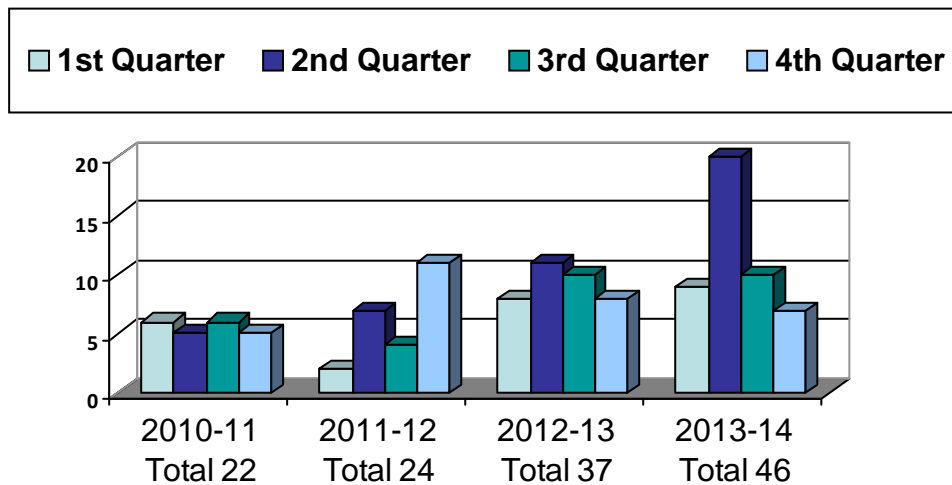
#### 4.1 Number of complaints received (Statutory and Corporate combined)

The following tables show the comparison figures of the total complaints received over the last 3 financial years and how they have been responded to. These show that there has been an increase in the number of complaints each year for the last four years.

At the end of March 2014 there were 775 open cases within Children's Social Care for Children and Young People (an open case is one where a referral has been made to Children's Social Care which has been followed up with an assessment which may lead to additional support being provided to the child or young person). All open cases are eligible and therefore have the potential, to complain to Bracknell Forest Council.

The table below shows the total number of complaints made over the last four years and shows that there has been a year on year increase in the number of complaints made.

#### Comparison Data:



#### Response to complaints in 2013 - 2014

Complaints Received in Total	Complaints Deferred	Investigated Under the Statutory Procedure	Investigated Under the Corporate Procedure
46	10	22	14

Out of the sum total of 46 complaints that were received this year, 10 complaints were deferred / declined, 22 were investigated under the Statutory procedure eligible for stages 1 through 3.

Under the Corporate procedure, 14 were investigated eligible for stages 1 through 4, thus giving a total of 36 complaints which were formally investigated (*see point 4.3 for further breakdowns / outcomes / comparisons*).

These figures are higher than those of 2012 – 13, where 37 complaints were received and 26 were formally investigated. The table below shows that based on open cases at the end of March 2014 there has been an increase in complaints of 1.25%.

Period	Open Cases	Complaints Received
2013-14	(as at 31 <sup>st</sup> March 2014) = 775	46 (6.0% of open cases)
2012-13	(as at 31 <sup>st</sup> March 2013) = 781	37 (4.74% of open cases)

The following table shows a breakdown of the outcomes reached at the conclusion of the individual investigations during 2013-14, which have been dealt with using either the Statutory, or the Local Authority's Corporate complaints procedure.

*Comparative figures for 2012 – 2013 are shown in brackets.*

Stage / Procedure Used	Number of Complaints
<b>Stage 1 – Statutory Procedure</b>	<b>20 (19)</b>
<b>Stage 2 – Statutory Procedure</b>	<b>1 (2)</b>
<b>Stage 3 – Statutory Procedure</b>	<b>1 (0)</b>
<b>Stage 1 – Corporate Procedure</b>	<b>13 (5) *</b>
<b>Stage 2 – Corporate Procedure</b>	<b>1 (0)</b>
<b>Complaints Deferred</b>	<b>10 (11)</b>

*\*There have been some changes since the beginning of this financial year in the recording of complaints. Stage 1 investigations using the corporate procedure are no longer recorded in the Council's collective general quarterly figures. However, all complaints received at stage one by the Children's Young People & Learning department are investigated just as thoroughly, irrelevant of which procedure is used; i.e., either the statutory procedure or the Local Authority's own corporate procedure; we have therefore elected to*

*continue to log these separately for our own monitoring purposes whilst at the same time continuing to provide a valuable source of information on services, experiences and practices followed.*

All Managers within Children's Social Care make an effort to resolve problems or concerns before they escalate into formal complaints. This ensures that wherever possible, complaints are promptly dealt with or whenever possible, resolved within stage one of the complaints process. It is notable that there has been a positive increase in dealing successfully with complaints at this stage. Out of the 20 complaints received and investigated at stage one of the Statutory procedures, only one case progressed onto stages two and three. This reflects the good practices and swift responses of the staff involved.

The 13 complaints accessing the Corporate procedures were successfully dealt with at stage one with the exception of one case (which progressed onto stage two). It is clear from the aforementioned data that by putting in the time and effort into the early stages of the complaints process of either procedure will reduce the number of complaints progressing onto stage 2.

This leads to better outcomes for the complainant and more time for the practitioners to focus on delivery of services.

#### **4.2 Cost of complaint service and investigations for 2013 – 14**

The Complaints Manager works 15 hours a week and the annual salary costs are £16,150.

When a complaint proceeds to stage two under the statutory procedures, it is the practice in Bracknell Forest that an investigating officer is appointed. The cost of this varies depending on the length and complexity of the investigation. Similarly, if a complaint progresses to stage three of the statutory complaints procedure, an independent panel will need to be arranged, it may be necessary to commission appropriate members to attend.

This year it should be noted that there has been some extremely complex complaints, one of which progressed through all 3 stages of the statutory procedure.

The overall cost of the complaints function (excluding salary), which includes commissioning of investigators and panel members was £5,045. This is an increase from last year which was £2,500 in comparison.

We aim to minimise the costs of complaints investigation by accessing the services of experienced investigators within the Council, however the complex nature of the complaints this year has meant an increased use of external independent investigators due to the time involved in the complaint, and the complex nature of the complaint where an independent investigator was more appropriate.

