

# CHILDREN AND YOUNG PEOPLE COMMITTEE



**Tuesday, 15 September 2020**

**Democratic and Members' Services**  
Fiona McMillan  
Monitoring Officer

**14:00**

Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP

## **COVID-19**

**During the Covid-19 pandemic Council and Committee meetings will be held virtually for Committee members and for members of the public who wish to participate. These meetings will held via Zoom and Microsoft Teams (for confidential or exempt items). For more information please contact the clerk for the meeting (details provided below).**

## **AGENDA**

**Open to Public and Press**

### **CONSTITUTIONAL MATTERS**

- 1. Apologies for Absence**
- 2. Declarations of Interest**

*Guidance for Councillors on declaring interests is available at:*

<http://tinyurl.com/cc-conduct-code>

- 3. Minutes of the meeting on 7 July 2020** **3 - 10**
- 4. Action Log** **11 - 14**

**5. Petitions and Public Questions**

**DECISIONS**

- |  |                  |
|--|------------------|
| <b>6. Service Director's Report - Education</b>                          | <b>15 - 62</b>   |
| <b>7. Outline of People and Communities Priorities and Recovery Plan</b> | <b>63 - 74</b>   |
| <b>8. People and Communities Risk Register</b>                           | <b>75 - 102</b>  |
| <b>9. Agenda Plan, Appointments and Training Plan</b>                    | <b>103 - 120</b> |

The Children and Young People Committee comprises the following members:

Councillor Simon Bywater (Chairman) Councillor Samantha Hoy (Vice-Chairwoman)

Councillor David Ambrose Smith Councillor Peter Downes Councillor Lis Every Councillor Anne Hay Councillor Lucy Nethsingha Councillor Simone Taylor Councillor Joan Whitehead and Councillor Julie Wisson

Andrew Read (Appointee) Flavio Vettese (Appointee)

*For more information about this meeting, including access arrangements please contact*

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## **CHILDREN AND YOUNG PEOPLE COMMITTEE: MINUTES**

**Date:** 7 July 2020

**Time:** 2.00pm – 3.47 pm

**Venue:** Meeting held remotely in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

**Present:** Councillors S Bywater (Chairman), S Hoy, D Ambrose Smith, P Downes, L Every, A Hay, L Nethsingha, S Taylor, J Wisson and J Whitehead

Co-opted Members:

A Read      Church of England Diocese of Ely

**Apologies:** F Vettese      Roman Catholic Diocese of East Anglia

### **CONSTITUTIONAL MATTERS**

#### **333. APOLOGIES FOR ABSENCE**

Apologies were received from Flavio Vettese.

#### **334. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **335. MINUTES OF THE MEETING ON 23 JUNE 2020**

The minutes of the meeting on 23 June 2020 were approved as an accurate record. A copy would be signed by the Chairman when circumstances allowed.

#### **336. ACTION LOG**

The action log was noted.

#### **337. PETITIONS AND PUBLIC QUESTIONS**

No petitions of public questions were received.

### **KEY DECISION**

#### **338. HOUSING RELATED SUPPORT SERVICES**

The Committee considered a report that sought agreement to contract extensions for Housing Related Support Services.

Introducing the report officers explained that there had been an impact on the delivery timetable for the review which was outlined in 3.1 of the report. Officers confirmed that they were seeking an extension to the current contracts so that learning from COVID

could be incorporated into the process with a start date for the new contracts of January 2022.

It was resolved unanimously to:

- a) Note the content of this report;
- b) Agree to the requested contract extension (2.3.2).

## **DECISIONS**

### **339. CAMBRIDGESHIRE COUNTY COUNCIL'S RESPONSE TO COVID-19: UPDATE**

The Committee received a report outlining the Council's response to COVID-19 and updating on activity.

Given the rapidly changing situation and the need to provide the committee and public with the most up to date information possible the Chairman had accepted this as a late report on the following grounds:

1. Reason for lateness: To allow the report to contain the most up to date information possible.
2. Reason for urgency: To enable the committee to be briefed on the current situation in relation to the Council's response to Covid-19 for those service for which it is responsible.

Introducing the report the Service Director: Education highlighted a number of key points in relation to education which included:

- There was no requirement for schools to open over the summer holidays.
- Guidance had been received from Government on the full opening of schools in September 2020. The Service Director: Education had met with Primary School Heads virtually to discuss the guidance and the challenges that they faced. He explained that the guidance was clear on protective bubbles and how transport should be provided
- The first stage of catch up funding had been announced along with the National Tuition Programme.

Individual Members raised the following issues in relation to the report:

- Queried what was necessary PPE in a Special Schools. The Service Director: Education explained that schools had grab packs for when a child developed COVID symptoms. He explained that where PPE was currently used for nappy changing etc. this would be used as normal.
- Commented that it would be difficult for secondary schools to reopen with a full intake with the present regulations. The Service Director: Education explained that the challenge of opening a secondary school was bigger in terms of managing distance between groups. He explained that ultimately the school had

to review their risk assessment and make a decision on whether they could adequately safeguard the students. He clarified that there were options to have staggered start and finish times and different ways of delivering meals. He explained that he would be meeting with the Head Teachers of Secondary schools virtually the next day to discuss the challenges.

- Thanked the Service Director: Education for the effective relationships that had been built with the academies and the daily bulletins that were issued.
- Expressed concern in relation to the workforce in terms of stress and anxiety and having a full complement of staff. The Service Director: Education explained that there had been a lot of staff absent because they were shielding and now this was coming to an end, it was crucial that staff were reassured and supported. He explained the Maintained Schools signed up to the Employee Assistance Programme and sought guidance from Occupational Health where necessary. He explained that schools would need to be flexible with their workforce and that staff could work across more than one bubble.
- Expressed concern in relation to missed opportunities in terms of effective blended learning as there may be times when schools would have to close again. Every child should have the opportunity to be on line and have a decent place to work. The Service Director: Education stated that secondary schools had been developing their online offers further and that they had just received laptops from government to distribute to pupils that were in need of equipment. He stated that schools had been loaning equipment where possible
- Queried what kind of childcare would be available for key workers in the summer holidays. The Service Director: Education explained that schools would continue the childcare offer where they could and then bubbles would be reset for September.
- Requested an update on the Early Years' sector. The Service Director: Education explained that they had worked closely with PACEY and they were looking at the possibility of supporting childminders financially to take on more children over the summer where feasible. He explained that children were still getting their funded hours and that the authority had not been notified of any closures currently. He agreed to give an update on the percentage of providers that would be running over the summer and further information for parents on where to go to for support. **ACTION:** Service Director: Education
- Questioned when the funding for pupil catch up would be made available by government and how much would each school receive? The Service Director: Education explained that allocations would be made by the end of term. He stated that they had not received any information about how the National Tutoring Programme would be rolled out yet, but that they were looking at how the authority would be able to implement some of this themselves.
- Noted that officers were working with schools to interpret the guidance and put measures in place. The Service Director: Education commented that a letter would be going out to parents shortly detailing arrangements for September. A copy of the letter would be circulated to the committee. **ACTION:** Service Director: Education. He also explained that he would be setting up a Members

briefing to go over the guidance and training that had been given to Head Teachers regarding the full opening of schools in September, and that an invite would be sent out to all Members following the meeting. **ACTION:** Service Director: Education

- Sought clarity on whether OFSTED inspections were still suspended. The Director: Education explained that routine OFSTED inspections were suspended for autumn and that there would only be inspections where there were concerns with a school or if a school had an inadequate rating. He explained that OFSTED would also be working with schools to get feedback in terms of recovery.
- Expressed concern in relation to fines being imposed for none attendance and questioned what the expectations were in terms of schools imposing the fines. The Service Director: Education explained that schools would work with parents and look at individual situations and look at the options around flexible schooling. He commented that fining would be a last resort.
- Expressed their thanks to all teaching and none teaching staff for their continued creativity and flexibility.

In a further overview of the report the Service Director: Children and Safeguarding highlighted a number of key points in relation to Children's Services which included:

- The position in children's services remained broadly unchanged since the last report to committee.
- It was expected that the service would see more referrals from October onwards.
- Had started to get more staff back into buildings and there was a plan to alternate the use of some buildings.
- The review commissioned from the organisation, ISOS, into how partner agencies in both authorities could improve support to vulnerable older children and young people at risk of involvement in criminal or sexual exploitation, was continuing to make progress. Members would receive a copy of the report when it was available. **ACTION:** Service Director: Children and Safeguarding

Individual Members raised the following issues in relation to the report:

- Raised concerns in relation to access to vulnerable children and whether the regular health inspections via health visitors had been able to take place. The Service Director: Children and Safeguarding explained that there had been an increase in contact and referrals and that they expected that more children would be referred around October time as teachers began to assess the situation when children were back in school. He explained that they had been working closely with health partners and that midwifery had continued with the most vulnerable continuing to be referred through to the unborn baby panels. The Executive Director: People and Communities stated that they had been working closely with Public Health and that caseloads were risk assessed and visits had taken place with the most vulnerable and that the remainder of visits were done virtually. She explained that she sat on the Safeguarding Board and that as part of their action

plan post COVID there was a strand on Children and Maternity and she was championing mental health and wellbeing.

- Discussed the Outdoor Centres and the current situation in terms of whether they were able to operate. The Service Director: Education stated that schools had been advised that no residential trips could take place in the autumn term. The Service Director: Children and Safeguarding explained that Grafham Water Centre was currently being used to support young people whose care placements had met with difficulties. He explained that currently one young person was using the facilities and that a few others were access day care support and that this was currently working very well and would be continued to be utilised in this way.
- Queried whether the anticipated saving in terms of the family safeguarding team would be reached. The Service Director: Children and Safeguarding explained that there had been challenges with recruiting and training practitioners in terms of the brand new model of practice. He explained that the recruitment to posts had largely been positive and that they had made firm offers, but that it had been more challenging to get people started in post. He clarified that training was being carried out online to get individuals up to speed.

It was resolved unanimously to:

note the continuing commitment of leaders and staff across children's services and partner agencies to ensure that the needs of all children and young people continue to be met.

#### **340. CHILDREN IN CARE NOT IN EDUCATION, EMPLOYMENT AND TRAINING**

The Committee considered a report that gave a brief overview of the relative performance in Cambridgeshire in relation to supporting young people in care and leaving care to remain in Education, Employment or Training [EET] and actions that were being taken to improve outcomes in this area, and a brief summary of potential risks resulting from the impact of Covid-19.

Given the rapidly changing situation and the need to provide the committee and public with the most up to date information possible the Chairman had accepted this as a late report on the following grounds:

1. Reason for lateness: To allow the report to contain the most up to date information possible.
2. Reason for urgency: To enable the committee to be briefed on the current situation in relation to supporting young people in care and care leavers to remain in education, employment and training. These are important outcomes for young people, and outcomes that may be adversely affected by the continuing impact of COVID-19.

Presenting the report the Service Director: Children and Safeguarding explained that Cambridgeshire performance historically in this areas had not been good but that it was an area in which the authority was making progress but that officers were acutely aware of the negative impacts that COVID-19 could have on this vulnerable group. He

explained that he planned to update the committee on a regular basis through the service director updates and that he would bring back a full report to committee in a year's time. **ACTION:** Service Director: Children and Safeguarding

Individual Members raised the following issues in relation to the report:

- Queried whether the statistics for NEETS in care could be considered against NEETS in the school system in general to see if there were any differences between the two cohorts. The Service Director: Children and Safeguarding agreed to review this as part of the update report to committee. **ACTION:** Service Director: Children and Safeguarding
- Expressed concern in relation to the figures in the report and requested that officers take an action plan to the Corporate Parenting Sub Committee to put actions in place over the next six months to support them, particularly in the current situation. Members discussed the link between NEETS and problems with housing and mental health and asked that this be considered as part of the action plan. **ACTION:** Service Director: Children and Safeguarding
- Highlighted that the support of the Virtual School was key. Andrew Read agreed to make sure that the management board had this discussion as an item at their next Board meeting and that they were aware of the challenges ahead.
- Queried whether the authority was working with Further Education colleagues on this as it sometimes took individuals longer than the age of 18 to get back into education. The Service Director: Children and Safeguarding stated that support was given to care leavers in terms of education and training until the age of 25 and that every care leaver had a pathway plan that covered access to training, employment and education.
- Noted the partnership with Timpsons and questioned whether there had been any discussions with other companies about partnerships. The Service Director: Children and Safeguarding explained that they had started to discuss this with the Chamber of Commerce pre COVID. The Chairman stated that a business seminar had been arranged but this was cancelled due to COVID but that this was still in the pipeline and they looked to reschedule this. A Member commented that there were ten young people at Cambridge Regional College that had Business mentors and that the Chairman was one of these mentors and that they hoped that if the pilot was successful that this could be rolled out.
- Queried whether officers could look into the factors further of care leavers that did well and if there were key differences so that targeted support could be given, talking to young people directly about what would help them.
- Agreed that the recommendation to the report be amended to request an interim report on any ongoing impacts of COVID-19 in this area for the February 2021 committee and a full report for the September 2021 Committee. **ACTION:** Service Director: Children and Safeguarding

It was resolved unanimously to:

- a) Note the progress being made in supporting more of our young people to remain in education or move into employment or training, and:
- b) Request an interim report on any ongoing impacts of COVID-19 in this area for the February 2021 committee and a full report for the September 2021 Committee.

### **341. FINANCE MONITORING REPORT**

The Committee received a report that gave an overview of the May 2020 Finance Monitoring Report for People And Communities Services (P&C).

Presenting the report the Head of Finance highlighted that the income generating services now sat back with Service Committees and that the pressures were reported on the Outdoor Centres and Cambridgeshire Music. He also highlighted the pressures in relation to the Attendance Service and Home to School Transport. He explained that there was a forecast deficit of £12.4 million on the high needs block which was a national issue. He explained that page 24 of the report gave a summary of the capital position

Individual Members raised the following issues in relation to the report:

- The Chairman explained that he had been having regular board meetings with the Outdoor Centre Managers and were reviewing scenarios going into August and September.
- Queried the figures in relation to 0-19 organisation and planning with a forecast overspend of £197K. The Head of Finance explained that this was due to the decision by Government not to issue penalty notice fines or initiate any legal proceedings on parents relating to school attendance at least until the end of the Summer Term.

It was resolved to:

- a) Review and comment on the report;
- b) Recommend the changes to the capital programme budgets from the Business Plan as summarised in Appendix C for approval by the General Purposes Committee:
  - i. Rephasing
  - ii. Scheme additions/reductions
  - iii. Additions/ reductions in funding

### **342. AGENDA PLAN, APPOINTMENTS AND TRAINING PLAN**

Members noted the agenda plan and training plan

### **343. DATE OF NEXT MEETING**

Members agreed that the reserve date for the August Committee would not be required.  
The committee would meet next on Tuesday 15 September at 2.00pm.

Chairman  
(date)

**CHILDREN AND YOUNG  
PEOPLE COMMITTEE**

**Minutes-Action Log**



**Purpose:**

This log captures the actions arising from Children and Young People Service Committee meetings and updates Members on progress.

<b>Minutes of the meeting on 21 January 2020</b>					
<b>291.</b>	<b>Service Director Education's Report: Educational Outcomes</b>	<b>Jon Lewis</b>	To consider setting up a forum in Wisbech to look at why some children experiencing deprivation were able to attain positive outcomes and some did not. The example was given of the difference in outcomes at Peckover Primary School and St Peter's Junior School in Wisbech. The Chairman suggested this might be discussed more fully at the Educational Achievement Board.	03.02.20: The next Educational Achievement Board meeting is planned for 7 May 2020 and an update will be circulated to Members after that meeting.	<b>Update to be circulated in September 2020.</b>

291.	<b>Service Director Education's Report: Educational Outcomes</b>	<b>Jon Lewis</b>	Asked what synergy existed between the work on young people not in education, employment of training (NEET) being carried out by the Combined Authority with that done by the local authority. Officers suggested requesting a report from the Combined Authority.	03.02.20: A report has been requested from the Combined Authority.  30.04.20: Report awaited.	<b>Report awaited from the Combined Authority</b>
293.	<b>Agenda Plan, Appointments and Training Plan</b>	<b>Lou Williams</b>	Councillor Hay expressed interest in the Fostering Panel vacancy and the Committee endorsed her appointment, subject to the planned review of the future composition of the Fostering Panel. Officers would liaise with Councillor Hay on this direct and keep the Committee informed.	21.02.20: Cllr Hay is no longer able to take up this appointment.  11.03.20: A peer review of the Fostering Panel is taking place and the position will be held vacant pending the outcome of that review.  30.04.20: This has been delayed due to Covid-19, but there are plans underway to establish a limited virtual peer review if possible later in the summer.	<b>On hold</b>
306.	<b>Best Start in Life Update</b>	<b>Jon Lewis</b>	Members commented that this initiative would be of particular relevance to Opportunity Areas and suggested that it should formally be raised with them.	30.04.20 – A request has been made to present the BSiL work at a future Opportunity Area (OA) Board meeting as part of their work on legacy planning for when the OA project concludes.	<b>Update in September 2020</b>
<b>Minutes of the meeting on 5 May 2020</b>					
313.	<b>Response to Covid-19</b>	<b>Nicola Curley</b>	Members welcomed the focus on providing support to care leavers as this group might otherwise find themselves particularly isolated at the present time. Officers were invited to let Members know if there was anything which they could do support of this.		

Minutes of the meeting on 23 June 2020					
	<b>CCC Response to Covid-19</b>	Wendi Ogle-Welbourn	Paragraph 1.7: To feed back that this should read 'Huntingdonshire District Council' rather than Huntingdon in future reports.		
Minutes of the meeting on 7 July 2020					
339.	<b>CCC's Response to Covid-19: Update</b>	Jon Lewis	To provide an update on the percentage of Early Years providers that would be running over the summer and further information for parents on where to go to for support.		
		Jon Lewis	A letter would be going out to parents shortly detailing arrangements for September. A copy of the letter would be circulated to the Committee.	23.07.20: Copy of the letter circulated to committee members by email.	<b>Complete</b>
		Jon Lewis	To run a Member briefing session on school opening in September 2020.	20.07.20: A briefing session was held virtually. Invites sent to all Members.	<b>Complete</b>
		Lou Williams	To circulate a copy of the ISOS report when available.		
340.	<b>Children in Care not in education, employment or training (NEET)</b>	Lou Williams	Updates to be includes with the regular Service Director reports with an interim report on any on-going impacts of Covid-19 in this area being brought to CYP in Feb 2021 and a full report in Sept 2021.	27.07.20: Interim report added to the committee agenda plan for 9 March 2020 (February is a reserve committee date). The September 2021 report will be added to the agenda plan for the next municipal year.	<b>Complete</b>

		Lou Williams	Members asked whether the statistics for NEETS in care could be considered against NEETS in the school system in general to see if there were any differences between the two cohorts. The Service Director: Children and Safeguarding agreed to review this as part of the update report to committee.	03.09.20: This information will be included in the update report to the committee.	<b>Complete</b>
		Lou Williams/ Nicola Curley	Expressed concern in relation to the figures in the report and requested that officers take an action plan to the Corporate Parenting Sub Committee to put actions in place over the next six months to support children in care not in education employment and training, particularly in the current situation.  Members discussed the link between NEETS and problems with housing and mental health and asked that this be considered as part of the action plan		

**SERVICE DIRECTOR EDUCATION REPORT**

*To:* **Children and Young People’s Committee**

*Meeting Date:* **15 September 2020**

*From:* **Jonathan Lewis - Service Director, Education  
(Cambridgeshire and Peterborough)**

*Electoral division(s):* **All**

*Forward Plan ref:* **Not Applicable**      *Key decision:* **No**

*Purpose:* **To provide an overview of the activity in the Education Directorate during the Covid-19 crisis and our approach moving forward. The report also contains some service updates around the future direction for our approach and members are asked to review officers views in these areas.**

*Recommendation:* **The Committee is asked to:**

- a) Note the issues outlined in this paper and comment as appropriate.**
- b) Confirm the reduced Published Admissions Number (PAN) for Burwell VC Primary School to 60, effective for entry to Reception from September 2021.**
- c) Consider whether there are any areas within the report where they require further updates in future Service Director reports.**

<b><i>Officer contact:</i></b>		<b><i>Member contacts:</i></b>	
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## 1.0 BACKGROUND

1.1 The purpose of this report is to outline the latest position on Covid-19 and restarting education in Cambridgeshire. The report also outlines key service updates from across the Education Directorate so Members are fully briefed on the challenges we face moving forward in the autumn term.

## 2.0 Update on Covid-19 and Education

2.1 Since the 20<sup>th</sup> March 2020, schools and settings have remained formally closed. During the spring and summer term, they opened first to critical worker and vulnerable children before wider opening to children in early years, reception, year 1, year 6 and years 10 and 12. On the 1<sup>st</sup> September 2020, schools and settings formally re-opening in line with the Education Act 1996.

2.2 The latest highlight report for responding to the Covid-19 position can be found in Appendix 1.

2.3 The response to Covid-19 in Cambridgeshire has been magnificent. Schools, settings, academy trusts, the Local Authority, the Diocesan bodies and other parties have worked collaboratively to ensure our children and staff were safe and supported during this difficult time.

2.4 I would like to acknowledge the contribution of a few key players during the time –

- Andrew Read, Diocesan Director of Education, and his team from the Diocese of Ely in leading the Cambridgeshire Academy Trust CEO forum.
- Tracy Bryden, Headteacher of Roundhouse Primary Academy and chair of Cambridgeshire Primary Headteachers association.
- Mark Woods, CEO of Cambridge Meridian Academy Trust, who chaired the Cambridgeshire Secondary Headteacher Association.
- Dr Kim Taylor OBE, Executive Headteacher of Spring Common Special School, who leads the Cambridgeshire Special School Headteachers group.
- The support we have received from the local Regional School Commissioner team.

In these very challenging times, they have all played a role to support the health and wellbeing of staff and children in schools and the Local Authority is incredibly grateful for their hard work and dedication during this time. I would also like to acknowledge the role of all staff in the Education service who have worked so hard to ensure Cambridgeshire responds appropriately to this crisis.

## 3. Key Service Updates

### Education Capital and Place Planning

#### 3.1 ***Acquisition of Playing Field Land from the Littleport Leisure Trust***

On 18 August 2020, the Capital Programme Board considered the business case for the acquisition of playing field land from the adjacent Littleport Leisure Trust (LLT) and its subsequent inclusion in the landholding of the Littleport Education Campus. It supported the acquisition of this land at an initial valuation of £150,000 to be funded from the budget available within the Education Capital Programme for site acquisition and development. The final acquisition figure will be subject to an independent valuation and associated legal costs.

- 3.2 The key reason for supporting the acquisition of this land is to future proof the site to allow for the further development of the Littleport Education Campus. At present, the campus consists of a 600 place secondary school, a 110 place area special school and a 48 place early years and childcare setting. Littleport is an area identified in the East Cambridgeshire Local Plan for significant housing growth. In response, the Littleport Education Campus has been identified as the location for a new 420 place (2FE) primary school together with a 300 place (2FE) expansion of the secondary school.
- 3.3 The Education Campus currently has, within the landholding leased to the Active Learning Trust (ALT), the academy sponsor of both the secondary and special schools, sufficient playing field land to meet the area guidelines established by the Department for Education (DfE) in Building Bulletin (BB) 103. Once education provision on site is expanded in the way described there would be a shortfall of approximately two hectares. This could be made good through using the opportunity now available to purchase the playing field from the LLT and future proof the site to allow for this further development of the Campus. The alternative options outlined below would both be more expensive:
- The acquisition of neighbouring farmland and its re-development for use as a playing field. This would also require planning permission for change of use.
  - Construct an artificial full sized non-turf pitch on the existing site; area counts as double in DfE area guidelines.
- 3.4 The Commercial and Investment Committee will take the final decision on whether or not to approve this proposal.
- 3.5 ***Cambridgeshire Determined Arrangements for Admission to School 2021/22***
- The consultation that took place between 18<sup>th</sup> November 2019 and 13<sup>th</sup> January 2020 proposed only one of Published Admission Number (PAN), a reduction from 80 to 60 of the PAN for Eastfield Infant School in St Ives. The school, which is maintained by the Authority, requested the change. No objections or comments were received to this proposal during the consultation period.
- 3.6 The only response received during the consultation period was in respect of Cambridgeshire's Fair Access arrangements. Coleridge Community College made comments in respect of the City having its own Fair Access panel. This arrangement has been in place for some time now, with several meetings taking place before the COVID-19 lockdown. Fair Access meetings are taking place virtually at present.
- 3.7 In line with the government's requirements, the admission arrangements for 2021/22 were the determined by 28 February 2020. The 'Determined' documents are available on the Council's website.
- 3.8 Subsequent to this, we became aware of the need to reduce the PAN for Burwell Village College Primary following analysis of forecast data.
- 3.9 Burwell Voluntary Controlled Primary School was extended to 630 places (3 forms of entry (FE)) in advance of a major new housing development of 350 homes planned in the village. The Published Admission Number (PAN) for the school was increased to 90 effective for entry into Reception from September 2017 to bring it into line with the new capacity. However, the housing development has not proceeded and is not expected to for a number of years. As a result, reception intakes at the school have remained around 60 as the primary-aged population has not increased as forecast. The information that we have on pre-school year groups living in the catchment suggest that the admissions for the foreseeable future will remain just below 60.

- 3.10 Currently the school is deemed by the Office for Standards in Education (Ofsted) to require improvement.
- 3.11 In recognition of this and the challenges created for schools in cases where their PANs do not provide a close match to anticipated need for places, on 21 June 2020 the Policy and Operations Manager for Admissions submitted a request to the Office of the Schools Adjudicator for an In-Year Variation to the school's PAN to reduce it to 60 effective for entry to Reception from September 2021.
- 3.12 On 13 August 2020, the Office of the Schools Adjudicator wrote to the Council to request confirmation that the CYP Committee has considered and given its approval to this change to the determined admission arrangements for 2021/22. The Committee is, therefore, recommended to support the school and the Council, as the admissions authority, with this requested change.

3.13 ***Post 16 Review for Cambridgeshire***

Under the 'Apprenticeships, Skills, Children and Learning Act 2009' the Local Authority, has a statutory duty:

- to secure sufficient suitable education and training opportunities to meet the reasonable needs of all young people in their area, defined as over compulsory school age but under 19, or aged 19 to 25 and subject to a learning disability assessment
- to secure sufficient suitable education and training for young people subject to youth detention
- to secure sufficient education and training for young people who wish to travel into their area to learn.

- 3.14 In other phases of education in recent years the role of the Council has moved away from being the provider to that of the commissioner of learner places. For post-16 provision the Council's role is less commissioner and more that of influencer, working with schools and colleges to encourage them to make suitable and sufficient provision available in order for the Council to be able to meet its statutory duties.

- 3.15 Our data analysis had shown that by 2025, the numbers of 16 and 17 year olds are forecast to increase across the County as follows:

- Cambridge, East Cambridgeshire and South Cambridgeshire: +2,024 (24%)
- Huntingdonshire: +376 (9%)
- Fenland: +189 (8%)

- 3.16 In 2019 the decision was taken to undertake a county-wide review of post-16 provision in response to this forecast growth working with providers to ensure we have appropriate provision. Work included:

- refining the forecast methodology
- auditing existing physical capacity within the sector
- meetings with Principals and CEOs

The range of tools used to forecast demand does not just include the Council's current population model which takes into account all relevant demographic trends and future housing development plans, but also student destinations after they finish Year 11 (aged 16).

- 3.17 The review has concluded that the combination of planned new provision (Alconbury Weald, Cambourne and Northstowe) and proposals put forward by the sector during the review, are sufficient to expand the supply of post 16 places to meet the forecast demand across the County and will also continue to provide some market flexibility. Additional provision is not required before 2025. It will be up to providers to decide when they bring on stream the additional places they have identified. The attached technical paper (Appendix 2) gives details specific to different districts of the County.
- 3.18 The response from the sector has been generally positive with proposals received from the full range of sector providers and from all parts of Cambridgeshire. The appended chart (Appendix 3) outlines the type, location and timing of additional capacity proposed by providers.
- 3.19 The Council will continue to plan provision on the basis of the policy position agreed by Members in September 2007, namely that secondary schools should be established to serve the 11-16 age range, unless the best option for securing additional post-16 capacity, in response to demographic growth, is identified as the provision of an 11-19 school.

### **Cambridge Mathematics School (CMS)**

- 3.20 The Cambridge Mathematics School is a specialist sixth form offering a highly refined A Level offer of Maths and related sciences. The school is currently in the pre-opening stage of a successful free school application. It is being opened by The Learning Alliance (Previously CET and MET) in partnership with Cambridge University.
- 3.21 To ensure members are briefed on the proposed new sixth form, the Learning Alliance have asked the following is shared with members of the committee –

*“The school is modelled on the hugely successful Kings Maths School <https://www.kingsmathsschool.com/> and Exeter Maths School <https://www.exetermathematicsschool.ac.uk/> both of whom have both progress and attainment scores that are amongst the highest in the country, including both the state and private sector. In fact, Kings Maths School had the highest average grade of any state school in 2019 (average grade A+).*

*Maths school specific aims are:*

*Providing a stretching education that is developed in collaboration with leading mathematics universities, with a greater focus on wider mathematical problem solving, so that young people are better able to manage the jump to degree-level mathematics;*

- Bringing together top performing mathematics pupils into a small school environment fostering a close-knit, nurturing learning community; and*
- Providing learning and tackling disadvantage/under-representation through delivering significant outreach that could benefit the rest of the system and influence mathematics teaching both pre and post 16, to complement the work of Maths Hubs4 and universities’ widening participation commitments.*

*When full the school will cater for 200 students (100 in each of year 12 and 13). All students will study Maths and Further Maths and they will choose from a small range of options such as predominantly Physics but may include Computer Science, Chemistry or Economics for their third option.*

*The government is keen to set up a network of Maths schools that cover the whole of the UK. Liverpool Maths School opens in September 2020 and other schools have been approved. The Cambridge Maths School will serve the whole of East Anglia.*

*We now have an agreement with Brookgate, agreed by the DfE and by the Under Secretary of State for the School System, Baroness Berridge, to develop a site on the Cambridge North development. We are working with the DfE and Brookgate to secure planning approval in late 2021 and opening by September 2023. Brookgate are releasing an on-line platform to communicate and consult on their plans for Cambridge North, likely to go live in October. This will publicly feature the Maths School and may generate some local interest.*

*We are extremely excited about the opportunities afforded by this site in relation to accessibility to a large East Anglian catchment area and the close proximity to a new and well-connected transport hub at Cambridge North Station. The excellent access to public transport alongside a sustainable school development will ensure the school has a significantly positive environmental impact. The central location of the school site will also allow significant access to and dissemination of the substantial outreach and enrichment offer that CMS will provide to the local community and local education providers.*

*We would welcome the opportunity to discuss the Cambridge Maths School in more detail with any committee members.”*

### **3.22 Duke of Edinburgh**

On 7 July 2020, we launched a 30 day consultation period with the Awards Manager for the Duke of Edinburgh Scheme on a proposal to make that role and the linked role of Young People’s Worker redundant following changes introduced by the Duke of Edinburgh charity which came into effect on 1 September. Senior Management Team (SMT) approved the decision to consult on the proposals. The outcome of the consultation which concluded on 6 August was that both roles would become redundant, with the post holder leaving the Council’s employment on 18 November. To mitigate the impact, it has been agreed that the Council’s Licence to run Gold Residential Awards for the Duke of Edinburgh will transfer to the Education Outdoor Centres.

### Education Capital and Place Planning Service Updates during Covid-19

### **3.23 Cambridgeshire Music**

Over 6000 instrumental on-line learning lessons delivered between the start of lock-down and the end of term. 102 Cambridgeshire schools participated in the Virtual Big Sing a Partnership project with Norfolk Music Hub involving national celebrities leading the singing together from home and school.

3.24 40 staff were fully redeployed to Shielded Response Team (making up about ¼ of the total workforce). At the peak of the lock-down period, they were handling 1404 clients (almost 20% of the caseload across the county). Those staff have now all returned to work in the Service.

### **3.25 Education ICT Service**

946 laptops and digital devices issued to vulnerable children and young people to support their on-line learning by the end of the summer term. This has been a collaborative project with the Community Hub and with support from a range of colleagues. Next stage will be to agree priorities for allocation of the surplus equipment and distribution arrangements for this.

3.26 Eastnet Broadband project (migration of all Cambridgeshire schools onto a new fibre optic network giving safe, secure fast and stable access to the Internet) has been completed.

### 3.27 **Admissions & Attendance Service**

The Appeals Service designed and implemented a successful, temporary, written appeals process enabling all Transition Appeals to be heard by the end of August. From the start of September we have been offering a 'virtual' appeals service using either Skype or Microsoft Teams.

3.28 The annual admissions transitions round opens on the 10th September for both places in Reception and Year 7 secondary for entry in September 2021. The In Year application process is on track and ready for busy period as we head towards census.

3.29 We are closely monitoring the return of pupils to school to identify any increase in the numbers of parents making the decision to home educate their children and conversely, any increase in the number of applications for students entering Year 11 who have been educated at home to return to mainstream school in response to the issues with GCSE this year. We will continue to work with the Elective Home Education (EHE) community to manage the anxieties and to offer support.

3.30 The Education Welfare Benefits Team are continuing to support families and schools as an unprecedented 1734 children became eligible for Free School Meals since the beginning of the COVID-19 pandemic.

3.31 The Attendance Team are continuing to offer advice, and support schools to ensure that they adopt a supportive and nurturing approach in the first instance to manage any school attendance related issues before any type of legal interventions are considered. We have developed and created a number of different communication channels to get the key messages out to schools and parents in reference to school attendance matters, including a Frequently Asked Questions document.

### 3.32 **Home to School/College Transport**

In the absence of guidance from the DfE, we developed a set of principles to inform decisions on transport arrangements for September. Alongside this, all operators have been asked to complete risk assessments for each of their contracted routes. Key messages around use of face coverings by children aged 11+ on Local Authority transport were sent out with bus passes ahead of the start of term.

3.33 Parents/carers will shortly be asked to complete a short on-line survey to enable us to get a better understanding of how children are getting to and from school and how this changed since last academic year before the pandemic closures. The information collated will be used to develop an action plan, in conjunction with the Combined Authority, in response to the issues identified e.g., with regard to congestion and capacity on the transport network and to further promote sustainable modes of transport.

3.34 The EU Notice and Tender for an initial two year Independent Travel Training pilot was published in July. The deadline for responses has been extended to Monday 5 October in response to the challenges presented by COVID-19. Bidders are being asked to submit a detailed mobilisation plan which takes account of the current restrictions on social distancing and the latest guidance on use of public transport and the wearing of face coverings for those aged 11+. The earliest the programme is expected to date is February 2021.

### 3.35 **Place Planning & Education Capital**

A combination of the major fire at Duxford Church of England Community Primary School, roof leaks and floods at a number of primary schools around the County and existing planned capital investment work, has kept the team very busy over the summer break. The cross-Council response to the Duxford fire in liaison with the Diocese of Ely has been exemplary. The school was able to open for all years as planned on 7 September 2020.

### 3.36 **Education Safeguarding**

Since the start of lockdown, the Team have provided a dedicated advice line to support schools with concerns and queries about potential child exploitation and risks to health and wellbeing. Alongside this, they have kept schools up-to-date with key changes in government policy and adaptations needed to safeguarding processes including Keeping Children Safe in Education. At the start of September, the Team were able to recommence some face-to-face training, with appropriate social distancing measures in place, initially focused on new Designated Safeguarding Leads, Domestic Abuse Leads and Prevent Leads, working through the backlog of cancelled courses (250 participants) since March.

#### School and Setting Improvement

3.37 In February, we appointed Jason Howard to the role of Assistant Director – Schools and Setting Improvement across Cambridgeshire and Peterborough. Jason Howard is an HMI (Her Majesty Inspector) with Ofsted and joins us on a 12 month secondment. He was a Secondary School Headteacher in Lincolnshire and previously worked as a Regional Director for a large multi-academy trust. His role will focus on leading school improvement.

### 3.38 **Early Years' Service**

From March 2020 the service moved to business continuity using new and existing virtual communication channels, this enabled us to support Cambridgeshire's 1200 providers. Our key objective was to support access to quality early years and childcare cross county for children classed as vulnerable and children whose parents were essential keyworkers.

3.39 A number of key functions have been delivered by the team including –

- direct advice to schools and settings, aligned to government guidance,
- working with Healthcare Trusts to determine need, the development and delivery of a relevant and online training programme (including a roll out of face to face paediatric first aid essential for offering education to the early years foundation stage),
- the swift development of an emergency Family Information Service to ensure that we could provide advice to parents on accessing provision.
- business and governance support and guidance.
- Working with families of early years children with an Education Health and Care Plan and those in receipt of SENIF (Special Education and Inclusion Funding) to ensure they can access provision and their welfare is well supported.
- Analysis and reporting of daily opening / closure data collection.
- targeted virtual support to settings where quality is compromised
- Changing our funding policy to support provider viability.

3.40 Alongside this we opened as the 'Provider of Last Resort' a provision at Trumpington. This is our second provision of this kind with the Oasis provision in Wisbech.

3.41 Our priorities for this term focus on recovery and sustaining enough quality early years and wrap around places, delivery of online continued professional development/qualifications and essential training, supporting early adopters in schools and school managed provision, gathering and analysing child level and setting development data to steer our work.

### 3.42 **School Safeguarding**

Safeguarding is everyone's responsibility and must sit at the heart of everything that we do. In the overwhelming majority of our schools, safeguarding culture and practice is strong. However, we know from recent inspections in Cambridgeshire that school that demonstrate high standards can often be overlooked for formal safeguarding audits. As a result, we are making small but significant changes to the way in which we work that are designed to give us an early warning of any such slippage. One or more aspects of safeguarding culture and practice will be checked whenever a school improvement, curriculum, Early Years or SEND adviser visits a school. A new system to facilitate the easy recording of what is found, school by school, will be in place by September. This will enable anyone to see, at a glance, all of the information about safeguarding standards at a school. We will also introduce additional checks to ascertain the extent to which governors are meeting their safeguarding responsibilities.

3.43 The key actions we have taken are –

- Key colleagues have reviewed the draft safeguarding action plan
- A 'question bank' has been provided for colleagues to use as possible prompts around gathering safeguarding evidence on visits to schools
- Notes of Visit and annual monitoring visit templates have been updated so that they contain a dedicated 'safeguarding' section
- Guidance provided to colleagues around which safeguarding checks will happen over the course of the year, as a minimum, and who will carry these out
- Annual update training for schools, EY and SEND teams and a safeguarding knowledge 'self-audit' survey created, so that colleagues can identify safeguarding topics they are confident about and any aspects on which they would welcome further training.
- A 'chronolator' has been established so that colleagues can easily input safeguarding-related information about the schools that they visit
- Generic safeguarding performance management targets have set for all school improvement advisors.
- Safeguarding to be routinely checked and evidence recorded by school improvement advisors, curriculum advisers, early years and SEND colleagues who visit schools.
- We have prioritised safeguarding audits so that schools deemed 'high risk', and those that have not had a review for two years or more, will be visited first from September 20
- Where safeguarding audits evidence concerns about governance, governance reviews are put in place in a timely manner

### 3.44 **Post-COVID recovery**

School improvement advisers have been working to support headteachers as they draw up post-COVID recovery plans. The recovery plan template for, written in collaboration with Tracy Fielding (Senior HMI from Ofsted), contains a number of prompts to encourage long term, strategic thinking with the post-COVID context very much in mind. The prompts encourage headteachers to plan for both COVID recovery, and school improvement, under a range of headings including 'safeguarding', 'curriculum', 'governance', 'staffing' and 'leadership'. Headteachers have used the recovery planning document in different

ways, depending upon their school's context. Some have crafted three-year plans; others have considered the 2020-2021 academic year. The recovery planning template has been typically well-received. Many headteachers have remarked that the 'prompts' within it have encouraged them to think strategically as they plan, and that this has been welcome after the day-to-day nature of coping with the immediate COVID period.

### 3.45 **Curriculum**

Our curriculum advisers and others have been doing much to enable school leaders to keep developing the curriculum in key subject areas during the lockdown period – notably English, mathematics, PE and PSHE. The English and mathematics curriculum advisers carried out thirty 'virtual' school visits, and provided regular subject leader briefings and half-termly updates. Many schools purchased the PE scheme of work during lockdown, and the outside learning guidance, 'Drop Everything and Move', helped keep pupils active. The PSHE team has developed relationships and sex education guidance for schools.

3.46 In addition, materials to help schools with the provision of remote learning were distributed during the lockdown period. Many school leaders have given highly positive feedback about the curriculum team's 'Moving On Up' summer learning packs of English and mathematics resources. Thousands of parents have accessed the online Home Learning Hub, downloading English, mathematics, science PE, Early Years and other learning materials, and accessing resources to promote pupils' well-being.

3.47 We are exploring a potential collaboration with the Haringey Education Partnership to develop curriculum schemes of work in the foundation subjects. Christine Counsell, one of the UK's leading curriculum experts, and others have been working with over 150 Haringey schools to create 'joined up' schemes of work, together with teaching resources, in History, Geography and religious studies. This is a multi-year project, during which other subjects, including science, will be included. The final result will be high quality schemes of work and teaching resources that schools can use and adapt, without every individual school having to 'reinvent the wheel.' Given the contribution other curriculum areas make to pupils' reading and writing skills, and Ofsted's curriculum focus, these resources would be a considerable advantage. A virtual presentation will take place to our headteachers during the autumn term and we will gauge the extent of interest thereafter.

### 3.48 **Outdoor Centres**

The three outdoor centres – Burwell, Grafham Water and Stibbington joined the School Improvement Service in April. Since then there has been a great deal of work completed to ensure that the centres remain financially viable and offer the best possible opportunities for Cambridgeshire children and also children and adults from other parts of the country. A programme manager was appointed to oversee the work of the centres and to draw up a plan for improvements for the future. There is now a long term strategic plan for the centres and a clear way forward. A programme board was instigated, members include Cllr Bywater and Cllr Schuman and Cllr Goldsack. The Board meets on a monthly basis to monitor and challenge the work of the three centres.

3.49 As the centres offer residential experiences the work has been hampered greatly by COVID 19. The centres have tried to offer 'outreach support' to schools with some success, with a few schools taking up this offer. Grafham Water Centre worked with social care staff to open during the period as a residential centre for children in care. This was most successful with one child obtaining an outdoor education qualification whilst he was at the centre and described it as 'paradise'. A number of staff from Grafham Water were furloughed during the period which has prevented further loss to the budget. Some of the

Grafham Water staff were redeployed to work at the hotel for the homeless in Peterborough, where they continue to do an excellent job.

- 3.50 During the summer term a significant amount of capital building works has been carried out and this will continue into the Autumn term. Grafham Water will have a large, new workshop, Burwell will have new windows and Stibbington improvements to the bedrooms. Work has been carried out to track the finances of the three centres more accurately and to develop a more business-like approach. Work has started on improved marketing and planning new offers for the future. Branding the three centres under the heading of 'Cambridgeshire Outdoors', with a new logo and strapline was the initial step of bringing the three centres together. There is still more work planned to improve branding and publicise the work of the centres.
- 3.51 The Leadership of the three centres has been reviewed and a restructured planned, following consultation which ends on 17<sup>th</sup> September. The plan is to have one Head of Centre across Burwell and Stibbington and a deputy Head in each centre. This will increase management capacity and will lead to greater savings by collaboration and sharing staff and processes. The job description of the Head of Grafham Water has been revised to reflect the Board's increased expectations, particularly around improving the commercial aspects of the centre.
- 3.52 Links have been made with members of the School Improvement Service and it is planned to review the quality of teaching and learning at the three centres and to improve the profile of the centres with Cambridgeshire and Peterborough Primary Schools

SEND and Inclusion

3.53 ***Return to school arrangements***

Special schools in Cambridge have worked well together to support each other and ensure they have been able to offer continued education to as many SEND children as possible. This has been co-ordinated through regular ( twice weekly ) Head teacher meetings, which also included head teachers from SEND schools in Peterborough and was attended by various officers from the SEND service, partners from transport, health and social care. This has enabled schools to develop a joint plan of action and agree a consistent format for school risk assessments to support a return to school in September. Risk assessments for all the SEND schools have been completed and reviewed by the LA and has resulted in the vast majority of children being able to return to school from September, see table over:

School * indicates a Maintained School	% of pupils expected to be attending from 3 <sup>rd</sup> September 2020	% of pupils expected to be attending from 21 <sup>st</sup> September 2020
The Centre School	32% from 4/9 70% from 7/9 100% from 8/9	100%
Granta (*)	95%	98%
The Harbour School (*)	100%	100%
Highfield Ely Academy	95%	95%

Highfield Littleport Academy	100%	100%
TBAP Cambridge	100%	100%
TBAP St Neots	89%	90%
Samuel Pepys School (*)	100%	100%
Castle School (*)	86%	98%

3.55 Although all SEND schools were focussed on providing 100% return, there have been some instances where children are still considered critically at risk and head teachers are working closely with health colleagues to gain the best guidance to enable effective mitigation to be implemented.

3.56 The LA will continue to support a return to school for all SEND children and will monitor the offer of a continued appropriate education offer during the interim period, which will be supported by individual risk assessments and regular ( at least 3 weekly ) reviews. Transport for SEND schools has been arranged and the transport team have worked incredibly hard to provide as much support as possible to 'protect' agree bubbles and not stress the budget constraints too much. Every SEND school has an individually agreed transport plan, which is helping to support the effective return to school.