#### **4.3 Findings from complaints**

The findings as shown on the following page were made in respect of the 46 complaints received that have reached conclusion (at the time of reporting, one had yet to be completed and therefore still under investigation)

*Breakdown of procedures / stages*

<b>At Stage 1 of the Statutory Procedures</b>	11	Complaints - <b>Not Upheld</b>
	6	Complaints - Partially Upheld
	3	Complaints - Upheld
	1	Complaint - Ongoing
<b>At Stage 3 of the Statutory Procedures</b>	1	Complaint – Not Upheld
<b>At Stage 1 of the Corporate Procedures</b>	9	Complaints - <b>Not Upheld</b>
	1	Complaint - Partially Upheld
	2	Complaints - Upheld
<b>Complaints Resolved Complaints Deferred (either procedure)</b>	2	Complaints - <b>Resolved</b>
	10	Complaints - Deferred

At times, we are able to resolve matters to the satisfaction of the complainant within the investigation stage and effectively shorten the complaints process. As shown in the table above, we had 2 such cases this year.

Similarly it may be necessary to defer a complaint. In these situations we will write to the complainant, explaining why their complaint has not been accepted, whilst informing them that they may have an opportunity to re-submit their complaint for consideration at a later date.

Some examples for this:

- ✧ The department may be in the process of applying for a court order\*.
- ✧ The complainant wants to make an appeal against a Court order (they should take the legal route in such cases, as the complaints procedure cannot be used to overturn a Court decision).

*\*It is important that a complaint does not impact on any court proceedings or judgements.*

Dissatisfaction about a Local Authority's management or handling of a child's case, even where related to a court order may be appropriately considered, for example; conduct of social work staff involved in court procedures. It is for the Complaints Manager to identify whether these may be considered (whilst gaining the advice from the Council's Legal Team).

#### **4.4 Local Government Ombudsman referrals (LGO)**

Upon completion and having taken their complaint through all relevant stages of either the Statutory or Corporate procedures, the complainant may remain unhappy with the outcome and decisions made by the department. Under such circumstances the complainant may refer their complaint onto the LGO, who will decide whether to progress the matter further by carrying out their own impartial investigations.

An LGO information leaflet is always provided with the concluding letter to the complainant for this purpose.



*LGO referrals received 2013 – 14*

<b>Local Government Ombudsman</b>	<b>2</b>
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- (i) The first complainant to approach the Local Government Ombudsman (LGO) during 2013 – 14 where their case was initially categorised as an early referral, the Ombudsman consequently deferred further involvement.

However, having taken the complaint through all three stages of the statutory procedure with the Council, the complainant re-presented their complaint to LGO, which was subsequently accepted.

Ultimately LGO decided not to continue with the investigation and provided the complainant with a detailed explanation as to how this decision was reached.

- (ii) The 2<sup>nd</sup> LGO referral received is an ongoing investigation.

#### **4.5 Complaints by areas of service provision**

The following table shows the service areas where complaints have been made.

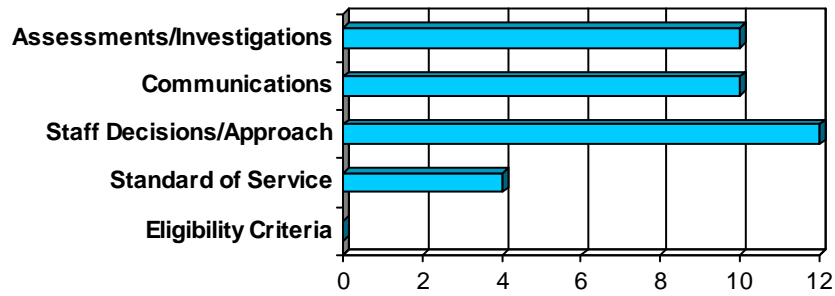
The area with the highest number of complaints received relates to the safeguarding team, which is to be expected given the nature of the work undertaken; as this often involves working with families who are unhappy to be receiving such services. Nevertheless they are required to do so to ensure effective child protection.

<b>Service Area / Team</b>	<b>Number</b>
<b>Learning Difficulties &amp; Disability</b>	<b>6</b>
<b>Looked After Children</b>	<b>7</b>
<b>Safeguarding</b>	<b>22</b>
<b>Youth Offending Service</b>	<b>1</b>
<b>Complaints Deferred</b>	<b>10</b>

#### **4.6 Nature of complaints received**

Complaints received are often complex and can cover a variety of issues.

For the purpose of this report the primary issue has been identified in relation to the 36 complaints investigated, these are shown on the following page:



#### 4.7 Commentary on complaints received

The following are examples of complaints received regarding some of the primary issues identified – as shown in the table above:

##### Regarding assessments / investigations

- a) Family was unhappy with some of the content and accuracy used within the social workers report.

##### Comments

The report was 'revisited' and it was determined that certain comments made could not be substantiated; the report was subsequently amended and reworded to the satisfaction of the family involved. Outcome of complaint – upheld.

##### Regarding communications

- a) Parents felt 'let down'; as they had contacted the department on a number of occasions regarding their concerns and "no one had responded".

##### Comments

Following investigation it was found that communications had been made by the allocated social worker on a regular basis, outcome for complaint - not upheld.

Nevertheless, an apology was given in good faith as the complainant had undoubtedly felt that contact received was below their expectations.

##### Regarding staff decisions / approach

- a) Complainant felt that they were prevented from contacting their children based on the complainant's presumption that their ex-partner had discredited them with the department.

##### Comments

The complainant was assured that Children's Social Care were not in a position to restrict contact arrangements when there are no court orders in place. Complaint was not upheld and recommendations were made to the complainant that they took their own legal advice relating to this dispute with their ex-partner.

### **Regarding standard of service**

- a) The complainant was living with her family in what they felt was 'unsuitable accommodation and was unhappy with the responses from the allocated social worker and general services received.

#### Comments

This complaint was resolved following a home visit from the Team Manager. They were satisfied with the manner in which their immediate concerns were addressed; ongoing work continues with the family.