3.57 ***Education, Health and Care Plan (EHCP) easements update***

In May 2020 the DfE revised legislation with regard to the management and assessment of EHC plans in response to the COVID-19 pandemic. The arrangements were temporary and the modification of the regulations (easement duties) allowing local authorities to use "reasonable endeavours" to deliver an EHCP ended on July 31<sup>st</sup> 2020. The relaxation of the rules about the timescales for carrying out an EHC needs assessment and issuing a plan end on September 25<sup>th</sup>.

3.58 The easements work will be halted as of the 25<sup>th</sup> September. We have not yet received responses from all parents or schools and the LA will continue to work to gather this information until the end of September, however, the working party group have agreed that a line must be drawn on this work to enable 'business as usual' to return. The SEND team feel we can effectively demonstrate that we have used our best endeavours to undertake a mammoth task.

3.59 The planning meetings will continue with a focus on monitoring of delivery of EHCPs during COVID e.g. possible need to reconsider if further lockdown occurs and in order to address any emerging issues as schools reopen.

3.60 ***Business as usual***

Since March, we have seen an increase in the number of application for EHCP's. This has been managed exceptionally well by the Statutory Assessment Team, supported by a team of redeployed staff from other services, which have helped to undertake the work required to record our reasonable endeavours, but also have supported the administration of EHCP's. We have improved substantially the percentage of plans being issued within the appropriate timescale. This outlines a monumental effort by the SAT team as they have been able to improve meeting timescales even through the period of time that has seen workloads hugely increase.

3.61 There is an expectation that application for EHCP's may increase further as a direct consequence of the 'lockdown position'. The SEND team are working with schools to support additional needs over a short and medium term and we are engaged with a national funding stream to support mental health and wellbeing in all schools. This will hopefully allow school to support children, who will bring with them various degrees of trauma associated with being out of school for so long or in the most extreme cases may have lost family members due to the Covid-19 Virus. The SEND team are prepared to support the recovery programme over the short, medium and longer term.

### 3.62 **SEND Recovery Progress during the COVID 19 Period**

As previously outlined to the Committee, Cambridgeshire has an accumulated deficit on its high needs block funding arising a significant increase in pupils requiring support and the inequitable funding we have received. As a result of these pressures we have developed an SEND recovery board to consider areas for change that might reduce our expenditure supporting SEND. During the Covid-19 crisis we paused on SEND Recovery work that required engagement and consultation with schools and providers. Work continued on background and internal work where capacity allowed. The details of progress made on the SEND Recovery Plan since the restrictions imposed by Covid-19 are outlined below:

1. We intend consulting on changing the level of funding we provide for top up funding in mainstream schools. We have been looking at the levels and process of funding in other Local Authorities and we will be bringing proposals to the committee in the autumn for this change. We are preparing to consult on the proposed changes in January 2021.
2. The review of all high cost top up allocations in special schools has been completed, this has delivered £381k in savings and improvements in casework practice. Work is now starting on the review of mainstream high cost top ups.
3. The RAIISE (Resilience and Independence in SEND Environment) project to review high cost placements to generate savings began to see diminishing returns. This project has been closed, but activity transferred to business as usual.
4. A strategic forecasting strategy and model has been developed. A SEND commissioning work stream has been established. We now have the tools and structure in place to have greater strategic oversight on commissioning activity and cross functional working between Commissioning and the SEND Service enabling more informed decisions about our future provision.
5. A new model for the Behaviour attendance and improvement partnerships (BAIPS) has been progressed, we expect this to be implemented during November. A 10% reduction in funding will be implemented in September 2020, delivering a £497k saving.
6. A comprehensive review has been completed on the Enhanced Resource Bases and recommendations approved by the SEND Recovery Board. Work is now in hand to progress the implementation of changes which will include further review of specific high cost provision, revised contracts and decommissioning of places.
7. The Social, Emotional and Mental Health review was completed and recommendations shared with stakeholders. The delivery action plan will now be developed.
8. Work has been progressed on the development of a Cambridgeshire Local Offer microsite to make our local offer more accessible and appealing, which will in turn

contribute towards managing the demand for our services. Officers from across People & Communities Directorate have been working to ensure content is updated for the new site which is being developed in house by the Communications web team.

9. Work has now been completed by Business Intelligence on the development of a SEND dashboard providing management and performance information for the Statutory Assessment Team. In addition Business Intelligence has worked with the SAT team to make improvements to business processes and systems. This work has progressed well during Covid and expected to be finished by October.
10. The SEND Quality assurance framework and process has been implemented. Full implementation of the four level audit process came into effect from 1 September 2020.

3.63 The SEND recovery board has continued to meet to continue to support the on-going progress of these work-streams and work towards implementing savings where-ever possible. The focus now is for the progress to accelerate as work-streams come to their conclusion and are implemented. There is still a significant amount of work to complete and implementation may take longer than anticipated if we return to a level of lockdown, where, as agreed in March, it would not be appropriate to conduct consultations.

#### **4. ALIGNMENT WITH CORPORATE PRIORITIES**

##### **4.1 A good quality of life for everyone**

4.1.1 Providing high quality education should enhance the skills of the local workforce and provide essential childcare services for working parents or those seeking to return to work. Schools and early years and childcare services are providers of local employment.

##### **4.2 Thriving places for people to live**

4.2.1 There are no significant implications for this priority.

##### **4.3 The best start for Cambridgeshire's Children**

4.3.1 There are no significant implications for this priority.

##### **4.4 Net zero carbon emissions for Cambridgeshire by 2050**

4.4.1 There are no significant implications for this priority.

#### **5. SIGNIFICANT IMPLICATIONS**

##### **5.1 Resource Implications**

5.1.1 There are no significant implications.

##### **5.2 Procurement/Contractual/Council Contract Procedure Rules Implications**

5.2.1 There are no significant implications.

##### **5.3 Statutory, Legal and Risk Implications**

5.3.1 There are no significant implications.

#### 5.4 Equality and Diversity Implications

5.4.1 There are no significant implications.

#### 5.5 Engagement and Communications Implications

5.5.1 There are no significant implications.

#### 5.6 Localism and Local Member Involvement

5.6.1 The reports cover issues collectively across the county.

#### 5.7 Public Health Implications

5.7.1 Public Health Directorate and Education Directorate working closely on the Covid response and safe reopening of schools.

Source Documents	Location
Determined admission arrangements 2021-22	<a href="https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/annual-consultation-and-determined-admissions-arrangements/determined-admission-arrangements-2021-22">https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/apply-for-a-school-place/annual-consultation-and-determined-admissions-arrangements/determined-admission-arrangements-2021-22</a>



**COVID-19 EMERGENCY PLANNING HIGHLIGHT REPORT**

<b>SERVICE AREAS:</b>	Education
<b>REPORT AUTHOR:</b>	Jonathan Lewis
<b>REPORTING PERIOD:</b>	August 2020

**NEW GUIDANCE AND IMPACT**

- On the 23<sup>rd</sup> August, [Professor Chris Whitty released a statement](#) which takes into account UK and international studies, and summaries of the scientific literature from SAGE, the DELVE Group of the Royal Society, the Royal College of Paediatrics and Child Health, and data from the Office for National Statistics. The report outlines that multiple sources of evidence (including international evidence) show that a lack of schooling increases inequalities, reduces the life chances of children and can exacerbate physical and mental health issues. School improves health, learning, socialisation and opportunities throughout the life course including employment. The risk of death or severe illness as a result of Covid-19 is very low for children and teenagers, and there is clear evidence from many studies that the great majority of children and teenagers who catch COVID-19 have mild symptoms or no symptoms at all. Data from the UK (Office for National Statistics (ONS)) suggest teachers are not at increased risk of dying from COVID-19 compared to the general working-age population. ONS data identifies teaching as a lower risk profession (no profession is zero risk). International data supports this. There is an acknowledged risk that the reopening of schools may contribute to increased community transmission of Covid-19, for example due to changed behaviour by parents such as returning to work and meeting socially or at school gates. This could increase the 'R' value to above 1. This will be monitored nationally, and other measures to reduce social interaction may be considered before the closure of schools. Locally, where there are high rates of transmission of Covid-19, local authority areas may be classed nationally as 'areas of intervention'. In this case, national powers may be used to limit attendance of pupils at school, through the different tiers of intervention outlined in the national 'Contain Framework' guidance (see later section). Following consultation with our Director of Public Health, as a result of rates of Covid-19 in Cambridgeshire and its districts being below or similar to the national average, there is no reason for the reopening of schools in Cambridgeshire and Peterborough to differ from the national position. This advice was shared with schools on the 2<sup>nd</sup> September.
- Reopening Guidance** - There has been two updates to the [Guidance for full opening: schools](#) over the summer. This included clarification on the age requirements related to face coverings on public transport, revised guidance on cleaning including toilets, DfE support for schools over the summer on communications with staff, parents and pupils, advice on managing contractors and other visitors to schools, including immunisation and the test and trace process. The DfE reiterated the advice we have previously given around staffing issues. Those staff who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls outlined in this document, in line with the school's own workplace risk assessment. Staff who are clinically vulnerable can also return and should follow the sector-specific measures in this document to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of

others. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment and following the Royal College of Obstetrics and Gynaecology guidance from 28 weeks of pregnancy. We continue to provide our own [Individual Risk Assessment](#) and [Guidance on Individual Risk Assessments](#) to schools.

- Further guidance was released over the bank holiday weekend which included -
  - [Face coverings in Educational Establishments](#) – key change is for year 7+ where HT have discretion over the use of face coverings in circulation spaces.
  - [School Covid-19 tests](#) – Each school will be receiving 10 tests for children who are unlikely to access other testing routes.
  - [Protective measures for after-school clubs and other out-of-school settings](#) – latest advice on how to open safely extended provision. There is now greater flexibility and an acknowledgement that it may not be possible to maintain bubbles and instead ensuring consistent groups and distancing.
  - [Free School Meals during Covid-19](#) – requirement for all pupils to have access to water and food parcels for those children not in school
  - [Contain Framework](#) – This guidance outlines the process for decision making if local lockdown is required. Where required due to data suggest a need for actions, areas will be identified as either areas of concern, enhanced support or intervention. In these cases, there will be a decision on whether the education offer in the area needs to be changed. Annex 1 outlines the tiered process that will be in place. The presumption will be that schools and settings remain open but there is a graduate approach which moves from requiring face masks in circulation spaces and rotas for pupils in secondary to closure for schools and settings to all but key workers and vulnerable pupils. In all tiers, special and AP schools remain open to all. There is specific guidance for [tier 2](#). This outlines rota systems for pupils in secondary schools and remote learning expectations. Schools are required to plan for these scenarios.
- **Examinations Update** - Following the Covid-19 closure of schools, all assessments and exams were cancelled. GCSE and A-levels exams were not sat but instead schools submitted teacher assessed grades (including consideration of mock examinations) and ranked their children from top to bottom by subject. These were sent to exam bodies who used an algorithm to produce grades. This was based upon how students have been ranked in ability, how well their school or college has performed in exams in recent years and prior attainment. The intention was that the estimated results effectively mirroring the positions of recent years. Prior to the release to A-level results on the 13<sup>th</sup> August, the government announced a "triple lock" guarantee with students receiving the highest grade out of the teacher estimated grade, an autumn written exam or a mock exam sat prior to closure, dependent on a successful appeal through a school. Mocks are operated in many different ways in schools so it is a challenging measure to use. The impact of the algorithm on results meant that nearly 40% of entries had a lower grade than teachers predicted for A-levels. It meant that talented outlier, such as the bright child in the low-achieving school, or the school that is rapidly improving, were significantly impacted. Disadvantaged pupils were also disproportionately impacted. Following significant challenge, on the 17<sup>th</sup> August, the government performed a U-turn and instead agreed that children will receive the higher of the teacher assessment or their result from the algorithm. This applies to both GCSEs and A-levels. GCSE pupils received Pupils receiving GCSE results will get their teacher assessed grade on the 20<sup>th</sup> August with the algorithm results coming the following week. No announcement has been made yet on the format or timing of the summer 2021 examinations.

- **Transport** – the [guidance for LA's on home to school transport](#) for September was released on the 11 August. In the absence of firm information, much of the guidance we had assumed would be in place and had planned accordingly.
  - Local Authorities are required to work with schools to collect information on demand. This has been challenging with schools being closed though. The guidance makes clear that '*social distancing guidelines that apply on public transport will not apply on dedicated school transport services from the autumn term. Social distancing should still be put in place within vehicles wherever possible.*'
  - Schools and Local Authorities should be promoting active travel e.g. cycling, walking, scooting following the £2bn for cycling and walking investment.
  - Local authorities must give active consideration to the impacts of increased car use on local congestion, and ensure that mitigations to minimise these impacts are implemented through their network management duty. We will be working with Highways on this.
  - Local authorities should work with schools to consider whether changing or staggering school start and finish times would reduce pressure on transport services. The guidance is however clear that 'it is likely that children and young people in different groups or bubbles will need to travel together on home to school transport so that it may not be possible for them to arrive at different times from one another'.
  - If there is still a need for additional transport capacity after all of the above measures have been considered, then local authorities should procure suitable vehicles. LAs should charge non-entitled students to use contracted at a rate equivalent to what they would pay on a public service routes.
  - For Dedicated education transport which the LA commissions\_(including post 16 institutions and operators who provide transport used to get to school) must do all that is reasonably practicable to maximise social distancing where possible and minimise the risk of transmission. In particular:, social distancing should be maximised within vehicles wherever it is possible, between individuals or 'bubbles' Face masks for over 11s not mandatory on dedicated school transport but recommended that LAs advise over 11s to wear on dedicated school routes. This is our intention.
  - Where social distancing / bubbles cannot be maintained, other measures in the system of controls become even more important:
    - Seating arrangements (drivers should not be expected to police these)
    - Last in first out
    - Personal travel budgets and mileage allowances are permissible with parental consent
    - A series of preventative measures will also be required on transport including operators undertaking risk assessments, cleaning regimes and assessment of driver's health.
- To outline our **local arrangements**, the following guides have been sent to parents– [Mainstream](#) / [SEND](#).
  - Full details of the [catch up premium](#) have been released. Schools' allocations will be calculated on a per pupil basis, providing each mainstream school with a total of £80 for each pupil in years reception through to 11. Special, AP and hospital schools will be provided with £240 for each place for the 2020 to 2021 academic year. This funding will be provided in 3 tranches. As the catch-up premium has been designed to mitigate the effects of the unique disruption caused by coronavirus (COVID-19), the grant will only be available for the 2020 to 2021 academic year. It will not be added to schools' baselines in calculating future years' funding allocations. Schools should use this funding for specific activities to support their pupils to catch up for lost teaching over the previous months, in line

with the guidance on [curriculum expectations for the next academic year](#). The Education Endowment foundation has released [a guide for schools](#) on how to spend the funding. Schools have the flexibility to spend their funding in the best way for their cohort and circumstances.

- **Help with technology** - The DfE has updated [guidance](#) on laptops and help with technology. For the 2020 to 2021 academic year, more laptops and tablets will be made available for disadvantaged children in certain year groups who are affected by disruption to face to face education at their school (i.e. a local lock down), or have been advised to shield because they are clinically extremely vulnerable.
- **Winter Flu Programme** - The Department for Health and Social Care (DHSC) has outlined [details](#) of its expanded winter flu programme and the nasal spray flu vaccination for autumn 2020. It is likely that flu and COVID-19 will both be circulating at the same time which means that it is more important than ever this year to help protect against flu. The scheme has been extended to include all school year groups up to and including year 7.

## NEW CHALLENGES AND ACTIVITY

- **Early Years** - The number of children attending early years settings have decreased in line with normal holiday variations but the position remains positive. We continue to collect data and supporting all child minders and early years settings to open in September as per normal.
- **School test and trace** - We continue to monitor the weekly local public health data reporting to help inform schools of position around Covid-19 including pillar 2 testing. The test and trace process continues to operate well. We have seen higher rates of suspected symptoms in line with increasing pupil numbers but very low reported cases of covid-19 in either staff or pupils. There have been a low number of suspected and confirmed cases in early years setting during the summer holidays.
  - We have produced a guide for schools on the [test and trace process](#) to ensure that cases are reported appropriately.
- **Buildings** - There have been a number of issues around building that may impair the ability for schools to open in September. Our capital team is working hard with schools to address concerns. Issues include a fire at Duxford primary has seen around half of the teaching accommodation damaged beyond repair. We are currently working with insurers and temporary accommodation has been ordered for the site. We have also had damage from a lightning strike and flooding from roofs. A capital bid for maintenance will be made in Cambridgeshire to address some of these issues
- **School full opening** - The LA expectation remains for full opening in September. This means 190 days of education for maintained schools. *The Schools Minister has stated that it is “unacceptable for schools to shorten their working week when it is not a direct action to support and enhance their pupils’ education. Schools should organise the school day and school week in the best interest of their pupil cohort, to provide them with a full-time education suitable to their age, aptitude and ability.* Reception pupils will need support and careful induction. Parents are entitled to access a full education for September however statutory requirement for attendance does not apply until the term after they are 5. There will be no delay unless agreed formally. However, our view in the LA is that delivering protective measures and ensuring a safe opening may mean a phased start for year groups – this ideally should be within the first week of opening.
  - To reassure parents, we have produced a [helpful guide to support pupils as they transition back into formal education](#). In it we have given clear information on some of the common things parents ask us about every year,

such as transport, attendance, free school meals, etc. We have also made a point of clarifying the Test & Trace process and made clear our expectation on parents to help protect our school staff.

### **RECOVERY ACTIVITIES**

- We have reviewed and agreed risk assessments for all maintained schools. They have been shared with unions.
- A briefing was held with 280 attendees from schools on the updated guidance and an overview of LA advice to reopening.

### **DECISIONS MADE SINCE LAST REPORTING PERIOD**

None

### **NEW FINANCIAL IMPLICATIONS SINCE LAST REPORTING PERIOD**

- Following the release of guidance on home to school transport, the combined authority has been allocated £678k to support the additional cost of transport resulting from the need to introduce preventative and protective measures. The allocation of this funding is currently being considered.
- In July, the government announced the Dedicated Schools Grant provisional allocations for 2021/22. As part of a £14.4bn increase over three years, a further £2.2bn was added to the £2.6 billion announced in 2020-21. The increase has seen per-pupil funding rising to £4,000 per primary place and £5,150 for secondary place. Extra funding for small and remote schools will increase by over 60 per cent, reflecting the financial challenges that these schools can face. For 2021 to 2022, every school will attract at least 2% more funding per pupil for their pupil-led funding. There has also been an increase in high needs block funding to support SEND and including, by a minimum of 8%. We are currently reviewing the funding allocations in light of a number of grants being mainstream and will report further in the autumn. The Institute for Fiscal Studies have announced that the increases will still leave schools with less in real terms than they had a decade ago.

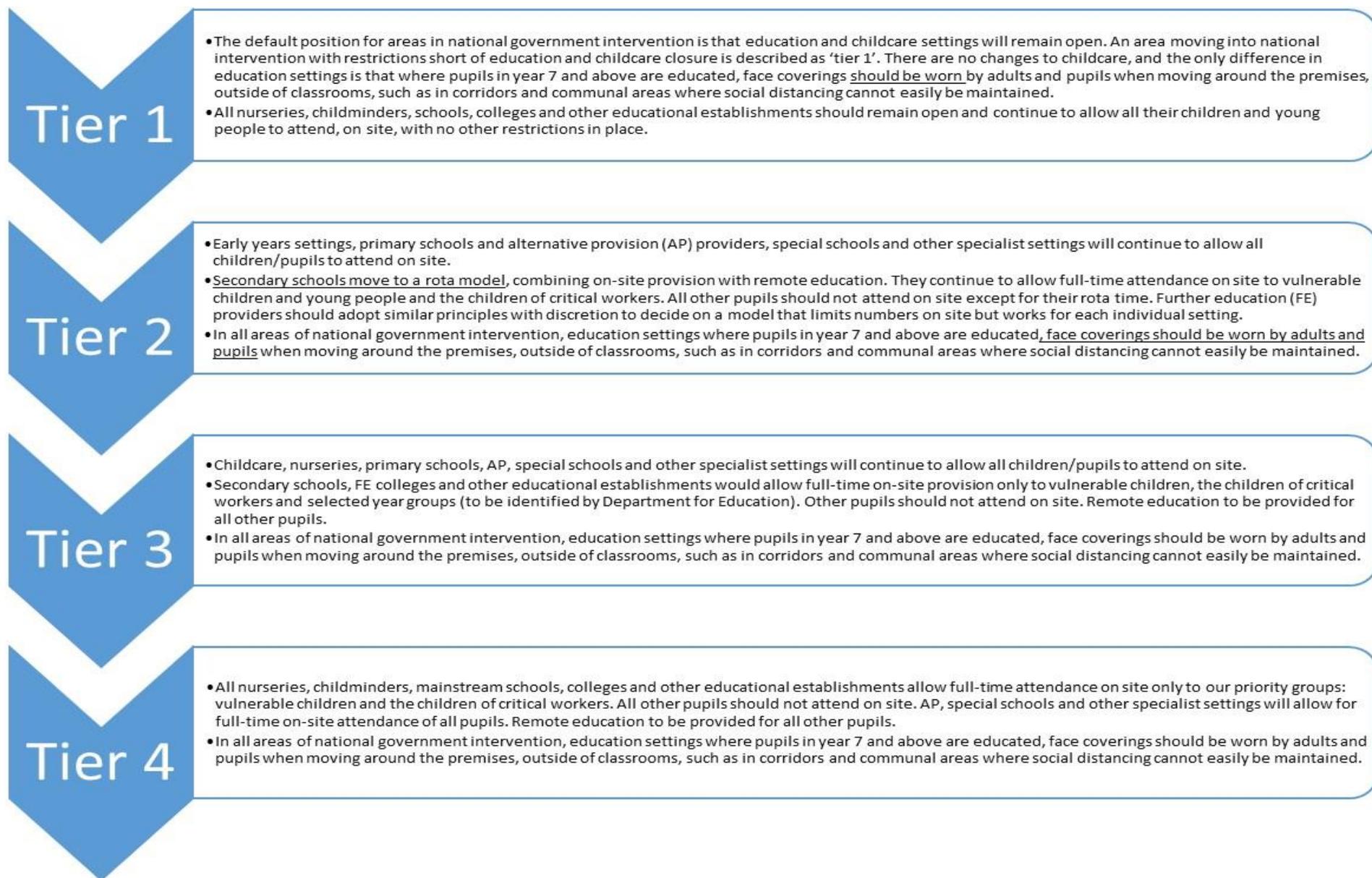
### **WORKFORCE CHANGES**

- There are no critical issues currently with staff absence although the workforce has worked extended hours for nearly a 3 month period. Our capacity for business as normal activity is impaired.

### **COMMUNICATIONS**

- We have responded to questions around A-level and GCSE results.
- There have been several media interviews around reopening and transport arrangements.

## Annex 1 – Contain Framework – Education Tiers in response to Local Lockdown







## Technical Paper: Modelling the Demand for Post 16 Education in Cambridgeshire and Peterborough, Cambridgeshire County Council Research Team, March 2020

### Introduction

Under the 'Apprenticeships, Skills, Children and Learning Act 2009 the Local Authority, Cambridgeshire County Council, has a statutory duty:

- 'to secure sufficient suitable education and training opportunities to meet the reasonable needs of all young people in their area, defined as over compulsory school age but under 19, or aged 19 to 25 and subject to a learning difficulty assessment'
- 'to secure sufficient suitable education and training for young people subject to youth detention'
- 'to secure sufficient education and training for young people who wish to travel into their area to learn'

In recent years the role of the Council<sup>1</sup> with regard to post-16 provision has moved away from being the commissioner of learner places, to working with schools and colleges in an influencing role. In order to maintain a strategic overview of provision and needs the County Council needs to regularly review current and planned future provision against forecast demand.

This technical paper underpins the forecasts of future demand created to support the 2019/20 review process.

### Data Sources: Population Forecasts

#### *Methodology*

The County Council's current population model takes account of all relevant demographic trends (international and national migration, change in birth-rate). The model also includes all planned future housing development plans, based on each of the published District Council house building trajectories (note that the forecasts do not consider speculative housing development sites that are outside of published district local plans).

Outputs from the population forecasting model are available at small area level and for single year of age<sup>2</sup>.

The 2015 mid-year based forecasting run of the population model has been used to provide the baseline numbers for young people aged 16+

#### *Future trends*

Cambridgeshire has been a rapidly growing County and many places are expected to experience continued high levels of housebuilding in the near future. Past growth, in the last ten years, and future growth serve to increase the post-16 population by a range of +14% (Fenland) and +40.5% (East Cambridgeshire) over the next 18 years.

There is expected to be a significant period of house-building in the Cambridge and South Cambridgeshire area during the period 2021 to 2031 on large sites such as Waterbeach, Northstowe

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<sup>1</sup> See current 0-19 education Organisation Plan for further details  
[https://ccc-live\\_storage\\_googleapis.com/upload/www.cambridgeshire.gov.uk/residents/working-together-children-families-and-adults/Cambridgeshire%27s%200-19%20Education%20Organisation%20Plan%202018-19.pdf?inline=true](https://ccc-live_storage_googleapis.com/upload/www.cambridgeshire.gov.uk/residents/working-together-children-families-and-adults/Cambridgeshire%27s%200-19%20Education%20Organisation%20Plan%202018-19.pdf?inline=true)

<sup>2</sup> See Cambridgeshire Insight  
<https://cambridgeshireinsight.org.uk/population/population-forecasts/?geographyid=3f57b11095784e27969369a52f7854ef&featureId=E05002702>

and Cambourne West. Beyond 2031 development growth is assumed to return back to longer-term averages for the area.

Table 1: 2015 Based Population Forecast for 17 to 18 year olds, Cambridgeshire Research Group, 2017

	Cambridge	East Cambridgeshire	Fenland	Huntingdonshire	South Cambridgeshire	Peterborough
2018	3,075	1,742	2,266	4,004	3,516	4,912
2019	3,070	1,759	2,232	3,962	3,636	4,873
2020	3,029	1,902	2,163	3,868	3,724	4,809
2021	3,184	1,992	2,252	3,920	3,759	4,964
2022	3,301	2,079	2,246	4,102	3,871	5,132
2023	3,446	2,152	2,264	4,174	4,006	5,218
2024	3,653	2,232	2,377	4,251	4,096	5,509
2025	3,729	2,294	2,455	4,380	4,334	5,815
2026	3,835	2,405	2,480	4,460	4,488	6,019
2027	3,879	2,426	2,503	4,550	4,488	6,098
2028	3,925	2,499	2,584	4,582	4,531	6,199
2029	4,081	2,497	2,662	4,703	4,574	6,273
2030	4,083	2,406	2,649	4,746	4,574	6,226
2031	3,952	2,349	2,583	4,650	4,522	6,129
2032	3,884	2,356	2,566	4,631	4,472	6,066
2033	3,867	2,406	2,558	4,672	4,521	6,028
2034	3,894	2,408	2,562	4,717	4,602	5,983
2035	3,919	2,430	2,581	4,769	4,665	6,017
2036	3,936	2,447	2,593	4,804	4,724	6,076
Increase 2018 to 2036	861	705	327	800	1,208	1,164
% Increase 2018 to 2036	28.0%	40.5%	14.4%	20.0%	34.4%	23.7%

**Data Sources: Current and Future Capacity**

*Methodology*

The capacity figures used within the demand forecasting for school sixth forms and further education colleges were collated by the County Council and then checked with the institutions via an e-mail survey during the summer term of 2018/19. There were then further opportunities for the intuitions to comment on the figures during the consultation phase of the post-sixteen review. This included commenting on existing growth capacity growth plans.

Further desk based cross-checking of the supplied data were also carried out by the Council’s Education Place Planning Team. This was due to some variation in capacity figures depending on the source used. This is not surprising given the notion of *capacity* in terms of buildings and staffing for sixth-form and colleges is open to interpretation and somewhat flexible compared to the measured capacity of school places.

## Capacity

The capacity figures below were used within the initial consultation with institutions.

*Table 2: Consultation Version of Post-16 Capacity Figures, Sixth Form, Year 12 only*

District	Current Theoretical* Capacity (Summer 2019)	Planned change** to Future Capacity	Notes
Cambridge / South Cambridgeshire	3,905	+345	+ 175 at Cambourne in 2023/24. +200 Northstowe 2024/25, -30 places at Cottenham (2020/21)
East Cambridgeshire	150	-	No changes indicated
Fenland	345	-	No changes indicated
Huntingdonshire	1,013	+175	+175 at Alconbury in 2026.
Peterborough	1,755	+140	Planned growth to 2023 in Hampton Academies Trust schools. +140 places per year group.

\* Theoretical capacity reflects the number of physical places that could be available without building ('bricks and mortar') additional spaces and includes, the flexible use of sites / facilities in the event of future demand where known. Figures shown are for single year group, year 12 only to align with forecasting model outputs.

\*\* Planned Change to Future Capacity only includes fully committed projects to build ('bricks and mortar') additional capacity

*Table 3: Consultation Version of Post-16 Capacity Figures, FE College, Year 12 only.*

District	Current Theoretical* Capacity (Summer 2019)	Planned Change** to Future Capacity	Notes
Cambridge / South Cambridgeshire	1,600	1,600	2019 includes +250 flex at CRC Cambridge site
East Cambridgeshire	0	0	There is no existing FE provision in East Cambridgeshire
Fenland	415	415	No change indicated
Huntingdonshire	700	700	2019 includes +425 flex at CRC Huntingdon site and 100 per year at IMET
Peterborough	1,300	1,300	PRC provided a note on uncapped admissions but no reference given for a maximum capacity figure

\* Theoretical capacity reflects the number of physical places that could be available without building ('bricks and mortar') additional spaces and includes, the flexible use of sites / facilities in the event of future demand where known. Figures shown are for single year group, year 12 only to align with forecasting model outputs.

\*\* Planned Change to Future Capacity only includes fully committed projects to build ('bricks and mortar') additional capacity

## Data Sources: Post-16 Options

### Methodology

In order to satisfactorily understand demand for post-16 education, information is needed about the proportion of young people opting into different types of education or training settings as well as their geographical movement around the County (as well as possible movements in and out of County).

For this information the results of the annual post-16 options surveys (carried out by Cambridgeshire County Council and Peterborough City Council) for 2016, 2017 and 2018 were used. The surveys were conducted during the autumn, following-up with the previous summer's school leavers, and are used for performance monitoring on issues such as children being 'NEET' (Not in Education, Employment or Training).

The Cambridgeshire survey is more comprehensive than the Peterborough one, providing each school leaver's origin institution and post-16 destination by institution name, type and level of course. This allows for some detailed coding of movements between different geographical areas.

The Peterborough survey, whilst meeting performance management needs, is far less detailed with only the type of destination institution recorded not its name so nothing is known about movement to learning destinations outside of Peterborough.

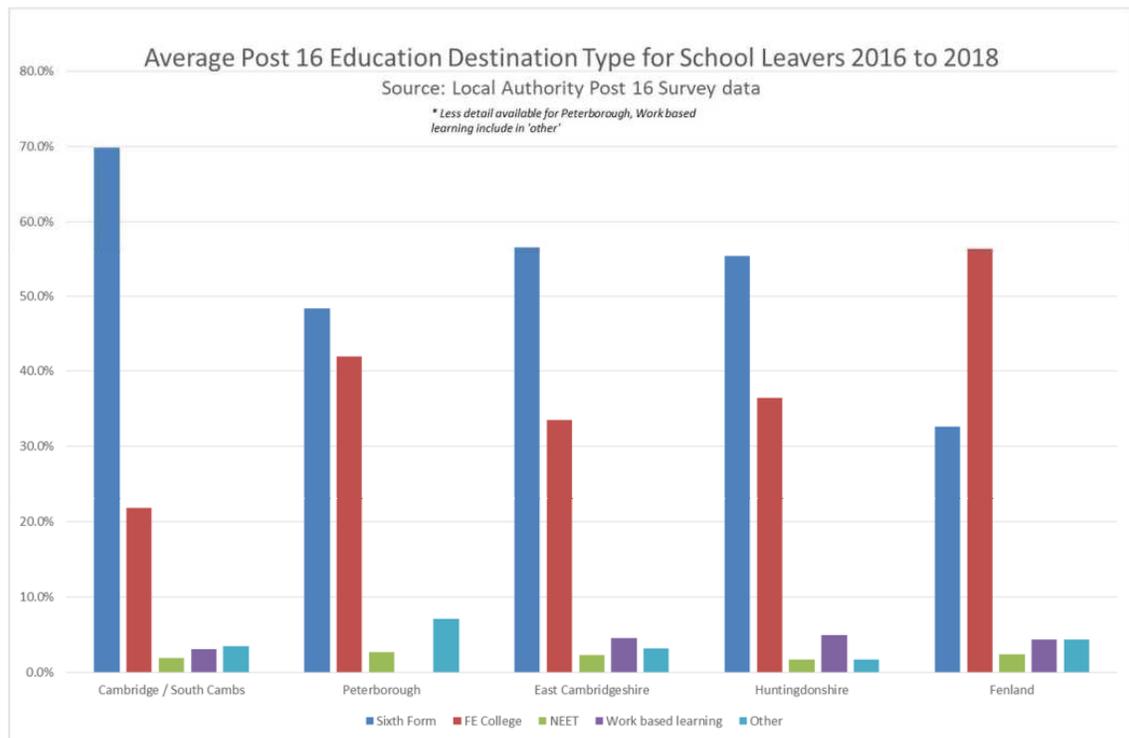
The data was analysed and in line with other modelling a standard three-year average was applied to options and movements as a default. There were two possible situations where an alternative method could have been applied; and this was discussed during consultation.

- Could a different assumption be used for young people opting to attend FE at the Cambridge Regional College site in Huntingdon (the former Huntingdon Regional College site)? Given the change in management during the three year period that data was drawn.
- Could a different assumption be used for the Ely Sixth patterns given the impact of OfSted judgements during the period that data was drawn followed by much improved performance?

*Post-16 Options*

The data showed that the post-16 options for Fenland and for Cambridge / South Cambridgeshire were substantial different compared to other areas. Fenland was the only district where the majority of school leavers go on to FE College rather than sixth form. For Cambridge and South Cambridgeshire the opposite was true, with almost 70% of school leavers going on to Sixth form. All other areas have a broadly similar pattern with slightly more school leavers going to sixth form compared to FE College.

Figure 1. Post 16 Destinations by type



As per figure one above, for the consultation version of this report the average for the last three years for the option / movement of young people has been used as a constant in the demand

forecasting model. One of the consultation questions was *'is this a reasonable assumption and a fair reflection on how the future market for post 16 education will operate?'*.

#### *Post 16 Flows*

The Cambridgeshire<sup>3</sup> Post-16 options survey data allowed for analysis of flows between different areas. Movement is based on the postcode of the origin institution (school) and the location postcode of the destination (post-16) institution. In all cases the % of movement accounted for in the forecasting model is based on three year averages 2016 to 2018 apart from allocation Huntingdon to Cambridge FE-college movement which is based on a 2016 to 2017 average due to 2018 survey not accurately recording the difference between the CRC Huntingdon (formally Huntingdon Regional College) and Cambridge sites.

Movements were shown on 'map' diagrams. The average cohort size figure refers to the number of young people recorded in the survey as opting into either FE or Sixth-form.

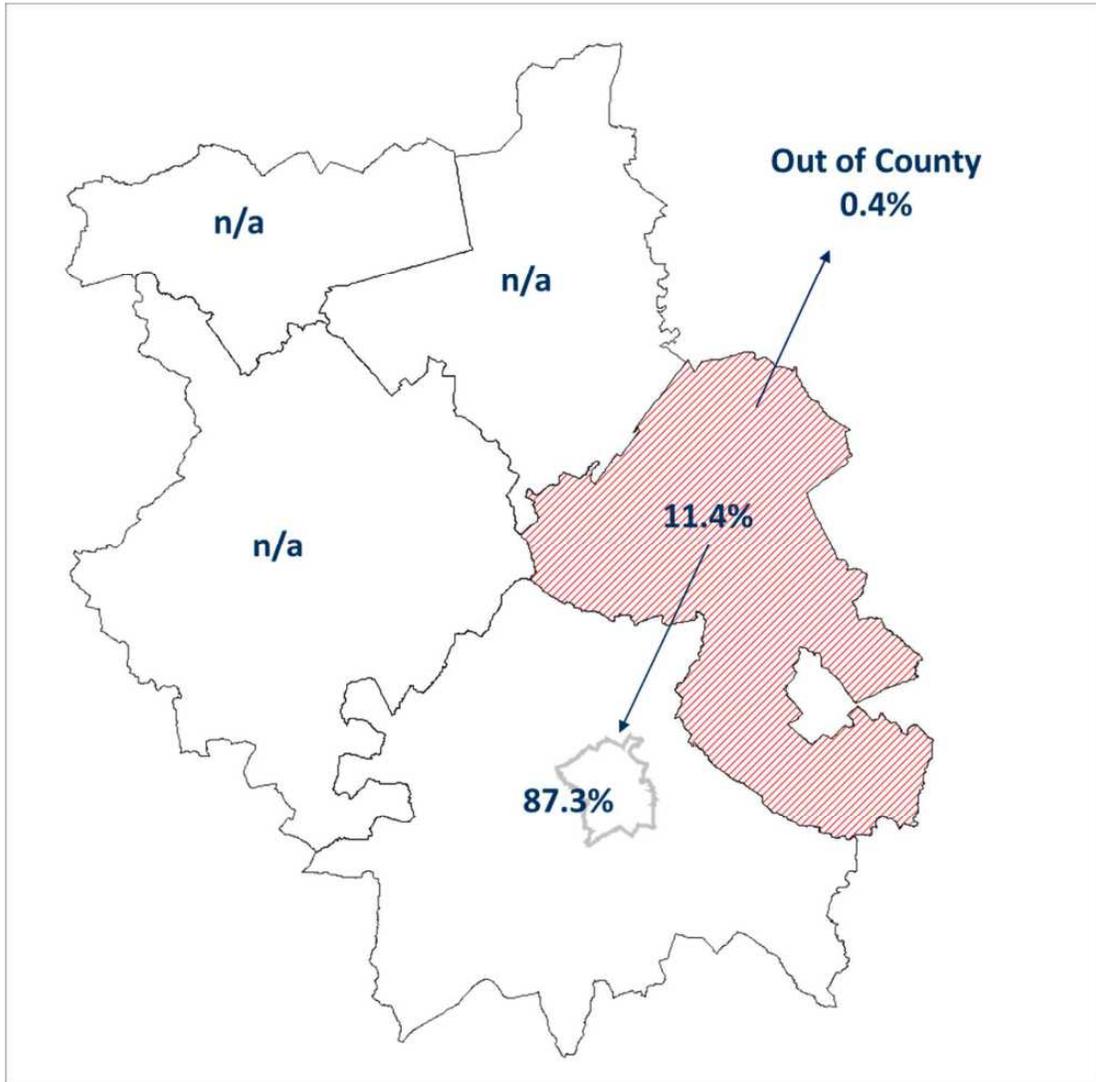
This is the part of the future modelling that is most vulnerable to change overtime. Previous pupil forecasting experience has shown that over an extended period of time, (in the case of this modelling - fifteen years) there will be variation in the offer and popularity of different institutions.

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<sup>3</sup> Peterborough data doesn't allow for the same level of analysis.

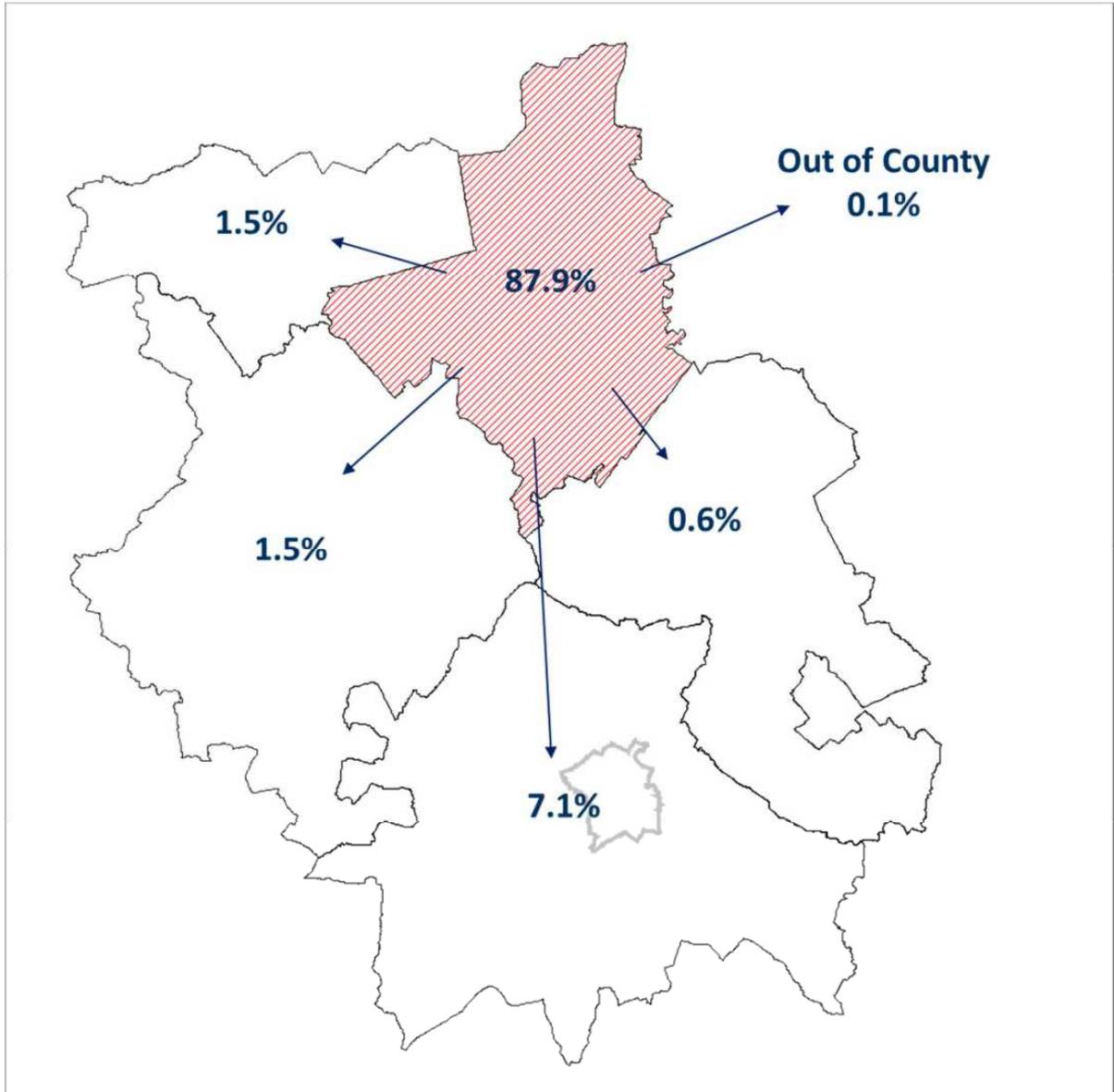
**East Cambridgeshire Residents Attending Sixth Form**

Average cohort size, 2016 – 2018 = 260



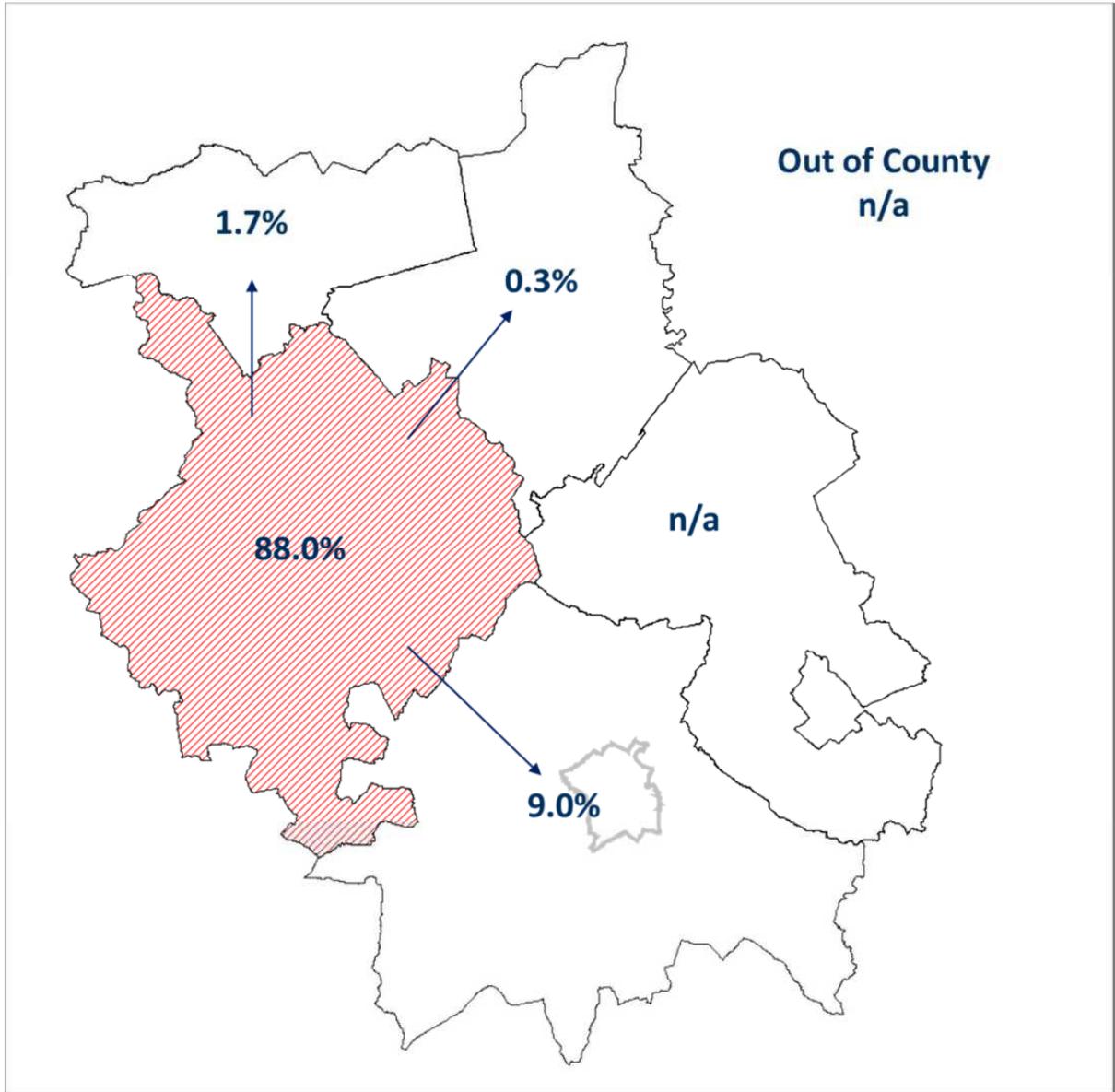
**Fenland Residents Attending Sixth Form**