### **4.8 Involvement of young people in the complaint process**

Children and young people are informed on how to make a complaint when they first become 'looked after' and receive a child friendly leaflet which explains clearly what to do if they are unhappy. Information is also provided on how to contact the Complaints Manager within the 'Children's and Young Person's Consultation Booklet', which they receive before every LAC review. In addition, they may bring complaints to the attention of the Independent Reviewing Officer.

Laminated 'text' cards were first introduced during the period of 2011-12, developed with the support of the Child Participation Officer. They provide simple instructions on how to 'text' a complaint through to the Complaints Manager.

In some circumstances children and young people may require additional support to make a complaint. Help may be best provided by a relative or friend or by the provision of an advocate from an Advocacy Service who will be independent of the department. If this is required the Complaints Manager can approach the Child Participation Development Officer who will be able to provide advice about this and help secure a service where requested.

Records show that the majority of complaints are made by the parent / carer on behalf of the young person, but young people are encouraged to make their own complaints as well, and this has happened in previous years. When a young person does choose to complain they are offered the support of an advocate as described above.

During this year there have been no complaints made by a child or young person and therefore no requests for advocacy from a child or young person and this is an area we would wish to explore and develop further.

### **4.9 Learning from complaints in 2014**

At Bracknell Forest Council we recognise that the formal complaint investigation process is not to 'find fault' but to look at the practices followed in relation to the complaint issues at hand. This also provides a valuable source of information and we will use these experiences to:

- ✧ Identify service problems and make improvements
- ✧ Improve / adapt staff learning and enhance professional development.

To this aim, a 'learning from complaints' form has been devised, which is forwarded to the appropriate Manager or Head of Service for completion following the investigation and closure of a complaint.

Within this document, either the investigator or the manager can record any recommendations made. The Manager / Head of Service agree an action plan and nominate who will undertake the action and the outcome achieved will be logged. It is not signed off by the Senior Manager in Social Care until the action has been implemented.

Where a complaint has been difficult or complex, a 'learning from complaints' meeting is held with Senior Managers in Children's Social Care to ensure we are able to reflect and learn from the situation and put in place measures to reduce the risk of issues arising in the future. There have been two such meetings during the year.

We recently put together an information pack for independent investigators using the Statutory Procedure as a result of discussions held at one of these meetings. Within the pack is a template for the investigation report (promoting consistency), flowcharts and detailed guidance for carrying out thorough investigations.

**Key learning points and services improvements** (*taken directly from completed 'learning from complaints forms'*)

Implemented during 2013 – 2014 include:

- ✓ Social workers are asked to 'proof read' their own assessments before forwarding to their supervisor to authorise.
- ✓ Social workers are encouraged to conduct themselves in a professional manner and to avoid 'targeted phrasing' when describing an individual's personality or character, for example 'frosty'; whilst maintaining the importance of being open, honest and transparency.
- ✓ In a Team Meeting setting, encourage staff to give themselves 'permission' to set boundaries – underlining that there is not an expectation that abusive behaviour from members of the public should be tolerated.
- ✓ When required – 'face to face' discussions giving clear explanations of the difference between supervised and supported contact arrangements – and the legal context when there is a dispute relating to contact issues.
- ✓ Even if a case is open to a social worker, 'family workers' in the Team should contribute to 'contact keeping' with the family.
- ✓ Awareness of cultural diversity issues and reflect / discuss whether an interpreter should be used.
- ✓ Be vigilant of your surroundings – younger children may be able to overhear conversations between BFC staff and family members within the family home.
- ✓ Prioritising workload.

## 5.0 CONCERNS

There are occasions where the Complaints Manager is contacted by members of the public with:

- ✧ a concern
- ✧ wanting to have a general discussion regarding 'something' they are apprehensive about, or
- ✧ may just wish to comment on services received from Children's Social Care

If such matters do not merit a formal investigation and progression onto the formal complaints processes of either the Statutory or Corporate procedures, then these are logged as a 'concern'.

The table below shows concerns received and it is of note that these have increased in the year 2013/14 compared to the previous year (in brackets).

<b>Concerns Received</b>	<b>28 (20)</b>
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During the year there were 28 concerns raised which were dealt with by Children's Social Care Managers that did not progress onto formal procedures. Dealing positively with concerns at this stage is a productive and proactive action that can negate the need to progress to more formal procedures which can be more costly and time consuming.

## 6.0 FEEDBACK

When a case is closed in Children's Social Care a feedback form is sent to the parent / carer to provide an opportunity for them to express their views of how they feel they have been supported. These are a crucial element in the reviewing of the service delivery for Children's Social Care and contribute to ongoing service improvements.

The Complaints Manager receives a copy of these forms in order to provide some wider contextual information about the experiences of families which can be incorporated into ongoing training and support of practitioners managing the complaints process.

*Some examples of the comments made are as follows:*

Examples of feedback received	2013-14
<p>"Sometimes the words used in the reports are difficult to understand and I needed the worker to explain them to me".</p> <p>"Would like to thank you for being so professional and making the situation easier for my family and myself."</p> <p>"I would like to have seen the assessment sooner".</p> <p>"The support and communication from Children's Social Care has been very good."</p>	

“I haven’t received any results after two months following my visit”

“The Social Worker was instrumental in brokering trust between the family and all the professionals involved, without which we wouldn’t have had such a positive result, if any at all.”

“You should listen to both parents”

## 7.0 COMPLIMENTS

Compliments provide valuable information about the quality of our services and help identify where they are working well.

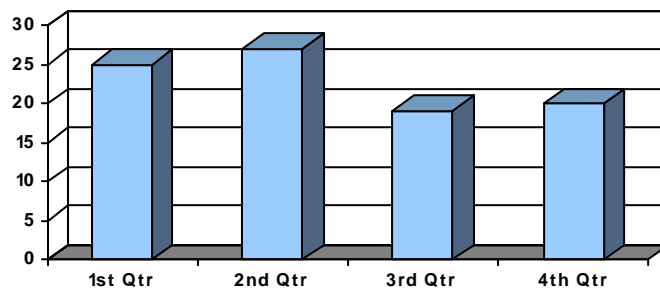
A large majority of the compliments are made by parents or users of the services, but they are also made by a range of independent professional colleagues who work with Children’s Social Care.