Average cohort size, 2016 – 2018 = 290



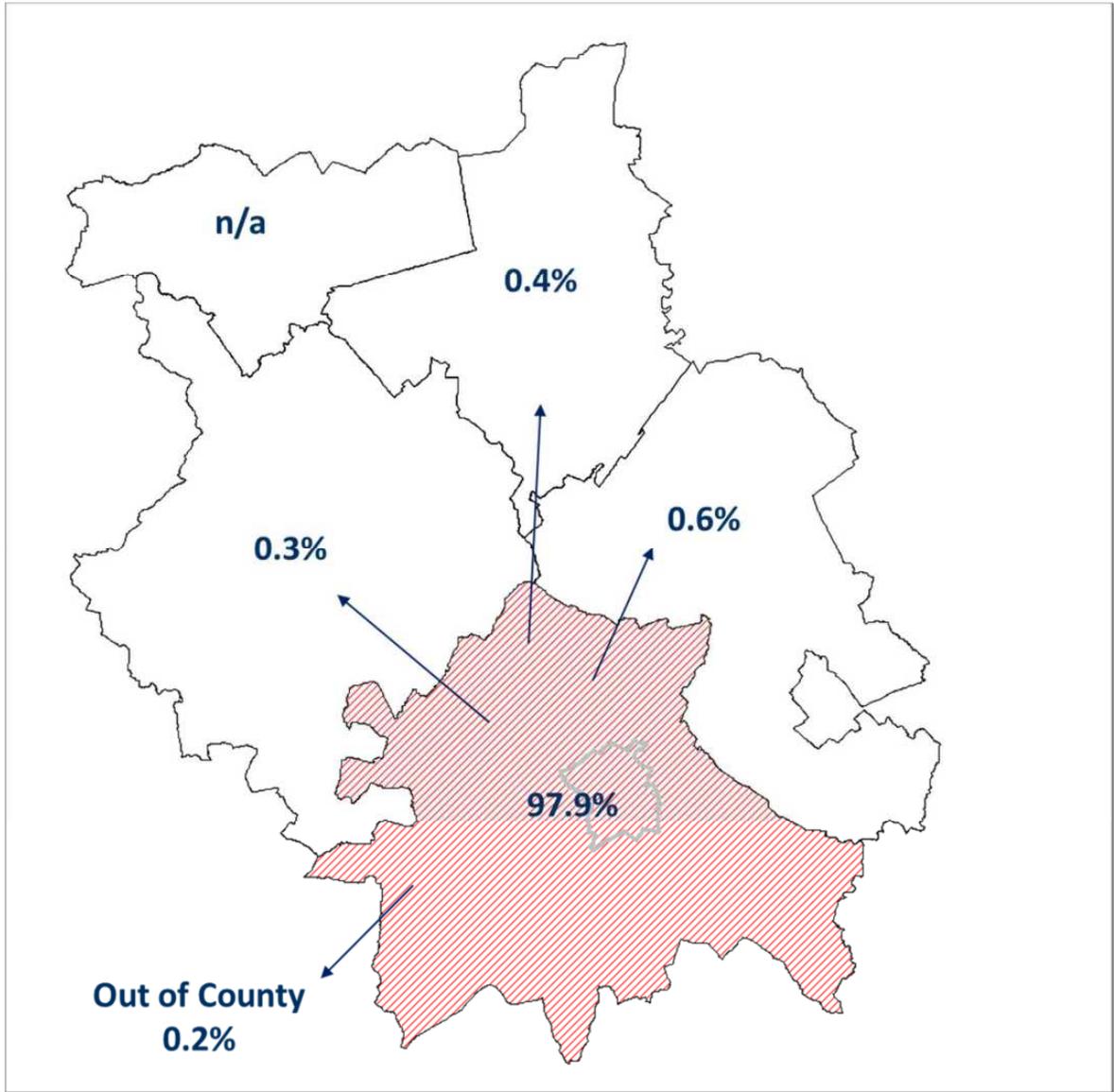
**Huntingdonshire Residents Attending Sixth Form**

Average cohort size, 2016 – 2018 = 860



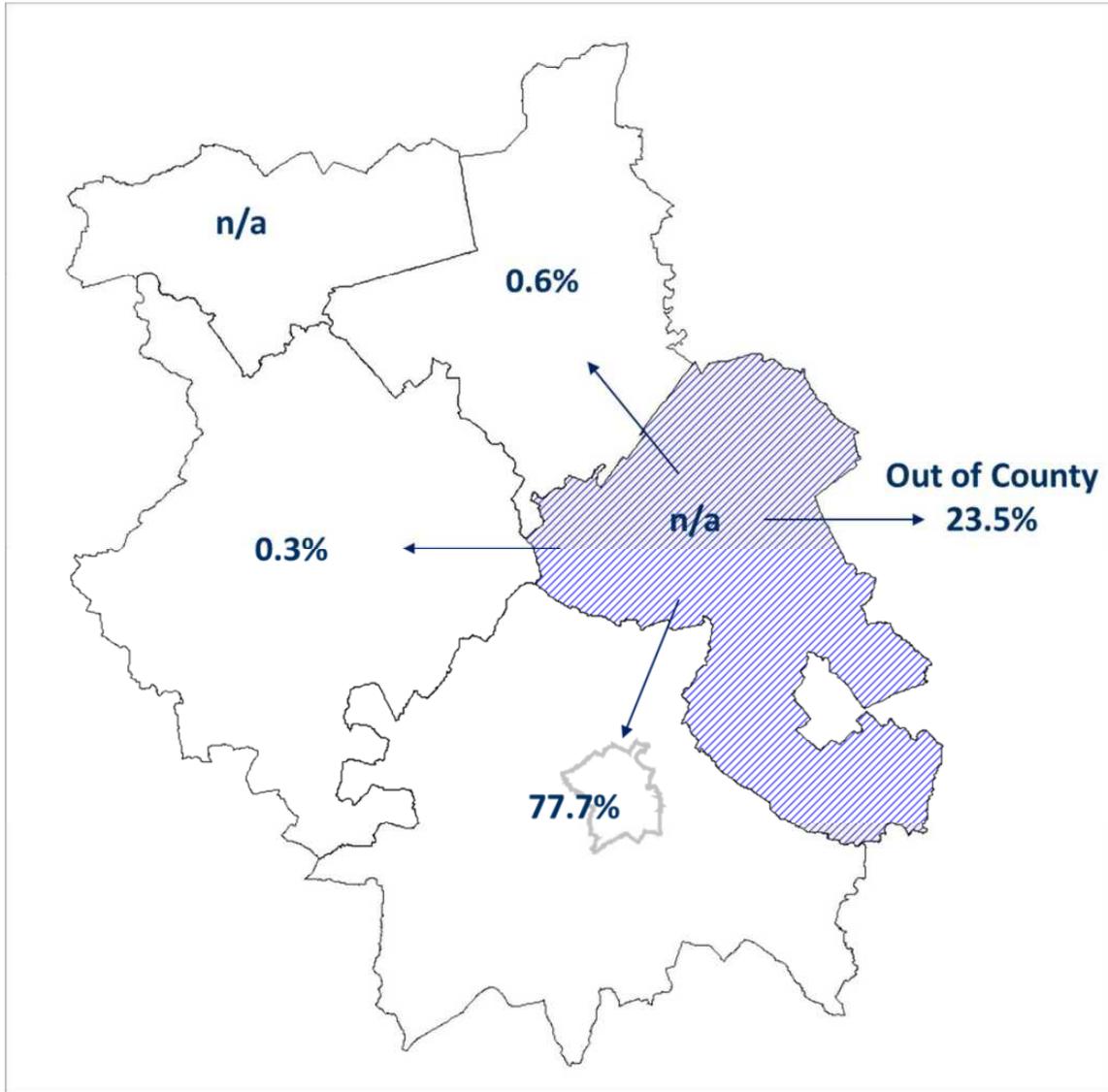
**Cambridge and South Cambs Residents Attending Sixth Form**

Average cohort size, 2016 – 2018 = 1,880



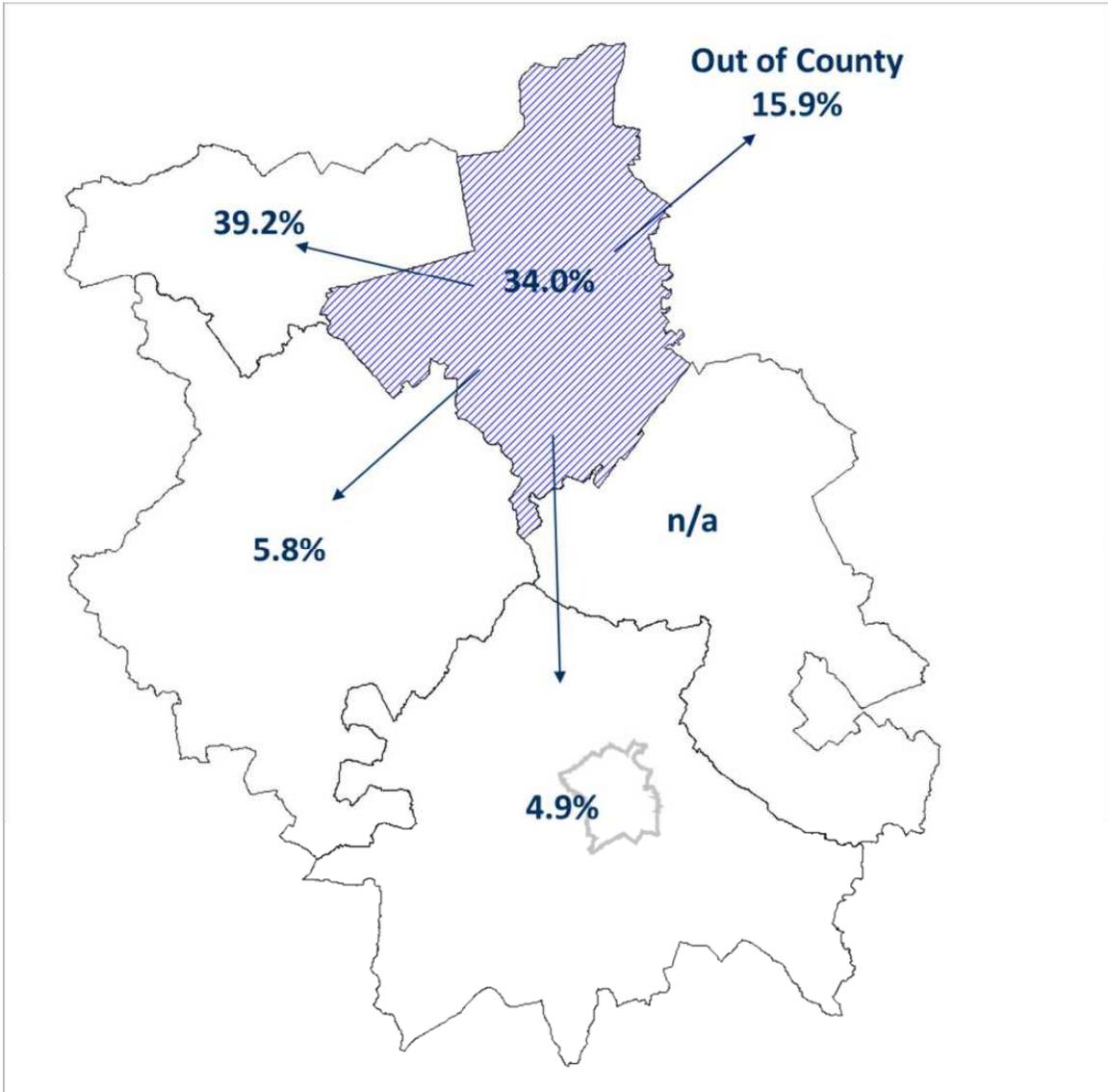
**East Cambridgeshire Residents Attending FE College**

**Average cohort size, 2016 – 2018 = 160**



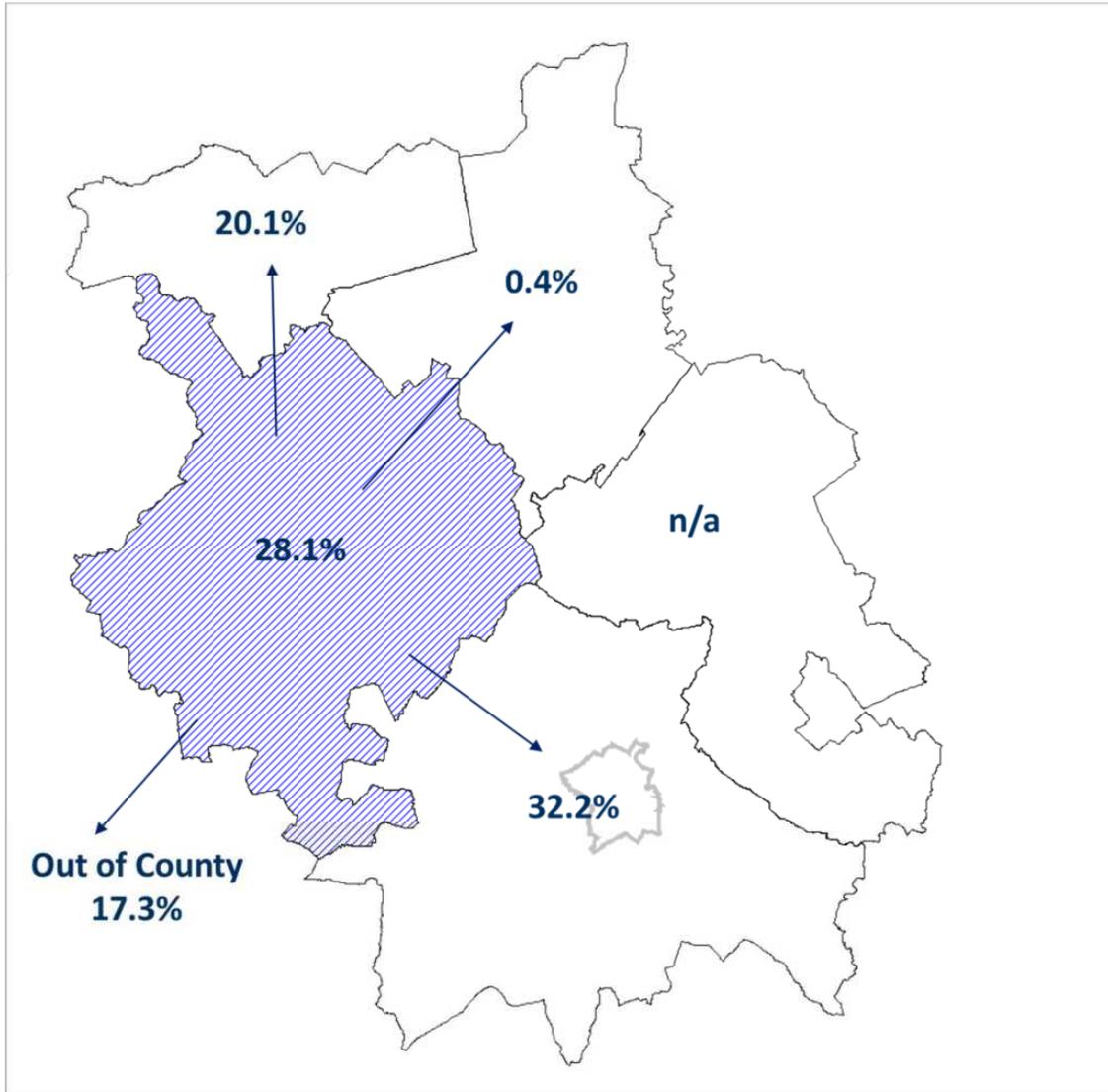
**Fenland Residents Attending FE College**

Average cohort size, 2016 – 2018 = 490



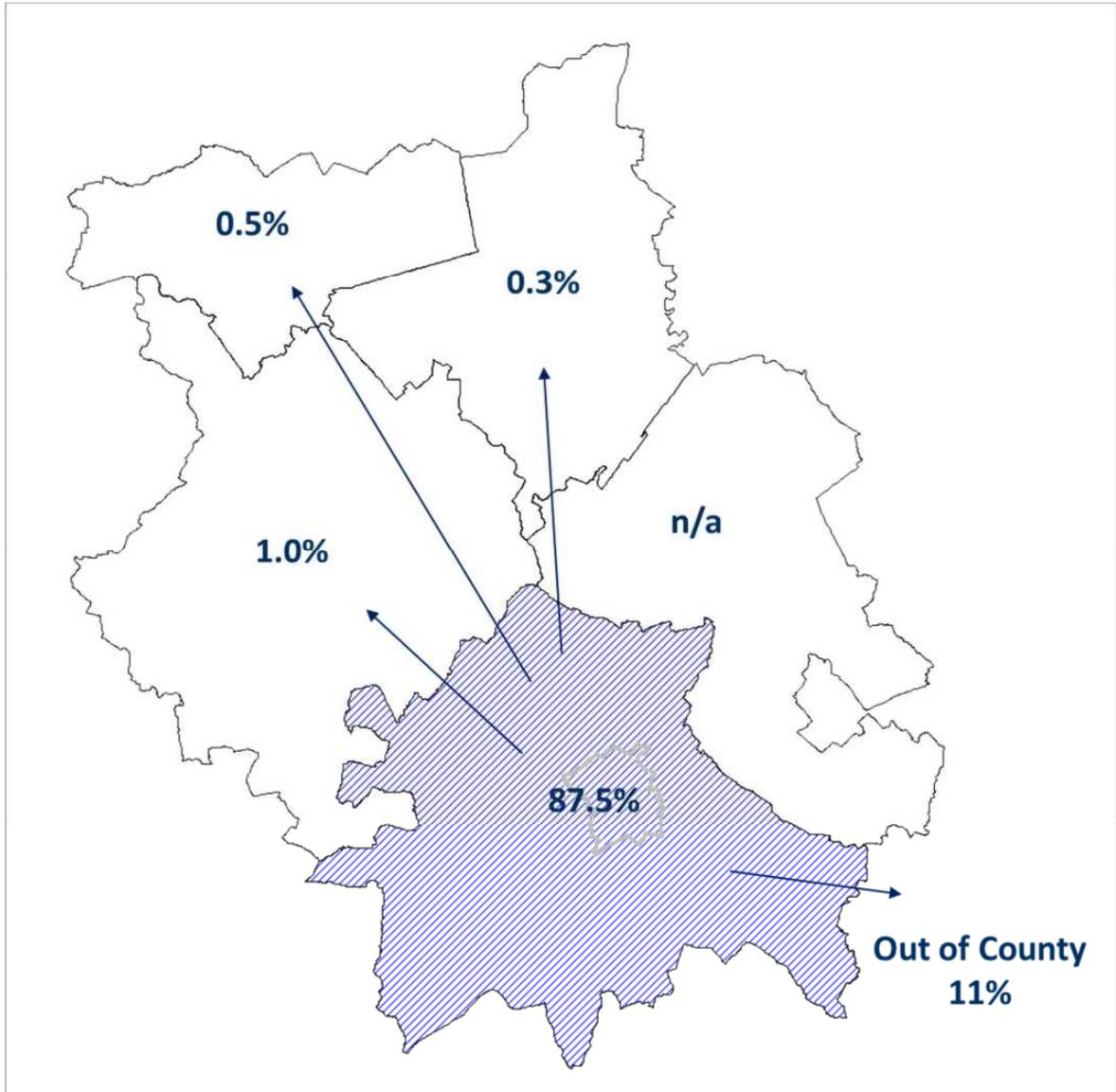
**Huntingdonshire Residents Attending FE College**

**Average cohort size, 2016 – 2018 = 570**



## Cambridge and South Cambs Residents Attending FE College

Average cohort size, 2016 – 2018 = 590



### Private education

#### Methodology

The report uses a whole population forecast and does not incorporate any assumptions regarding a proportion of young people in private education. The last comprehensive survey of independent schools in Cambridgeshire and Peterborough was carried out in 2014/15 by the County Council. This identified 836 Cambridgeshire children age 16+ in private education in Cambridgeshire (6% of the cohort) and just over 30 Peterborough children (1%).

The data does not allow for a disaggregation of these percentages to district level so this information was not incorporated into the modelling. Based on the location of private education institutions it should be expected however that the figure for those in private education in Cambridge & South Cambridgeshire will be higher than 6% and the figure for Fenland lower.

## Forecasting Outputs Compared to Capacity

The following forecast graphs bring together the various information sources into a single view of the future for each district.