For the period of 2013 – 2014 the Department received 91 compliments, fewer than last year where 138 compliments were received. However this continues to demonstrate the high value that people receiving support place on the services they receive.

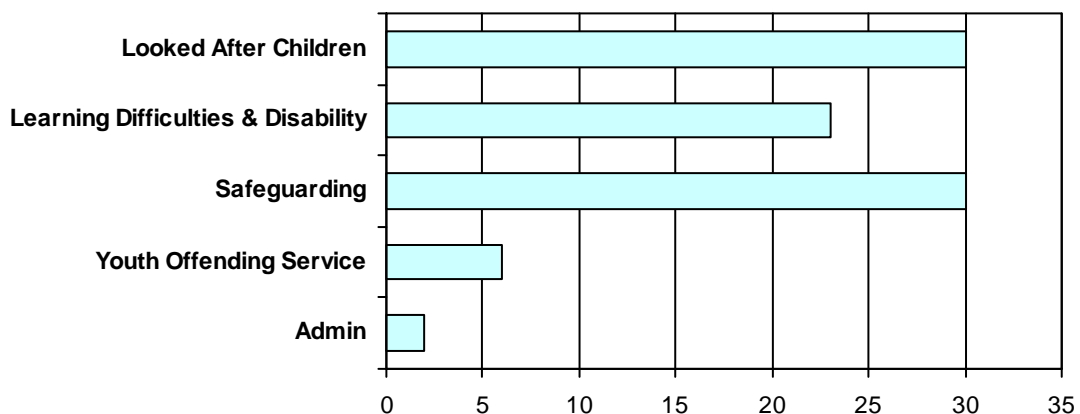
Although compliments amongst ‘the ranks’ within the department are many – these are not formally recorded.

The department welcomes the receipt of compliments and should always thank those who take the time and trouble to give them.

### 7.1 Breakdown of compliments (table below shows the distribution of compliments each quarter over the past year)



### 7.2 Distribution of compliments across the services



### 7.3 Some examples of compliments received

Some examples of compliments received	91 in Total
<p>“The assessing Social Worker was great, a lovely person who put us at our ease, we learnt so much about adoption and enjoyed all aspects of the home study process” – <b>Prospective parents for adoption</b></p> <p>“Please let (name provided) know that she was one of the best workers that I have worked with!” – <b>Young person</b></p> <p>“Thank you for all your help and support. You managed to turn around what could have been a disaster into a well managed situation with a positive outcome” – <b>Foster parent</b></p> <p>“The report was excellent, I am really impressed at how perfectly you have determined and described our situation, and I really appreciate it” – <b>Parent</b></p> <p>“The Social Worker provided an excellent report for the conference today in respect of analysis, exploration and research. Also contributed very well to the discussion and made clear their concerns in a respectful, sensitive manner which enabled the mother to listen” – <b>Independent Chair</b></p> <p>“I want to thank (name provided) for all the hard work they has put into these sessions for me. They helped me to ‘stop’ to think about the consequences of my actions” – <b>Young person</b></p> <p>“Quality of the presentation was judged to be excellent. This is typical of (name) high standard of work” – <b>Adoption panel</b></p> <p>“(Name provided) was brilliant, they listened intently, was reflective, thoughtful and most importantly gave time to talk things through. Couldn't praise (name) enough and felt that (name) confidence and experience shone through and offered some really sound practical advice” – <b>Head Teacher</b></p> <p>“The support is amazing. The Social Worker has a very professional, friendly manner” – <b>Foster parent</b></p> <p>“Final evidence and analysis prepared by (name provided) was excellent – wished that every LA was of that standard” – <b>Guardian ad Litem</b></p> <p>“I was a small seed grown to a giant sunflower” – <b>Child</b></p> <p>“Wanted to personally thank the worker for the relationship and trust they have built with their child; this has not been replicated anywhere. There has been a huge impact on all of their lives” – <b>Parents</b></p> <p>“My Social Worker was not immediately available to speak to, so I spoke to an admin person who spoke to me at length and calmed down the situation. Ultimately the admin person is ‘a diamond’ and would like to thank them for being so helpful” – <b>Parent</b></p> <p>“Our Social Worker was very good and met the needs of my family; we are happy now” - <b>Parent</b></p> <p>“(name provided) always listened to me. You were always there when I needed help and always responded quickly. If there was a ‘Social Worker of the year award’ you would get it. A massive thank you to you and thanks for all the help over the years” - <b>Young person leaving care</b></p>	

## **8.0 DEVELOPMENT OF POLICIES AND PROCEDURES**

### **8.1 Staff training in managing complaints**

Training is provided by the Complaints Manager on a quarterly basis and is available to all staff in Children's Social Care; this will continue to be provided, in particular targeting new staff as they begin their employment.

The Complaints Manager held 5 separate training sessions last year, where 27 members of staff attended. It is preferable that attendance for each session should remain in small numbers, as this creates an informal atmosphere and encourages discussion within the group.

Bracknell Forest Council's Statutory Complaints Procedure for Children's Social Care was revised and updated last year, intentionally aiming for a 'jargon free' revision for use by the public. There is also a version specifically designed for staff use, which incorporates letter templates for stage one, two and three responses to complaints investigated under this procedure. This has played an important role within the training process.

### **8.2 Networking and sharing policy and practice**

It is important to continue to network, share practice and contribute to regional policy and practice. To this aim, the Complaints Manager attends the Southern Regional Complaints Managers Group (SRCMG) three times a year.

The network aims to raise standards for complaints management across the South East, to promote consistency of practice and excels in providing a source of mutual support.

## **9.0 MEMBERS OF PARLIAMENT ENQUIRIES**

MPs cannot make a complaint using the statutory complaints procedure on behalf of their constituent – although they are able to make a generic enquiry on their behalf. However, if it is established that the enquiry requires a formal complaint, we would recommend that the MP go back to their constituent and encourage them to forward the complaint directly to ourselves; thus enabling the appropriate complaints process to be used.

In view of this, enquiries from Members of Parliament are logged separately from statutory complaints. There were 5 enquiries made during the period of 2013-14 compared to 29 that were received last year.

## **10.0 AREAS FOR FUTURE DEVELOPMENT**

Complaints provide an opportunity to consider practice and identify ways to improve on areas identified. In the coming year the Complaints Service will focus on the following areas for development:

- ✧ Continue to deliver training to Social Workers and Managers to ensure the process is managed and understood.



- ✧ The introduction of an Independent Person (IP) to work alongside or 'shadow' the *Independent* Investigating Officer (IO) for stage two complaints under the Statutory Procedure. They will provide an independent, objective view of the investigation, paying particular attention to transparency and fairness.
- ✧ Now that the revised Statutory Complaints Procedure has been in place for 1 year – to revisit the procedure and update where appropriate, ensuring that this document is fit for purpose.
- ✧ Contribute to the ongoing development of the Quality Assurance Strategy which maintains an overview of the quality of services delivered and supports ongoing improvement and development.
- ✧ Further develop the systems in place to secure more Independent Investigators, and consider how to reduce the costs of investigations.
- ✧ Provide a quarterly report to Children's Social Care Management Team highlighting issues of good practice, and areas for development.
- ✧ Ensure that information about how to make a complaint is available for children and young people who are eligible and revise leaflets and information.

## **11.0 CONCLUSION**

The complaints function for Children's Social Care has met the requirements of the relevant guidance and regulations. Overall management of complaints in this department is robust, managed well and undertaken with great sensitivity by all staff involved.

Children's Social Care do not receive a high number of complaints, however the nature of those complaints that are received are often complex, and reflect the fact that families may be very distressed at the time of intervention.

Whilst a complaint may be distressing to the individuals affected, (which includes the staff involved) they are a valuable mechanism for ensuring the ongoing quality of our work. Thus ensuring policies and procedures are followed appropriately and children, young people and families receive the best possible services in what can be difficult and challenging circumstances.

The next report will cover the period from 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015.

**Sue Horton**  
**Complaints Manager**  
**June 2014**

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**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW & SCRUTINY PANEL  
12 JANUARY 2015**

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## **WORKING GROUP UPDATE REPORT Working Group Lead Member**

### **1 PURPOSE OF REPORT**

- 1.1 This report sets out the progress achieved to date by the Working Group of the Panel reviewing substance misuse by, and impacting on, children and young people and their families.

### **2 RECOMMENDATION**

- 2.1 **That the Panel notes the progress achieved to date by its Working Group reviewing substance misuse by, and impacting on, children and young people and their families.**

### **3 REASONS FOR RECOMMENDATION**

- 3.1 To keep the Panel up to date regarding the activities of its Working Group reviewing substance misuse and the effects it has on children and young people and their families.

### **4 ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 None.

### **5 SUPPORTING INFORMATION**

- 5.1 A Working Group of the Panel was established to undertake a review of substance misuse by, and impacting on, children and young people and their families in September 2014. This review follows on from a review of substance misuse by adults previously undertaken by a working group of the Adult Social Care and Housing Overview and Scrutiny Panel.
- 5.2 The Working Group has met on five occasions to date. It received an introductory briefing from officers and considered the scope of the review at its first meeting. Members finalised and agreed the scope and prepared a programme of work at their second meeting. The third, fourth and fifth meetings featured information gathering discussions with the Head of Drug and Alcohol Services, an Alcohol and Substance Misuse Worker, the Head of Safeguarding Services, the Alcohol and Substance Misuse Youth Worker, the Public Health Consultant and a representative of Thames Valley Police.
- 5.3 Future work will include gathering further information from the Substance Misuse Arrest and Referral Team and the Youth Offending Service. In addition, substance misuse related data collected by Children's Social Care and the Drug and Alcohol Action Team will be analysed.

**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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**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW & SCRUTINY PANEL  
12 JANUARY 2015**

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## **2015/16 OVERVIEW AND SCRUTINY WORK PROGRAMME**

### **1 PURPOSE OF REPORT**

1.1 This report invites the Panel to consider its Work Programme for 2015/16.

### **2 RECOMMENDATION**

**2.1 That the Panel considers its Work Programme for 2015/16.**

### **3 REASONS FOR RECOMMENDATION**

3.1 To enable the Panel to consider its Work Programme for 2015/16.

### **4 ALTERNATIVE OPTIONS CONSIDERED**

4.1 None.

### **5 SUPPORTING INFORMATION**

5.1 The Panel is invited to suggest topics for inclusion in its 2015/16 work programme which will be developed in the coming months. The existing Work Programme for 2014/15 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 2014/15**

The work programme for the Children, Young People and Learning Overview and Scrutiny Panel in 2014/15 is shown on the following pages. The programme is aimed at maintaining a strategic and co-ordinated work programme based on major areas of Council and partner organisations' activity. The review topics take account of what is likely to be timely, relevant, and to add value. The programme incorporates the routine, on-going work of O&S and the completion of reviews currently underway. The work programme will necessarily be subject to continual refinement and updating. The 'future possible reviews' are those which are unlikely to be resourced until 2015/16 or later.

<b>CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL</b>	
1.	<p><b>Monitoring the performance of the Children, Young People and Learning Department</b></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"> <li>• The number of Looked After Children, and the implications for service delivery and resources;</li> <li>• Schools' performance, particularly secondary schools;</li> <li>• The action taken by the Executive to earlier reports by the Panel</li> </ul>
2.	<p><b>Exercising pre-decision scrutiny by reference to the Executive Forward Plan</b></p> <p>To selectively contribute to the formulation of new policies in advance of their consideration by the Executive.</p>
3.	<p><b>2015/16 Budget Scrutiny</b></p> <p>To review the Council's Children, Young People and Learning budget proposals for 2015/16, and plans for future years.</p>

<b>FUTURE POSSIBLE REVIEWS (Unlikely to be resourced until 2015/16 or later)</b>	
<b><u>Children, Young People and Learning</u></b>	
1.	<p><b>Youth Offending Service</b></p> <p>To review the plans and achievements of the Youth Offending Service, as part of a wider review of crime prevention activities.</p>

2.	<p><b>Supporting Disadvantaged Children and Families</b></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><b>Early Intervention Services</b></p> <p>To review the effectiveness of early intervention services for families and children, for example parenting skills and crime prevention.</p>

### **Completed Reviews**

<b>Date Completed</b>	<b>Title</b>
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
June 2014	School Places

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**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW AND SCRUTINY PANEL  
12 JANUARY 2015**

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## **OVERVIEW AND SCRUTINY PROGRESS REPORT Assistant Chief Executive**

### **1 PURPOSE OF REPORT**

- 1.1 This report highlights Overview and Scrutiny (O&S) activity during the period June to November 2014.