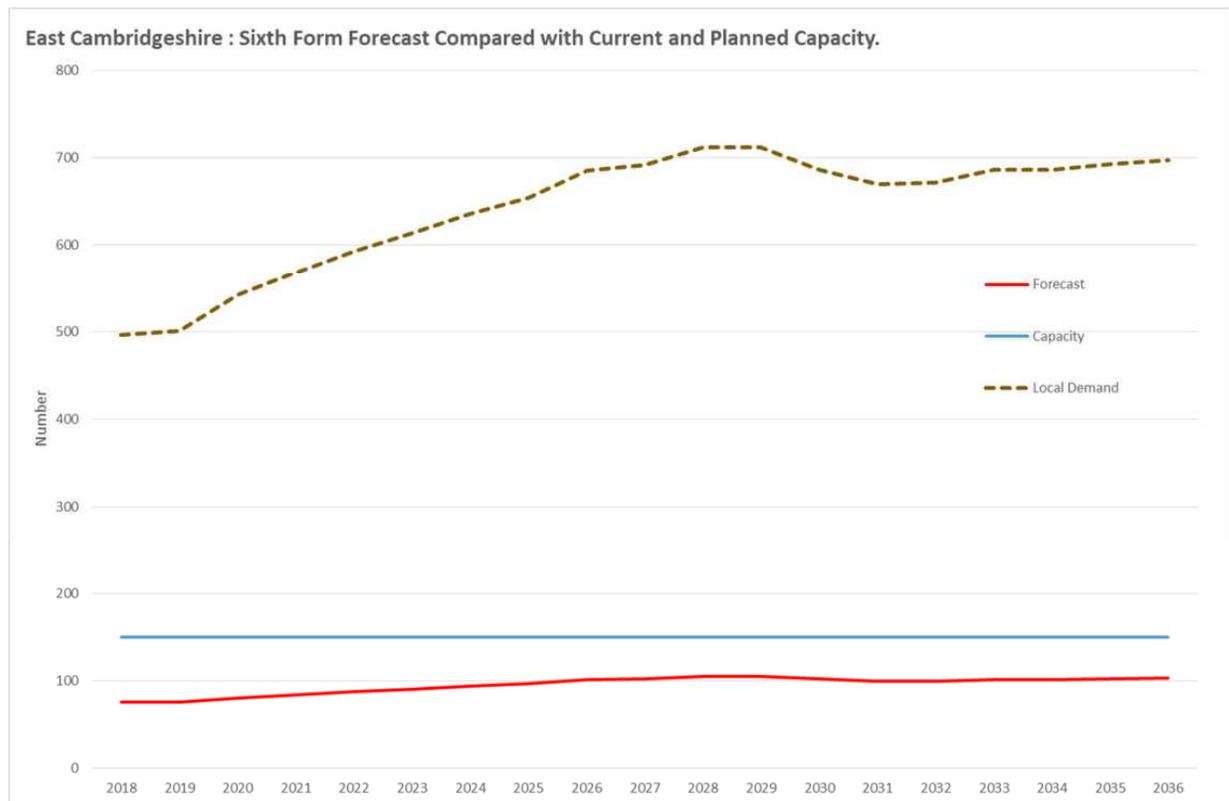
Alongside the district capacity figures two separate forecast lines are provided.

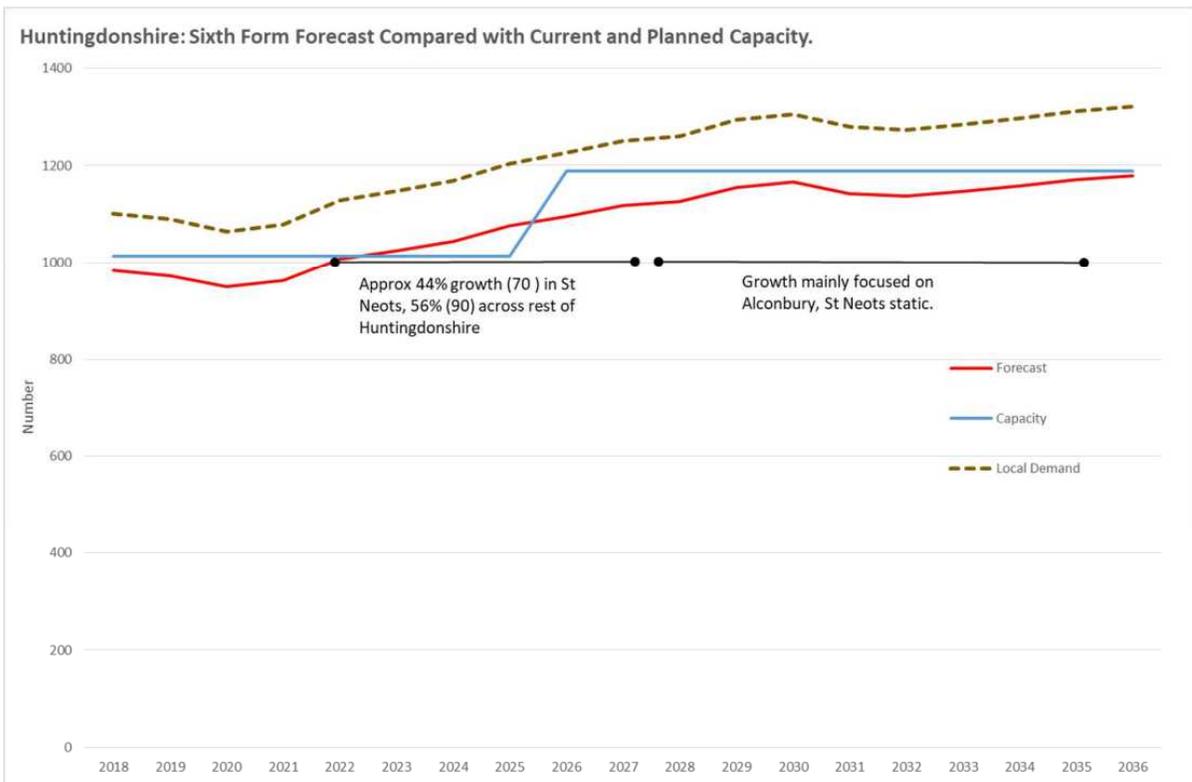
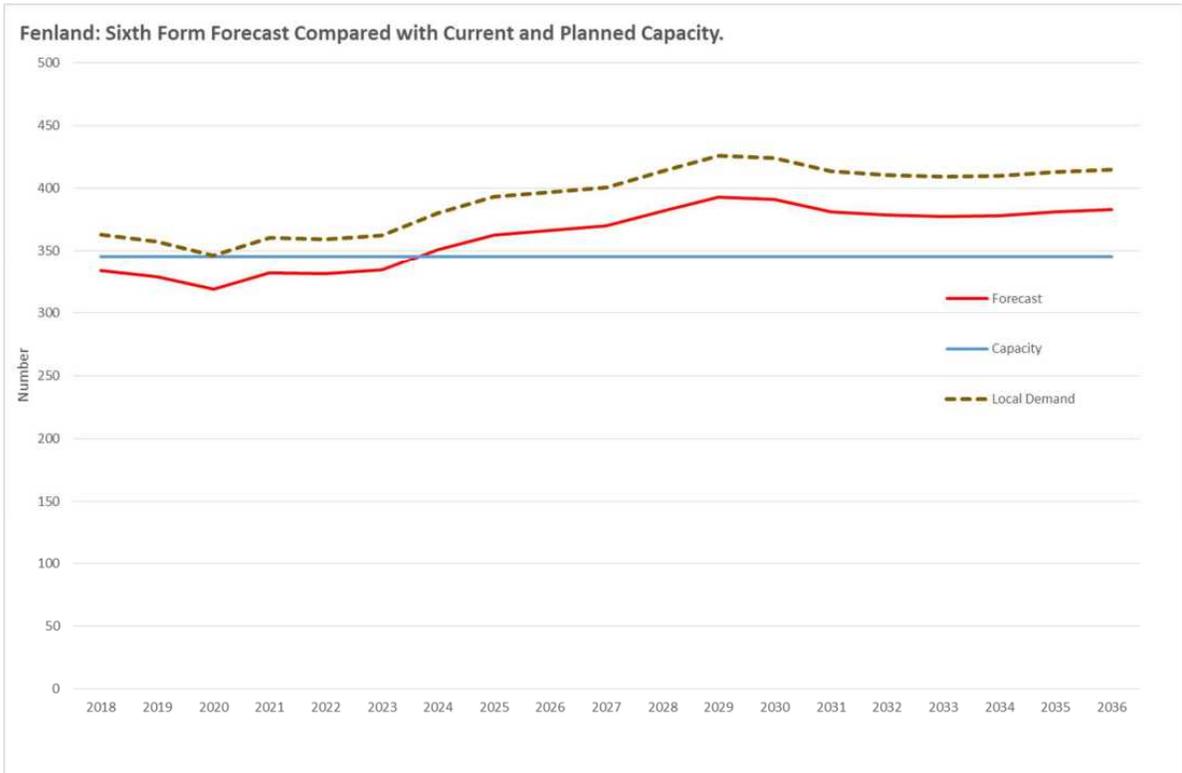
- **Local Demand.**  
This is the figure for the total number of young people aged 17 expected to be seeking a place (in either sixth form or FE College, depending on the graph shown) resident in the area. This is based on the current (three year average) option patterns.
- **Forecast Demand.** This is the forecast demand of young people (for either sixth form or FE College, depending on the graph shown) wanting to attend any of the providers in the area.

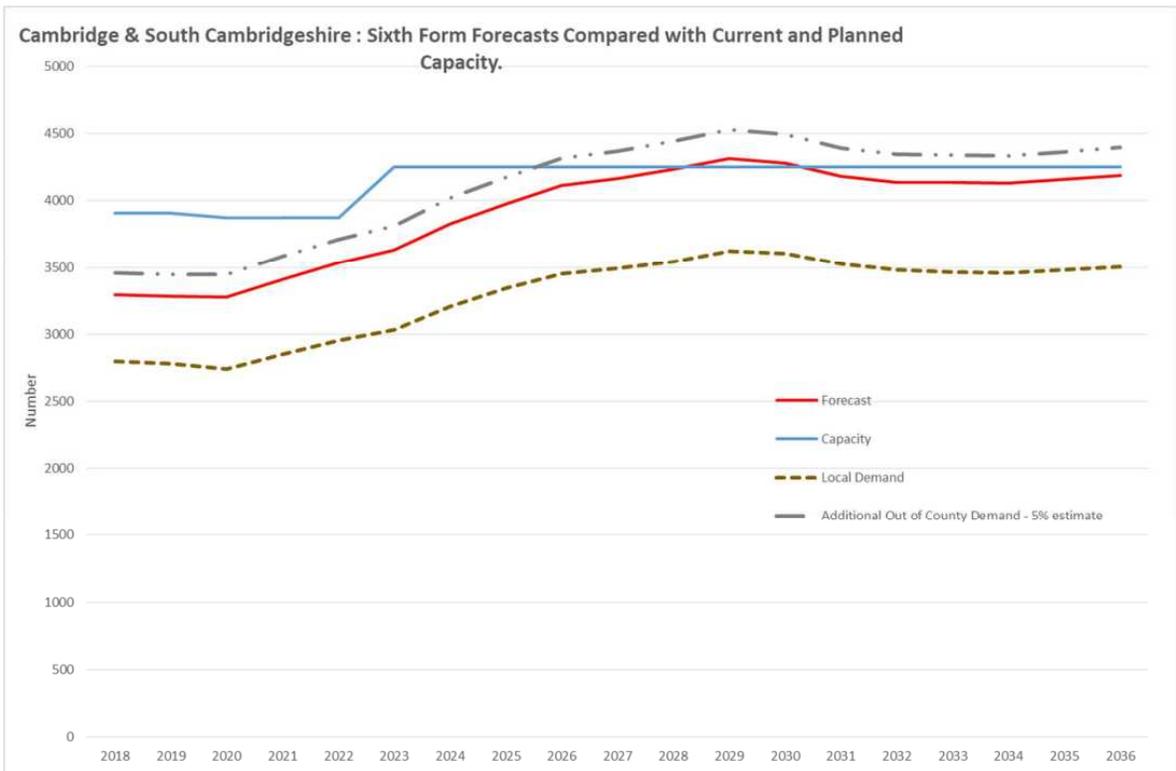
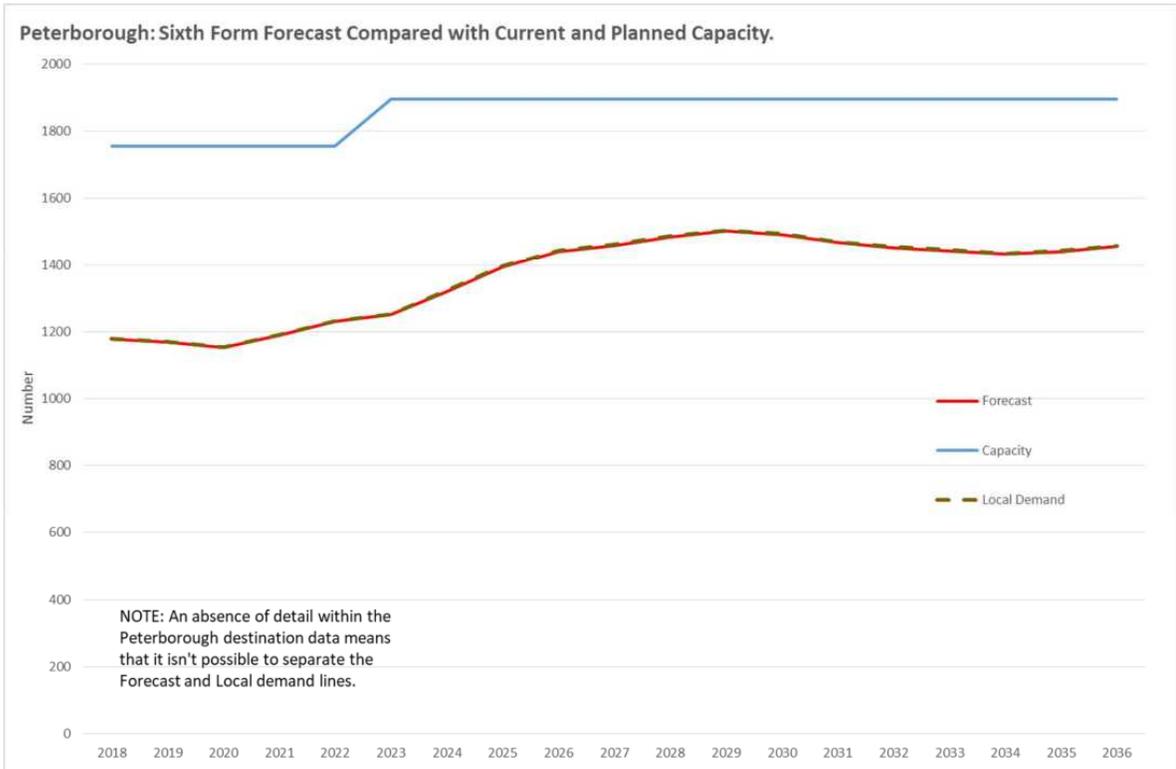
This could include young people coming in from other areas. This forecast takes into account the movement rates between districts. For areas that are a net 'exporter' of young people (such as East Cambridgeshire) the 'Forecast' line will be below the local demand line. For areas such as 'Cambridge and South Cambridgeshire that' are a net importer, the reverse is true.

For Cambridge and South Cambridgeshire we know that there is additional demand for Sixth-form places from young people outside the County (e.g. Haverhill, Saffron Walden, Royston), with not had access to data to calculate that precisely but have provided a line to show visually what 5% of out of County demand would look like on the graph.

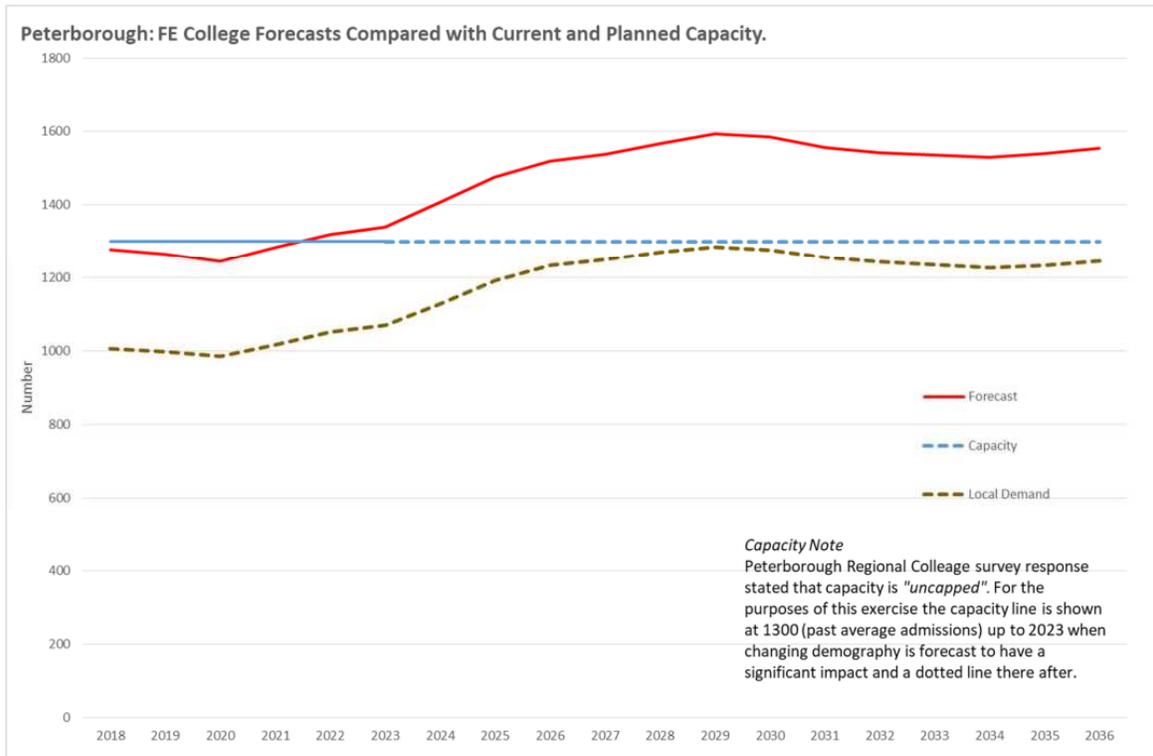
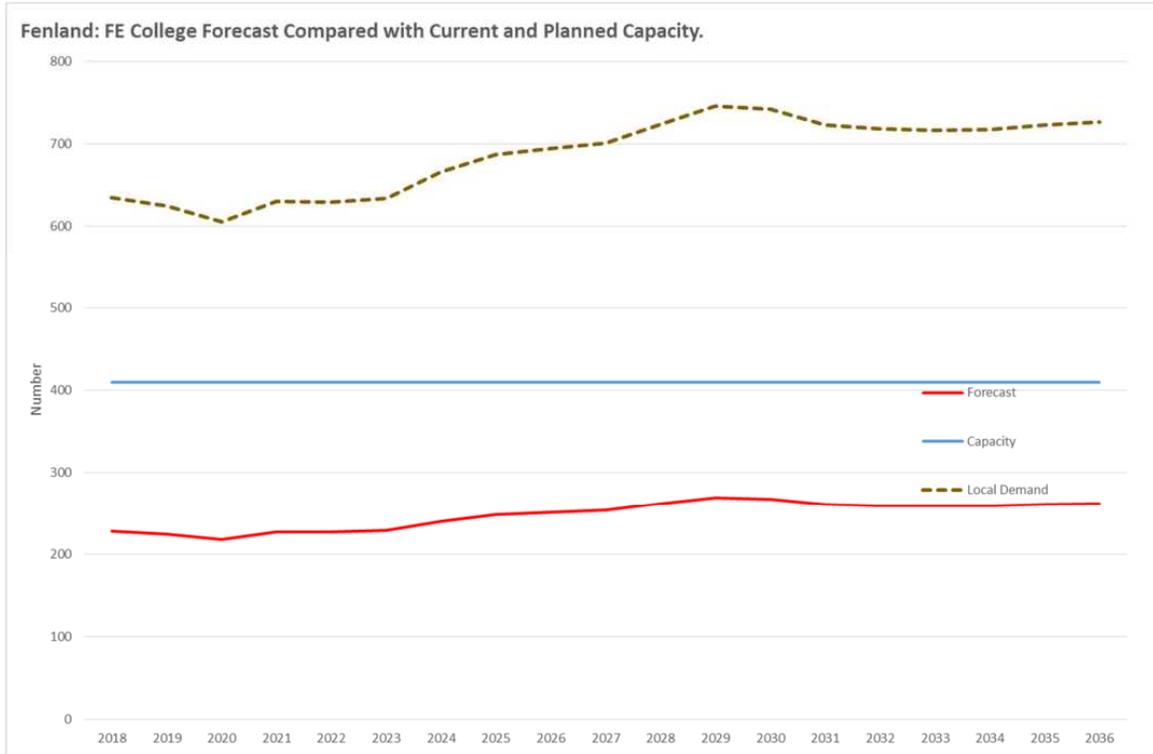
## Sixth Form Forecasts