### **2 RECOMMENDATION**

- 2.1 **To note Overview and Scrutiny activity and developments over the period June to November 2014, set out in section 5 to 6, and Appendices 1 and 2.**

### **3 REASONS FOR RECOMMENDATION**

- 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 and the O&S Commission respectively appointed members to the vacant positions on the Commission and two of the O&S Panels. Action continues to be taken periodically on the long-running vacancy for a representative of the Catholic Diocese. Rev Parish resigned from the position of Church of England representative on the O&S Commission and the Children, Young People and Learning O&S Panel on 7 November, and a replacement is being sought.

#### Overview and Scrutiny Work Programme and Working Groups

- 5.2 The programme for 2014-15 has progressed broadly 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, and with particular reference to the Commission's own Working Groups. Activity and output levels in the second half of the year will probably be lower owing to the local government elections in 2015 and anticipated staff sickness absence.
- 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 10 July, 4 September, and 22 October. The main items included:
- Meeting the Director of Security of Broadmoor Hospital and the Local Police Area Commander, regarding the effect of the re-development on security arrangements at the hospital. The Commission Chairman subsequently wrote to the West London Mental Health Trust, conveying the Commission's concerns over the Trust's proposed decommissioning of many of the Broadmoor alert sirens. This was followed by a meeting on the same topic, including the Chairman and Chief Executive of the Trust. Wokingham Borough councillors were invited to participate in the meeting, as they had previously raised similar concerns.
  - Discussing with representatives of Royal Berkshire Fire and Rescue Service (RBFRS): the context for RBFRS; the Service's new policy direction, plans and priorities; and the role and contribution of the Service to community safety locally. In preparation for that meeting, members of the O&S Commission visited Bracknell Fire Station on 29 August to meet RBFRS front-line staff.
  - Reviewing the quarterly performance reports for the Corporate Services Department, the Chief Executive's Office and the Council as a whole. Also reviewing the bi-annual progress report of O&S.
  - Reviewing corporate items on the Executive Forward Plan.
- 5.5 Between formal meetings, the Commission's activities have included, for example:
- Visiting Thames Valley Police's control centre and performance information team at Kidlington in June.
  - Visiting Bracknell Fire Station in August.
- 5.6 The O&S Commission's next meeting is on 20 November, when the main items will be: meeting representatives of Thames Valley Probation Service and the Community Rehabilitation Company to consider their role, plans and priorities; and discussing with the Executive Member for Transformation and Finance, and the Borough Treasurer the evolving budgetary position, in preparation for scrutiny of the 2015/16 budget proposals. The Commission's Working Group on Business Rates, which commenced on 19 May, continued to make good progress during the period, and it is expected to complete its work within the next two months.

### Environment, Culture and Communities O&S Panel

- 5.7 Meetings of the Panel were held on 24 June and 23 September, 2014. During the meetings the Panel considered and commented on:
- Electing a Chairman and appointing a Vice Chairman.
  - Quarterly Service Reports for the relevant quarters.
  - Service Plan 2014/15 - Revised Key Actions and Indicators.
  - Residents' Parking Scheme – Consultation Outcome and Final Scheme Proposals.
  - Draft Obligation Supplementary Planning Document.
  - Bracknell Forest Borough Local Plan Update.
  - Public Realm – Progress with Mobilisation.
  - Supported Bus Service Contracts 2015.
  - Enforcement Policy (Regulated Services).
  - Parks and Open Spaces Quality Improvements – Jocks Lane Recreation Ground and Sandhurst Memorial Park.
  - Draft Cultural Services O&S Report.
  - Working Group Update Report.
  - Scheduled Executive key and non-key decisions.

- 5.8 A review of Cultural Services, in the context of pressure on public finance, with particular reference to libraries and assistance for South Hill Park, has been undertaken by a working group of the Panel and the Executive's response to the completed report is now awaited (see Appendix 1).
- 5.9 Actions arising from Panel meetings have resulted in the circulation to Panel Members of the number of e+ smartcards issued or reissued during 2013-14, the number of fixed notices issued during the last year, details of the route of the Sandhurst Shopper 598 bus service and the officers' response to a Member's request that consideration be given to extending the route of the 108 bus service to serve the local Community Centre. In addition, the Panel requested that an analysis of the content of compliments received and any associated learning points be included in future Quarterly Service Reports. The next meeting of the Panel is taking place on 13 January 2015.

#### Health O&S Panel

- 5.10 The Panel met on 3 July and 2 October. The main items considered at those meetings included:
- Electing a Chairman and appointing a Vice Chairman.
  - Meeting the Chief Executive of Frimley Park Hospital NHS Trust, with particular reference to the Trust's services to residents, and progress on the Trust's prospective acquisition of Heatherwood and Wexham Park Hospitals NHS Foundation Trust.
  - Meeting the Director of Nursing of the Bracknell and Ascot Clinical Commissioning Group, regarding the quality of patient care at the main local hospitals, with reference to the results of the 2013 survey of adult inpatients.
  - Reviewing the quarterly performance reports of the Adult Social Care, Health and Housing department, relating to public health.
  - Adopting a Protocol between the Health & Wellbeing Board, Healthwatch Bracknell Forest and the Health O&S Panel.
  - Meeting the Berkshire Healthcare NHS Trust, with particular reference to their mental health services to residents of Bracknell Forest. In preparation for that meeting, members of the Panel received a briefing on mental health, and visited the in-patient mental health facility at Prospect Park Hospital, in September.
  - The bi-annual progress report of Overview and Scrutiny.
  - Receiving questions under the public participation scheme for Overview and Scrutiny.
  - Receiving a presentation on Public Health's first year in the Council, and future plans.
  - The 2013-14 Annual report of Healthwatch Bracknell Forest.
  - Reviewing the information from the NHS Choices website, for the NHS Foundation Trusts providing most NHS services to Bracknell Forest residents.
  - Considering scheduled Executive Key and Non-Key Decisions relating to Health.
- 5.11 Between formal meetings, the Panel's activities have included, for example:
- Attending the Annual General Meeting of Bracknell and Ascot Clinical Commissioning Group.
  - Raising concerns over patient comfort at the Urgent Care Centre in Bracknell.
  - Observing some meetings of the Health and Wellbeing Board.
  - A trial run of the newly designed induction training for members engaged in health O&S, delivered jointly by Adult Social Care, Health and Housing, also O&S officers.
- 5.12 The Panel's next meeting is on 15 January 2015, when the main items are likely to include scrutiny of the Health element of the Council's Draft Budget Proposals for 2015/16.

Joint East Berkshire with Buckinghamshire Health O&S Committee

- 5.13 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.

Children, Young People and Learning O&S Panel

- 5.14 Meetings of the Panel took place on 11 June and 10 September, 2014. During the meetings the Panel considered and commented on:
- Electing a Chairman and appointing a Vice Chairman.
  - The minutes of meetings of the Corporate Parenting Advisory Panel.
  - Quarterly Service Reports for the relevant quarters, giving particular attention to outcomes of Ofsted school inspections, 2014 school place allocations and Family Focus, the Council's troubled families initiative.
  - A presentation in respect of substance misuse involving children and young people.
  - The implications of the Children and Families Act 2014.
  - The updated Joint Strategic Plan for Children, Young people and Families 2014-17.
  - Draft School Places O&S Report.
  - The 2013/14 Annual Report of the Independent Reviewing Officer service.
  - A presentation in respect of actions being taken to reduce incidences of bullying.
  - The Common Assessment Framework Annual Report 2013/14.
  - An update on the effective use of the Pupil Premium grant for Looked After Children.
  - The Executive response to the O&S report of the review of School Places.
  - The Development Plan for Community Learning 2014-17.
  - Pan Berkshire Shared Adoption Service.
  - Scheduled Executive key and non-key decisions.
- 5.15 The Panel agreed the report of the review of the planning and provision of school places at its meeting on 11 June 2014 and then received the favourable Executive response to the report at its meeting held on 10 September when it established a new working group to commence a review of the impact of substance misuse on children, young people and their families (see Appendix 1).
- 5.16 Activities between Panel meetings included circulation to Members of some of the child's view sheets used in the Common Assessment Framework, the Local Safeguarding Children's Board Continuum of Help and Support document and the Guide to Child Neglect. In addition, arrangements have been commenced for Panel Members to visit some primary schools in the Borough to ascertain how they are adapting to the move to providing free school meals for all Reception, Year 1 and Year 2 pupils and possibly sample some meals to check the quality and variety before reporting their findings to the next Panel meeting, to be held on 12 January 2015.

Adult Social Care and Housing O&S Panel

- 5.17 The Panel met on 17 June and 16 September, 2014. The main items discussed and considered at the meetings were:
- Electing a Chairman and appointing a Vice Chairman.
  - Quarterly Service Reports for the relevant quarters.
  - Annual Complaints Reports 2013/14 for Adult Social Care and for Housing.
  - Living with Positive Choices: a Community Strategy for Adults with Long Term Conditions aged 18-64 years - review of Action Plan.
  - Alcohol Brief Intervention in Adult Social Care - progress update.

## Unrestricted

- Update on the Care Act 2014 and plans for implementation.
- Adult Social Care Annual Report (Annual Account) 2013/14.
- Bracknell Forest Safeguarding Adults Partnership Board Annual Report 2013/14.
- Changes to regulation and inspection of Adult Social Care from April 2015.
- The Council's Role in Regulated Adult Social Care Services O&S report.
- Working Group Update Report.
- Scheduled Executive key and non-key decisions.

- 5.18 The Panel monitored progress achieved by its working group reviewing the Council's role with regard to care governance and managing safeguarding in regulated Adult Social Care Services and agreed the resulting report, the Executive's response to which is now awaited (see Appendix 1).
- 5.19 In addition, the Panel discussed future review work having regard to its Work Programme and favoured commencing a review of homelessness when resources became available. The next meeting of the Panel is taking place on 20 January 2015.

### Other Overview and Scrutiny Issues

- 5.20 The biennial Members survey results in August 2014 included the following responses relating to O&S:
- 75% net satisfaction with support for O&S.
  - 84% net satisfaction with support by O&S officers.
  - 82% net satisfaction with support by Council departments.
  - 58% regarded O&S to be effective in terms of holding decision makers to account, and in contributing to policy development.
- 5.21 Responses to the feedback questionnaires on the quality of O&S reviews are summarised in Appendix 2, showing a high average score of 2.7 (90%).
- 5.22 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). Periodic meetings of the O&S Chairmen and Vice Chairmen were suspended in April 2013.

## **6 DEVELOPMENTS IN OVERVIEW AND SCRUTINY**

- 6.1 The only notable developments in O&S in the period covered by this report were the changes to Health O&S arising from the Department of Health's guidance relating to *The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013*. The main point to be addressed is that if a council decides to delegate its health scrutiny powers and duties to a health scrutiny committee, it need not delegate *all* of its health scrutiny functions to that committee (i.e. it could retain some functions itself). Officer recommendations in that regard have been prepared for consideration by the Governance and Audit Committee, as changes to the Constitution are envisaged.
- 6.2 O&S Officers attended the Centre for Public Scrutiny's annual conference in June.

## **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 2014/15. 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\2014-15\progress reports

**OVERVIEW AND SCRUTINY CURRENT WORKING GROUPS – 2014/15**

Position at 19 November 2014

<b>Overview and Scrutiny Commission</b>								
WORKING GROUP	MEMBERS	DEPT. LINK OFFICER	O&S LEAD OFFICER	SCOPING	PROGRESS OF REVIEW	REPORT / SUBMISSION	EXECUTIVE RESPONSE	CURRENT STATUS
Business Rates	Angell (Lead), Heydon, Leake and Virgo	Alan Nash	Richard Beaumont	√	Information gathering completed.	Report in draft		Commenced 19 May 2014, with seven meetings to date.