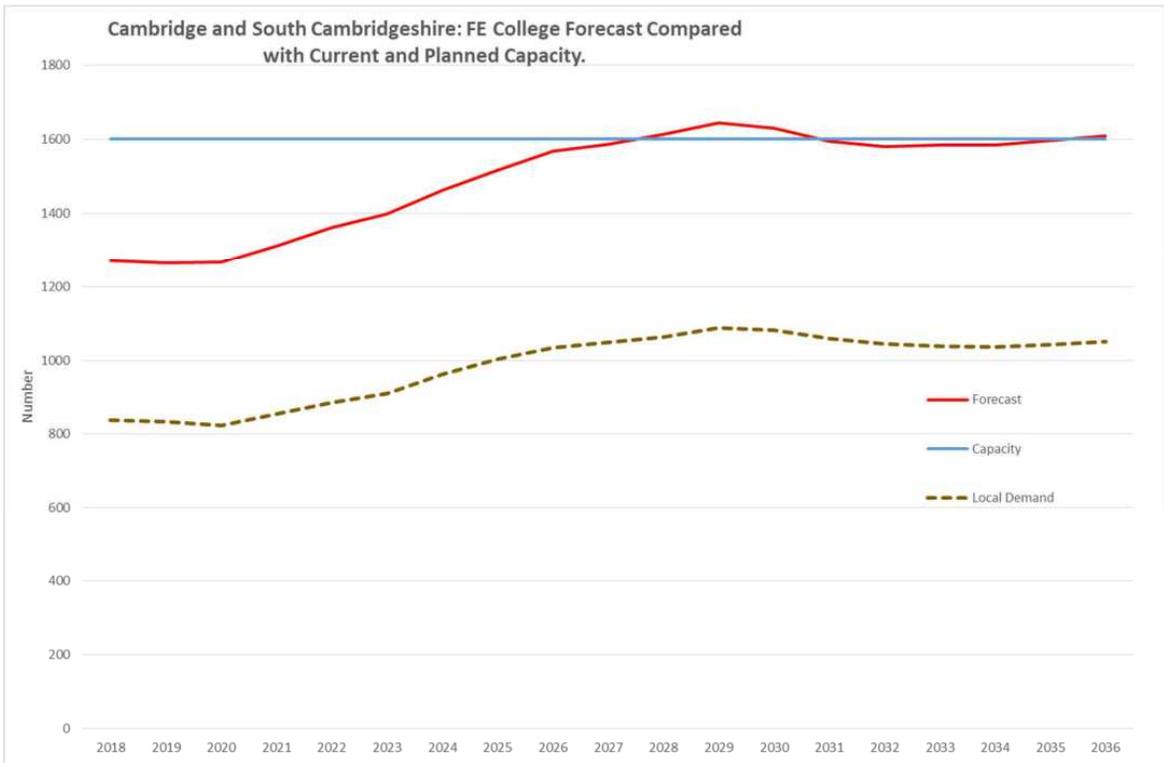
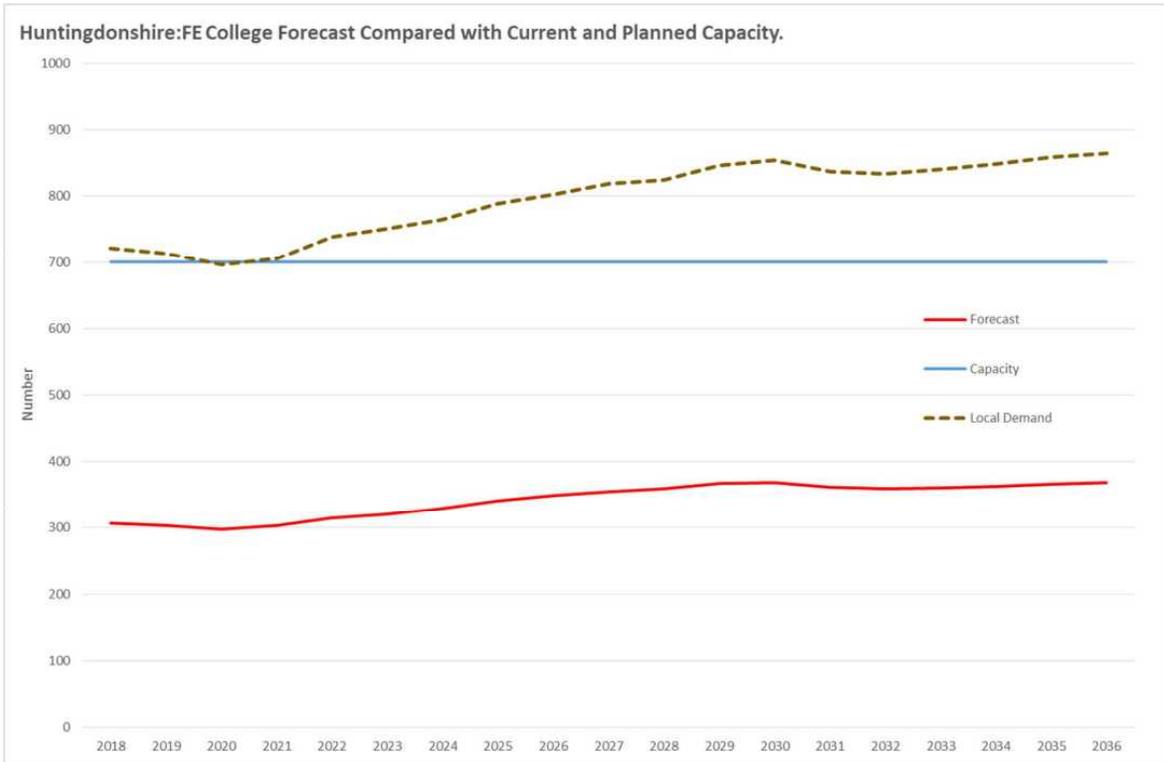






## FE College Forecasts





<b>Summary of feedback from providers within the Post 16 sector regarding their aspirations and potential for growth</b> (Planned P16 expansion at Alconbury Weald, Cambourne and Northstowe as part of new developments also included)						
<b>District</b>	<b>Provider</b>	<b>Type of provision</b>	<b>Qualification Level</b>	<b>Total number of additional places across Yrs 12 and 13</b>	<b>Proposed date</b>	<b>Notes</b>
<b>Cambridge City</b>	Netherhall School: Oakes Sixth Form (Anglian Learning Trust)	Secondary with 6 <sup>th</sup> form	Mainly A levels Some BTecs	100	After 2022/23	
	Hills Road	Sixth Form College	A levels only	Limited capacity for any further expansion on site (possibly max 50 places)	N/A	Suggested collaboration to create additional specialist P16 capacity in the North / East of the county.  <i>Re-drawn Admissions Policy from 2020 (for entry in 2021) prioritises Cambridge Area Partnership (CAP) partner school students to anticipate rising numbers coming through from (CAP) schools and to limit admissions from beyond the area.</i>

	Long Road	Incorporated Sixth form college funded by the ESFA and listed as FE	A levels and other level 3 qualifications Applied qualifications and 2 alternative level 2 routes Exploring introduction of T levels and level 2 transition year	1000+	To be confirmed. The timeline will follow stakeholder engagement and planning permission timescales.	<i>LRSFC has real potential to increase capacity considerably...large site, good reserves and within the next few years on the corner of our site the arrival of the new train station to serve the Biomedical campus Architect plans for the new building are in train.</i>
	Parkside Community College (Cambridge Academic Partnership part of United Learning Trust)	Secondary with 200 place 6 <sup>th</sup> form offering 150 IB places and 50 Diploma places across Yrs 12 and 13	IB	N/A	N/A	No formal response received from Trust but IB course will lose funding for EU students wef Sept 2021 which will mean potentially more spaces from within existing capacity will be available for 'local' students
	The Cambridge Maths School (The Learning Alliance (TLA) wef September 2020, formerly the Cambridge	Specialist Maths School 16-19	A level	200 places by Sept 2024 when fully open	Opening September 2023 with 100 places in Yr 12	New provision <i>Catchment for this school will be geographically largely in line with DfE guidance for Maths Schools nationally, in</i>

	Education Trust)					<i>this case 'East Anglia' but will attract applicants from the Cambridge area</i>
<b>South Cambs</b>	Impington VC (formerly Morris Education Trust, wef September 2020 TLA)	Secondary with 6 <sup>th</sup> form	60% IB 40% BTec	100	From Sept 2021 capacity for 400 students (an increase from current capacity of 300)	Wef Sept 2021 will have ~30 spare IB places as funding for EU students ends. The Trust aspires to offer 50 Level 1/2 places elsewhere in one of the schools within the MAT
	Cambridge Regional College (CRC) – 2 sites <b>Cambridge</b> (see below for Huntingdon site)	FE college	Wide range of vocational options– BTec and similar in virtually every subject from Entry level to level 4/5 and Apprenticeships. T levels from 2023	~500	Unspecified but could do so very quickly as/when required	Currently ~2700 students but <i>unlimited space</i> at Cambridge
	Cambourne (Cam Academy Trust)	Currently 11-16 secondary. Future sixth form planned	A level BTec Level 3	350 when fully open	September 2023 tbc	New provision

	Northstowe Secondary College (Cambridge Meridian Academies Trust/CMAT)	Currently 11-16 secondary. Future sixth form planned	Min of 15 A level subject options + vocational provision	400 total - NB will start with 100 places in Yr 12 and build from there	September 2024	New provision Expansion project already included in Council's Capital Programme
<b>East Cambs</b>	Ely/Bishop Laney (CMAT)	Secondary with 6 <sup>th</sup> form	Level 2 Level 3/A level	250	Starting Sept 2022, complete Sept 2023	This would equate to a total offer of 500 places
<b>Fenland</b>	Sir Harry Smith (Aspire Trust)	Secondary with 6 <sup>th</sup> form	Mostly A levels, some Diplomas	Unspecified	Unspecified	School forecast to grow by 1FE secondary wef Sept 2023 and would want to grow its 6 <sup>th</sup> form numbers too.
<b>Huntingdonshire</b>	CRC Huntingdon campus	FE college	Vocational courses Apprenticeships	750	Unspecified	Unfilled student capacity at Huntingdon – could provide up to 1200 places, currently only serving 450
	Sawtry Village Academy (CMAT)	Secondary with 6 <sup>th</sup> form	A levels BTecs Both Level 3	Up to 100 (subject to staffing)	Sept 2021	Some capacity for expansion. Sixth form centre has been refurbished so capacity for more than

						the current 149 in year 12 and 13. Some options can expand numbers within existing provision easily.
	CRC IMET development at Alconbury Weald Enterprise Campus	Vocational FE provision	Vocational courses	200	Unspecified	Opened summer 2018. Advanced technical training centre, conceived from an identified need to deliver higher-level training for the manufacturing, built environment and science & technology sectors.
	Alconbury Weald (Diocese of Ely Multi Academy Trust/DEMAT)	Secondary with 6 <sup>th</sup> form	Not yet available	380 approx	Between Sept 2026 and 2028	New provision



**OUTLINE OF PEOPLE & COMMUNITIES PRIORITIES AND RECOVERY PLAN**

**To:** Children and Young People Committee

**Meeting Date:** 15 September 2020

**From:** Executive Director, People & Communities

**Electoral division(s):** All

**Forward Plan ref:** n/a **Key decision:** No

**Outcome:** To discuss the approach for the People and Communities' Recovery Plan.

**Recommendation:** The Committee is asked to discuss and agree the approach for People and Communities' recovery plan and priorities.

<b><i>Officer contact:</i></b>		<b><i>Member contact:</i></b>	
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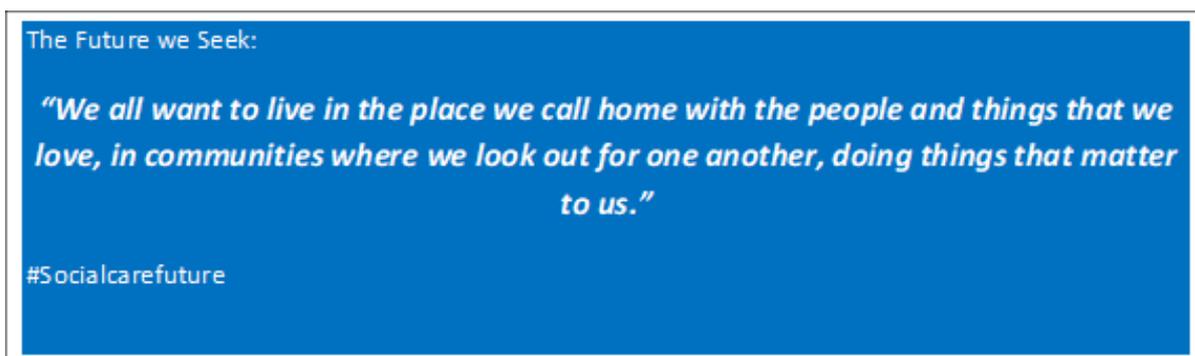
## 1. BACKGROUND

1.1 COVID has had a significant impact on demand and financial implications for services across the People and Communities Directorate. Whilst the outcomes we aim to deliver remain the same, we are operating in a different environment. The purpose of this paper is to provide an overview of the business planning approach being undertaken by the People and Communities Directorate.

## 2. MAIN ISSUES

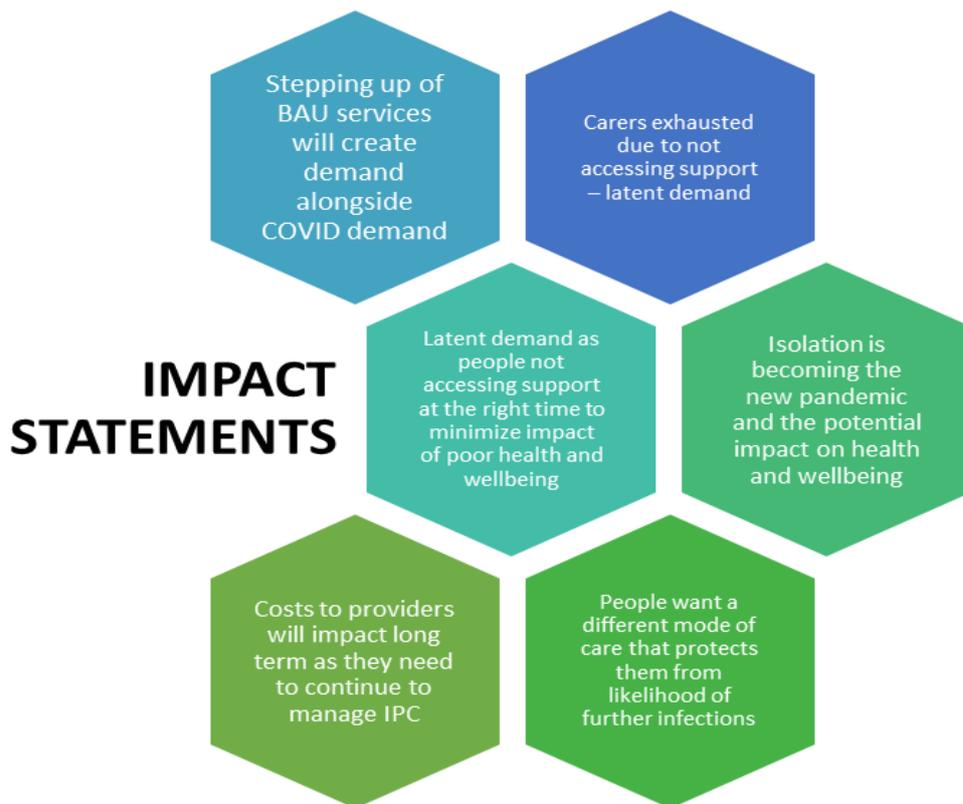
### 2.1 Commissioning and Adult Social Care

2.1.1 Whilst we need to respond to the immediate challenges we face over the coming months; including further waves of COVID, winter pressures and the impact on adult social care as the NHS resets to business as usual activity. We believe that our level of ambition needs to go beyond the immediate short-term 'recovery' process our approach to recovery is focused on the next 18-24 months. COVID has changed the push for change to a 'shove' and this is now a real opportunity for transformation.



2.1.2 We will build on the community mobilisation and response to date to embed the Think Communities principles and evolve integrated place based models of delivery and commissioning. In addition, the impact of COVID on the independent provider market provides us with a key opportunity to reshape the market, to move away from the traditional offering of residential home provision to deliver more flexible, local, person centred solutions based around peoples' homes, that promote independence, such as extra care plus and care suites.

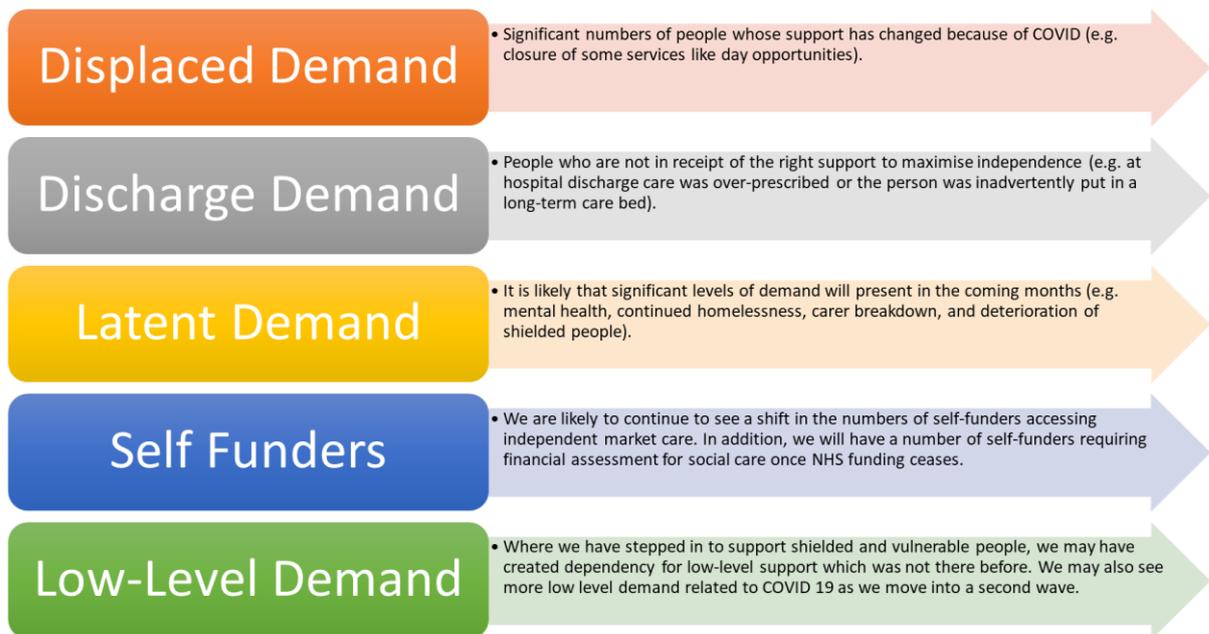
2.1.3 The impact of COVID has been wide ranging. The effects on Adults social care are due to demand changes, cost changes and income changes. The ongoing economic effects of the outbreak will increase demand for support and reduce income. In addition, the length of lockdown and subsequent lockdowns locally or nationally will increase demand for support. The below impact statements have informed our approach to recovery and resilience.



2.1.4 Adult services aim to deliver the following outcomes for people:

- People access the right support and advice at the right time, in the right place, by the right people
- A focus on prevention and early intervention.
- Maximising independence by empowering people to do more for themselves
- Fewer hospital admissions and delayed transfers of care
- Care and support is consistent and joined up, so people feel supported in regaining/retaining independence in their usual place of residence.
- Carers (including young carers) are supported in their communities to continue caring for loved ones.
- Stronger collaboration and joint working with the voluntary sector, networks and support in local communities.
- Develop models of care that maximise independence and the ability to control infection whilst remaining homely.

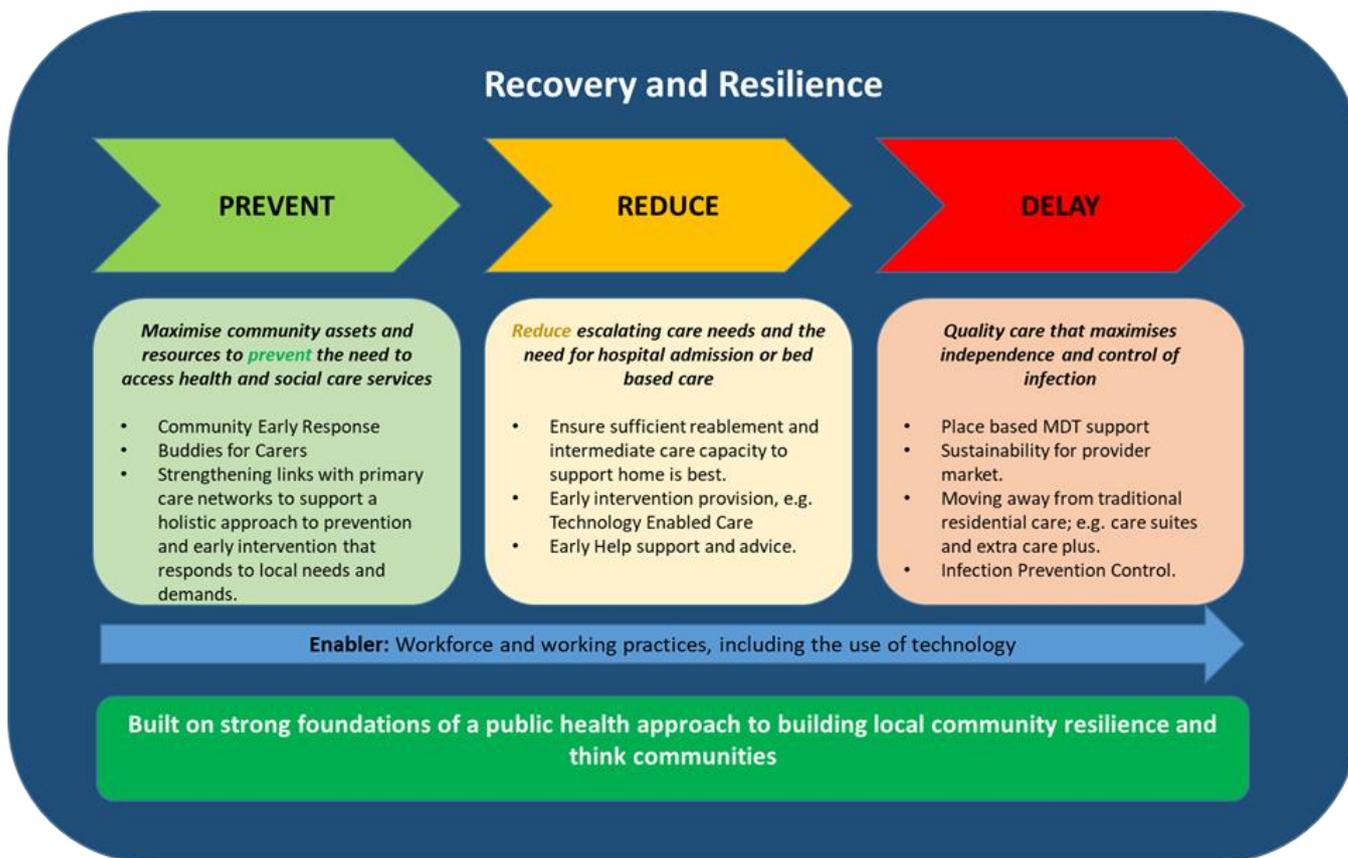
2.1.5 Previous demand modelling applied historical demand patterns to future demographic assumptions. COVID is affecting demand in ways we have never experienced and there are many unknowns around what the longer-term impacts might be. We will face the following types of demand over the coming months:



2.1.6 In addition, we also know we will need to respond to the following immediate system challenges:

- Further waves of COVID
- NHS reset and the impact on adult social care
- Winter pressures and flu
- Provider fragility – financial viability and quality
- Brexit – impact on care workforce

2.1.7 The strategic approach to recovery for adults is based upon the ‘Prevent – Reduce – Delay’ framework, taking into account lessons learnt over the past months, as outlined below.



2.1.8 The Adults Positive Challenge Programme continues to be our primary model of delivering transformation for adult social care and this has been reframed in light of the COVID impact. COVID has impacted on work stream delivery with some of the activity delayed or paused. However, a number of new delivery areas have been identified to inform the future programme priorities.