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<b>Health Overview and Scrutiny Panel</b>								
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	√	Completed	√	√	The agreed changes to O&S practices are partly implemented.



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
Cultural Services Offering	Finnie (Lead) Brossard, Ms Brown, Gbadebo and Thompson	Mark Devon	Richard Beaumont	√	Completed	√	√	Executive response to be considered by Panel at next meeting.

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 Places	Mr Briscoe (PGR) (Lead), Mrs Birch, Kensall and Mrs Temperton	Chris Taylor	Andrea Carr	√	Completed	√	√	Recommendations agreed and being implemented.
Substance Misuse – Children and Young People	Mrs Birch (Lead), Mrs Temperton, Mr Briscoe & Mrs Wellsted (PGRs) & Miss Richardson (Teacher rep.)	Jillian Hunt	Andrea Carr	√	Information gathering partially completed.			The review commenced in September and three meetings have taken place to date.

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	√	Completed	√	Awaited	The report has been agreed and forwarded to the Executive for its response.

**Completed Reviews**

<b>Date Completed</b>	<b>Title</b>
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

Unrestricted

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

Unrestricted

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
January 2014	Applying the Lessons of the Francis Report to Health Overview and Scrutiny
April 2014	Overview and Scrutiny Annual Report 2013/14
June 2014	Review of School Places
September 2014	Review of Cultural Services

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

<sup>1</sup> 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, Delegated Authorities, Applying the Lessons of the Francis Report, and School Places.

**TO: CHILDREN, YOUNG PEOPLE AND LEARNING OVERVIEW & SCRUTINY PANEL  
12 JANUARY 2015**

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**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 decision 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**

<b>REFERENCE:</b>	I037634
<b>TITLE:</b>	Construction Framework Procurement Plan
<b>PURPOSE OF REPORT:</b>	To approve the procurement plan for the Construction Framework.
<b>DECISION MAKER:</b>	Executive Member for Children, Young People & Learning, Director of Children, Young People & Learning, Director of Corporate Services, Executive Member for Transformation & Finance
<b>DECISION DATE:</b>	2 Dec 2014
<b>FINANCIAL IMPACT:</b>	Within existing budget.
<b>CONSULTEES:</b>	Head of Procurement Category Manager Assistant Borough Solicitor Education Capital Programme Board
<b>CONSULTATION METHOD:</b>	Meetings with interested parties

<b>REFERENCE:</b>	I050650
<b>TITLE:</b>	Virtual School Annual Report
<b>PURPOSE OF REPORT:</b>	For the Executive Member to note and approve the Annual Report on the work of the Virtual School and the impact of the service on Looked After Children.
<b>DECISION MAKER:</b>	Executive Member for Children, Young People & Learning
<b>DECISION DATE:</b>	30 Dec 2014
<b>FINANCIAL IMPACT:</b>	None at this time
<b>CONSULTEES:</b>	Not applicable
<b>CONSULTATION METHOD:</b>	Not applicable

Unrestricted

<b>REFERENCE:</b>	I051253
<b>TITLE:</b>	2014-15 Budget Virements
<b>PURPOSE OF REPORT:</b>	For the Executive Member to approve 2014-15 budget virements under powers delegated under Financial Regulations to the Director and Executive Member
<b>DECISION MAKER:</b>	Executive Member for Children, Young People & Learning
<b>DECISION DATE:</b>	20 Jan 2015
<b>FINANCIAL IMPACT:</b>	Within existing resources
<b>CONSULTEES:</b>	Not applicable
<b>CONSULTATION METHOD:</b>	Not applicable

<b>REFERENCE:</b>	I050550
<b>TITLE:</b>	2015-16 Schools Budget
<b>PURPOSE OF REPORT:</b>	For the Executive Member to agree the 2015-16 Schools Budget.
<b>DECISION MAKER:</b>	Executive Member for Children, Young People & Learning
<b>DECISION DATE:</b>	20 Jan 2015
<b>FINANCIAL IMPACT:</b>	Within available resources
<b>CONSULTEES:</b>	Governing Bodies, Schools Forum
<b>CONSULTATION METHOD:</b>	Formal consultation

Unrestricted

<b>REFERENCE:</b>	I051129
<b>TITLE:</b>	The Blue Mountain Programme- Delegation of Award of Contract
<b>PURPOSE OF REPORT:</b>	To seek approval from the Executive for a waiver of Contract Standing Orders for awarding the pre-construction services and main works contracts for the Blue Mountain programme.
<b>DECISION MAKER:</b>	Executive
<b>DECISION DATE:</b>	10 Feb 2015
<b>FINANCIAL IMPACT:</b>	Within programme budget.
<b>CONSULTEES:</b>	Blue Mountain Programme Steering Group Blue Mountain Programme Board
<b>CONSULTATION METHOD:</b>	Meetings with interested parties

<b>REFERENCE:</b>	I050794
<b>TITLE:</b>	Schools Annual Environmental Management Report 2013/14
<b>PURPOSE OF REPORT:</b>	For the Executive Member to approve the Schools Annual Environmental Management Report 2013/14
<b>DECISION MAKER:</b>	Executive Member for Children, Young People & Learning
<b>DECISION DATE:</b>	10 Feb 2015
<b>FINANCIAL IMPACT:</b>	Within existing budget.
<b>CONSULTEES:</b>	Officer groups, schools
<b>CONSULTATION METHOD:</b>	Meetings with interested parties.

Unrestricted

<b>REFERENCE:</b>	I051102
<b>TITLE:</b>	Response to Children, Young People & Learning Overview and Scrutiny Panel Working Group review on Substance Abuse
<b>PURPOSE OF REPORT:</b>	To determine the Executive's response to the recommendations in the report by a working group of the Children, Young People & Learning Overview and Scrutiny Panel Working Group review on Substance Abuse
<b>DECISION MAKER:</b>	Executive
<b>DECISION DATE:</b>	23 Jun 2015
<b>FINANCIAL IMPACT:</b>	None
<b>CONSULTEES:</b>	None
<b>CONSULTATION METHOD:</b>	None