# Adult Positive Challenge – Our demand management programme

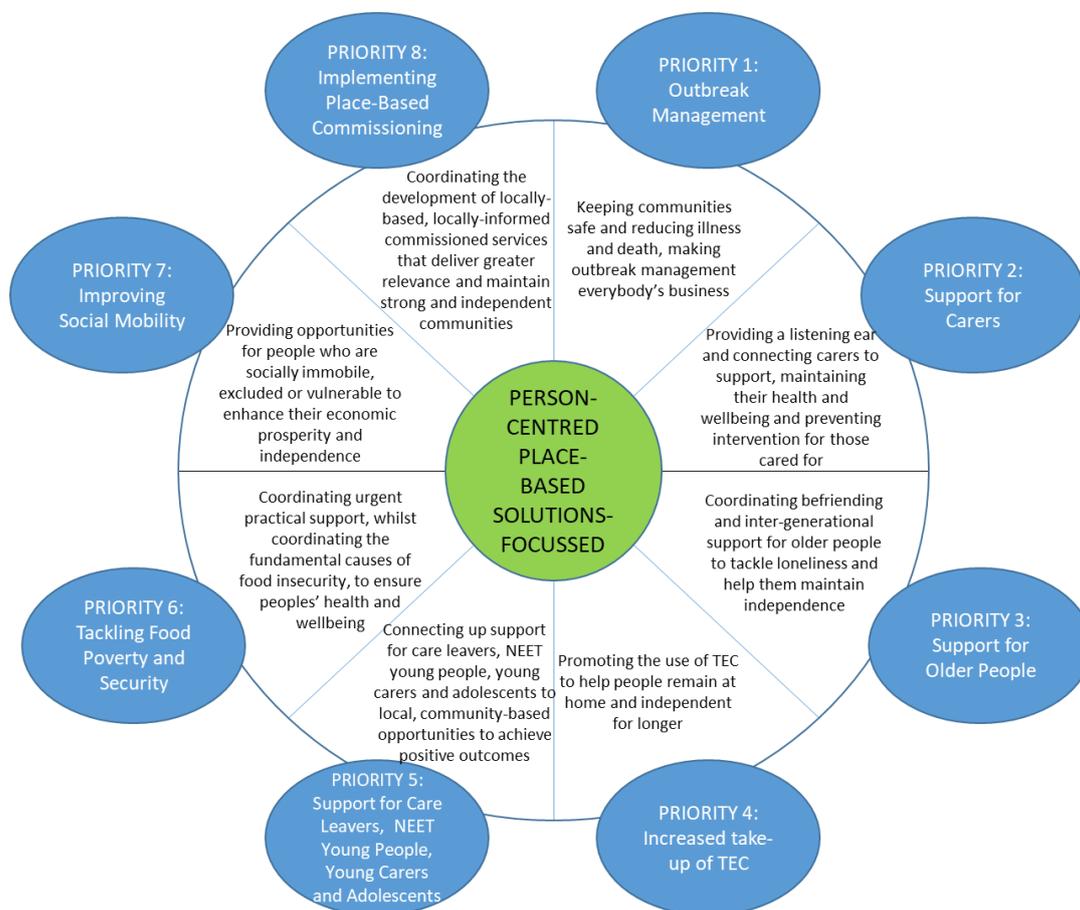


## 3 Communities

- 3.1 Local community knowledge, assets and innovations are core to the local delivery of health and social care, with a shift away from the initial acute focused response to the pandemic and the need for additional bed based capacity, to one that is primarily focused on the community and a changed conversation, which embeds a strengths and assets based approach.
- 3.2 Building on the significant community and mobilisation response our future approach embeds the 'Think Communities' principles and evolves place based models of delivery. Over the last 100 days, the coordinated Hub response has proven the concept of the Think Communities approach in real time; supporting tens of thousands of residents to protect themselves from COVID-19, and as such not overload the NHS or other statutory services. This way of working together across all local councils, voluntary, community and other public services and volunteers in our communities has resulted in some amazing individualised outcomes for our residents. It did not rely on public sector reform, but just a common-sense approach to working smarter together. This unified approach is something we will build on, alongside recognising the opportunity, we now have to shape the independent provider market to move away from traditional models of residential care to deliver more flexible, local and person centred solutions.
- 3.3 The Think Communities approach aims to deliver prevention, delay and a reduction in demand for statutory interventions, through the creation of a unified approach to the coordination of support for residents, which is place-focused, people-centred and solutions-focussed, which:
- Makes fast, joint decisions and takes rapid creative action to address local issues and prevent escalation

- Enables decisions to be made at the most local level, as close to communities as possible
- Transforms voluntary and community sector (VCS) infrastructure support that enables the sector and us to work seamlessly together, supporting volunteers, and ensuring quality VCS voice and representation
- Achieves timely, meaningful, appropriate, flexible data sharing - to enable a single version of the truth, joined up support and effective problem solving
- Analyses and interprets data in order to make the right decisions and support a focused partnership approach to real time challenges
- Transforms our services to evolve to a place-based commissioning model rooted in the community

3.4 The below diagram provides an overview of the Think Communities approach in action and the key priorities for the programme.



## 4 Children's Services

4.1 Much of the impact of COVID for vulnerable families, children and young people will not be immediate. Harm will emerge over time as a result of lack of school, limited opportunities for play and social development. This impact will be greatest for:

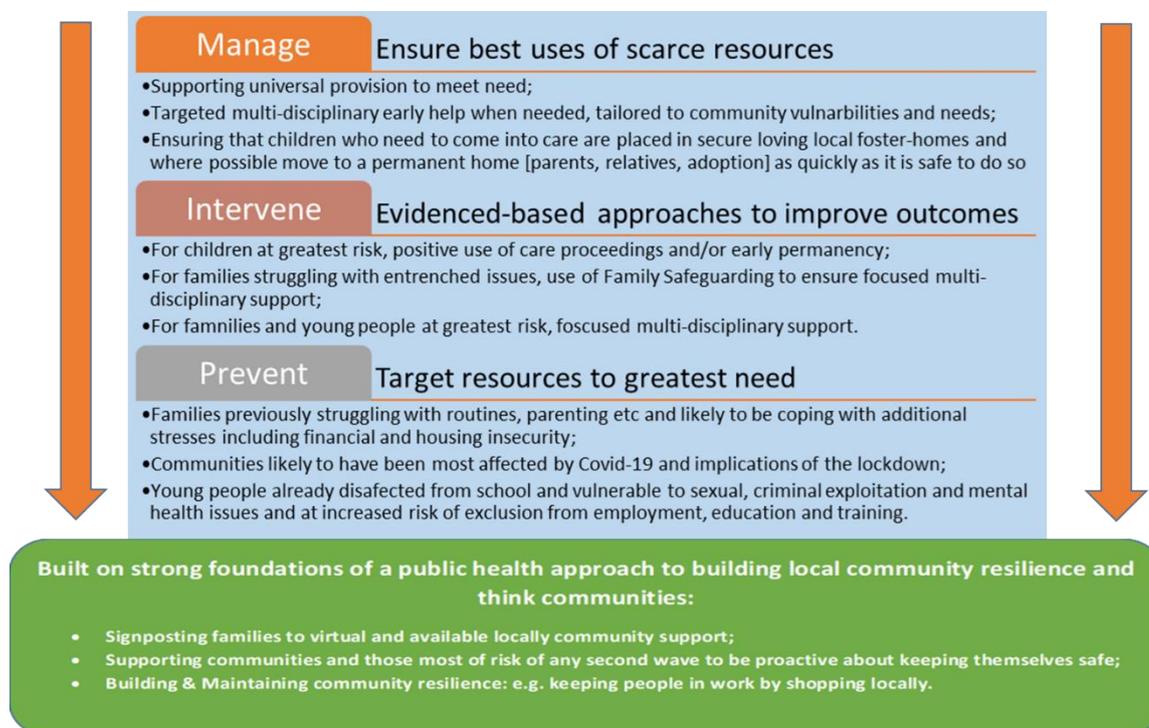
- Families with fewer means, lower job security, poorer and less secure housing
- Families struggling with routines, possibly compounded by increased financial stress
- Children & young people from black & minority ethnic groups

- Young people of secondary age already disaffected at school
- Children and young people with special educational needs and disabilities
- Young people leaving care
- Relatively smaller numbers of children at acute need of safeguarding, who are currently less visible to schools, early years and health services:
  - Significant increase in Domestic Abuse; reduced health visiting services not picking up issues such as significant post-natal depression; children suffering significant neglect, emotional and sexual abuse in particular – harms that are difficult to spot even when services are operating normally.

#### 4.2 Children’s services aim to deliver the following outcomes:

- Children live in resilient communities and make the best use of educational and other opportunities
- Families struggling with parenting are supported to re-establish routines
- Families with the most entrenched difficulties make sustainable change to safeguard their children
- Young children at risk of criminal exploitation and/or mental ill-health receive effective support
- Children in care live in permanent loving homes
- Children and young people with disabilities are able to remain at home with their families
- Supporting young people including care leavers into education, employment and training

#### 4.3 The approach to managing demand for Children’s services is outlined below.



4.4 The delivery model, which is based on family safeguarding, early health and community focused support, is outlined below.

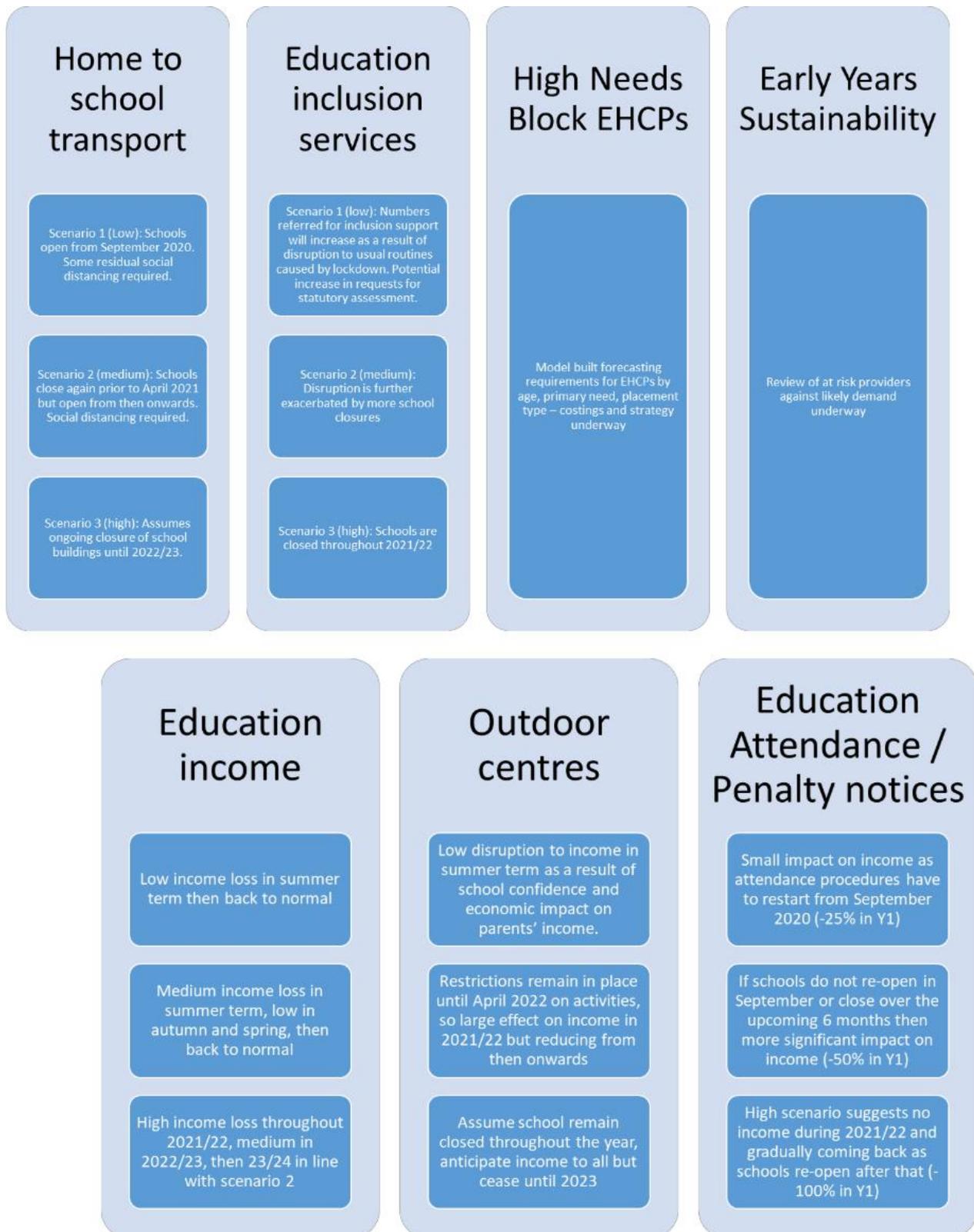
<b>Family Safeguarding</b>	<p><b>Evidenced-based model for children in need of protection</b></p> <ul style="list-style-type: none"> <li>• Cambridgeshire has attracted in excess of £4M of government funding to develop this approach;</li> <li>• Provides support to parents who have mental and emotional health issues, misuse drugs or alcohol and/or are in domestically abusive relationships to make lasting change and provide safe homes for their children;</li> <li>• This integrated multi-disciplinary approach has been proved to be effective, safeguarding children at greatest risk</li> </ul>
<b>Early Help</b>	<p><b>Unlike many, Cambridgeshire has maintained investment in these services, now vital in supporting vulnerable families &amp; young people</b></p> <ul style="list-style-type: none"> <li>• Focussed support - virtual as well as face to face - to help families re-establish routines after 6 months of no school or early years settings;</li> <li>• funding for mental and emotional health support for young people impacted by months of isolation;</li> <li>• Development of new integrated approach to support vulnerable young people at risk of poorest outcomes including criminal and sexual exploitation, offending and experiencing barriers into employment, training and education</li> </ul>
<b>Community Focussed</b>	<p><b>Cambridgeshire communities are diverse and so need a tailored response to need and building resilience</b></p> <ul style="list-style-type: none"> <li>• Our early help services are already tailored to local need: issues in Cambridge City are different to those in rural Fenland;</li> <li>• We have invested in on-line and virtual approaches to supporting vulnerable families, with many accessing on-line parenting advice who might otherwise be socially or geographically isolated;</li> <li>• Through C-19, our services have closely linked with the community hubs, ensuring that we build local community resilience as we identify communities and individuals in need of a more targeted approach</li> </ul>



## 5 Education

- 5.1 Schools and Settings reopening successfully and leadership support is a key priority, until we return to business as usual. This includes:
- Ongoing horizon scanning of DfE guidance and working with key stakeholder groups.
  - Ad hoc advice and guidance is provided when needed as government policy changes.
  - Effective processes for dealing with the closure of bubbles and local lockdowns to minimise the need for school closures.
- 5.2 There is a key focus on returns to academic achievement and progress, ensuring schools are ready for inspection from January 2021. This includes ensuring all schools use the Ofsted recovery planning template; continue to work on developing wider curriculum coverage in Key Stage 2, support the teaching and research school to establish a tuition agency and establish the size of the 'gap' in key pupils groups to help develop process for catch up.
- 5.3 Support for vulnerable pupils is focused on the following key areas:
- Continue work around special educational needs and disabilities (SEND) to ensure high and sustainable outcomes are delivered.
  - Move back to statutory processes and ensure all children return to school in a planned and appropriate way.
  - Recovery planning in Cambridgeshire.
  - Review Elective Home Education (EHE) cases with an education, health and care plan (EHCP) and the options for blended learning to ensure children don't fall further behind.
  - Focus on impact on vulnerable groups and provide support and challenge to schools / settings on inclusion

5.4 As part of the business planning process, a number of transformation opportunities are being considered, alongside understanding the future demand implications of COVID. The below scenario planning is informing business planning projections.



**6. ALIGNMENT WITH CORPORATE PRIORITIES**

**6.1 A good quality of life for everyone**

There are no significant implications for this priority.

**6.2 Thriving places for people to live**

There are no significant implications for this priority.

**6.3 The best start for Cambridgeshire’s children**

There are no significant implications for this priority.

**6.4 Net zero carbon emissions for Cambridgeshire by 2050**

There are no significant implications for this priority.

**7. SIGNIFICANT IMPLICATIONS**

**7.1 Resource Implications**

*There are no significant implications within this category.*

**7.2 Procurement/Contractual/Council Contract Procedure Rules Implications**

*There are no significant implications within this category.*

**7.3 Statutory, Legal and Risk Implications**

*There are no significant implications within this category.*

**7.4 Equality and Diversity Implications**

*There are no significant implications within this category.*

**7.5 Engagement and Communications Implications**

*There are no significant implications within this category.*

**7.6 Localism and Local Member Involvement**

*There are no significant implications within this category.*

**7.7 Public Health Implications**

*There are no significant implications within this category.*

Source Documents	Location
None	



**PEOPLE & COMMUNITIES RISK REGISTER**

**To:** Children and Young People Committee

**Meeting Date:** 15 September 2020

**From:** Wendi Ogle-Welbourn, Executive Director

**Electoral division(s):** All

**Forward Plan ref:** n/a                      **Key decision:** No

**Outcome:** Committee members are briefed on the risks in relation to People & Communities.

**Recommendation:** The Committee is asked to note the People & Communities risk register

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## 1. BACKGROUND

- 1.1 It is a requirement to present an annual Risk report to Committee every year. This year, this report captures the COVID risks in relation to operations, which has been integrated with the People & Communities Risk Register.

## 2. MAIN ISSUES

- 2.1 The People and Communities Risk Register contains the main strategic risks from across the whole Directorate which are reported to each of the relevant Committee's (Children and Young People, Adults and Communities & Partnership) on an annual basis and can be seen in Appendix 1.

The P&C Risk Register is regularly reviewed on a 6-weekly basis by People & Communities Senior Management and discussed bi-monthly at their Management Team meetings.

However, the departmental risk registers were difficult to measure from March onwards, as all parts of the service were impacted and affected by COVID. Therefore normal business as usual activities could not be monitored in the same way, as to be expected.

- 2.2 The Council initially created a separate COVID Risk register for Cambridgeshire which monitored these risks daily and weekly in light of Government changes. The COVID risk register was separated out into key themes:
- People
  - Operations
  - Infrastructure
  - Finance

Each theme had a number of triggers (which defined key areas of risks) and these were monitored. All services within People and Communities adapted their Business Continuity Plans (BCP's) which helped highlight the key areas of risks and the mitigating actions.

At the start and as expected, all COVID risks were rated red as they met or went over the Council's tolerable level of risk, however, in these extreme circumstances this was expected. Over the period of 8 weeks, the risks were amended as government guidance changes and as mitigating actions were being applied, which in the main brought the risks down to a much more tolerable level.

In mid-July it was agreed that COVID risks should now be amalgamated into departmental risk reports alongside the recovery phases and business as usual. Therefore, the rag rating of risks have increased slightly to reflect the period of responding to COVID, as well as recovery phases. These were all generally within the Council's tolerable levels, with a small number being reported as RED rated. The risk register is reported in Appendix 1, and outlined below is a summary of the key changes.

### 2.3 *Summary of People & Communities Risk Register*

No	Risk	Details	RISK RATING
1.	Demand on Coroners	Prior to Covid this was added as an additional risk due to a number of inquests due to take place and due to Covid remains a high risk.	16
2.	Financial pressures on service providers	Risk has increased due to the impact of Covid on providers, including our care providers, Early Years providers. The risk raises concerns around the financial operability and some having to cease to operate. The government financial support will end in late September and the Council is developing a plan to support and maintain market capacity.	16
3.	Financial pressures in People & Communities	Covid risks have been integrated with this risk. It raises concerns of the impact of Covid costs on services and also the viability to deliver savings identified for this financial year 2020/21. Risk remains High.	16
4.	Failure of the Council's arrangements for safeguarding vulnerable Children and Adults	Covid risks have been integrated with this risk. The use of Business Continuity Plans, were able to identify the most vulnerable cohort of service users and adequate arrangements were put in place to ensure the most serious concerns could be monitored (i.e. virtual meetings, visiting the most at risk etc). Face-to-face contact is now starting and therefore risk remains stable as recovery phases have now began. This includes a dedicated team set up to visit care homes during Covid period.	15
5.	Lack of frontline capacity and skills shortages in People & Communities	Recruitment situation has improved. Risk renamed slightly to reflect concerns of Covid in terms of self-isolation and increased potential sickness. Mitigation actions are in place in terms of PPE and only essential staff returning to office bases where needed. In addition, winter pressures on the horizon coupled with Covid might become an issue depending on the workforce. In addition ensuring frontline staff have access to flu jabs. Risk reviewed and increased slightly.	15
6.	Failure to attract or retain a sufficient People & Communities workforce	Risk reviewed and recognised the government campaigns for 'key worker' roles to be recruited to. Joint Management Team agreement to 'over-recruit' to reablement roles to ensure this essential service continues under winter pressures.	12
7.	Failure to adequately deliver the financial assessment service	Financial assessment service will be moving back into direct management by People & Communities by October 2020. A management position has been recruited to and more staff are being appointed to manage the implementation of the changes in the contributions policy.	12

8.	Children and young people do not reach their potential (educational attainment)	Risk revised slightly to take into account the period of 5 months out of school for the majority of Children. Unable to assess the gap currently until children are back at school. The Council have continued to support schools and settings for those children prior to the Summer break and continues to support the reopening of schools in September 2020.	12
9.	Think Communities – failure to deliver a transformed community resilience service	During the Covid period, a more community approach has been adopted and working more closely with partners to ensure communities and the most vulnerable are supported. A new unified approach operating model and business case has been developed and awaiting approval.	12
10.	Insufficient availability and capacity of services at affordable rates	Risk reviewed and increased contact with providers to ensure they are supported.	12
11.	Insufficient availability of affordable Children in Care (CIC) Placements	Still remains a risk, however due to Covid it created an issue around capacity in general, and this remains an issue, but the service is managing this sufficiently.	12
12.	Insufficient capacity to manage organisational change	Due to Covid the organisation has been forced to manage change during a critical incident which has presented with challenges and also opportunities which will be further explored in recovery plans.	12
13.	Insufficient preventative procedures and equipment (I.E. PPE) for staff to continue to work to government guidance stipulates PPE requirements	New risk added to reflect the risk of staff returning to work with sufficient Covid preventative measures in place and the requirement for PPE for key services requiring it. The PPE admin cell has been in operation since the end of March and will continue into the Autumn to supply PPE to staff. The LRF PPE will end on 31 <sup>st</sup> July 2020, and the Council will filter any enquiries from providers to Public Health and where needed to support those with emergency supplies for the most vulnerable.	12
14.	Achieving the new Libraries Transformation Vision	Continues to be monitored.	12
15.	Failure to make an informed and timely decision on the	Pending a decision on the Roger Ascham site currently.	12

	Registration Service in Cambridge		
16.	Libraries budget risk	Revenue impact of Covid-19 has been captured in business cases. Proactive management brought Registration Services back from lockdown ahead of many other councils, enabling revenue to be maximised.	12
17.	Increase in Homelessness across CCC	Risk monitored throughout Covid and measures put in place during the critical incident to find housing. Work continues with key partners.	12
18.	Increased prevalence of adolescent young people entering the criminal justice system.	Risk monitored throughout Covid	9
19.	Partnership agreements with NHS are not agreed between partners or do not deliver what the Council needs	In relation to LDP Pooled budget initially, but expanded to reflect pressures around decisions and funding held by the CCG related to Covid.	9
20	MOSAIC Finance module – ensuring the embedding of the system	Risk reduced at the beginning of the year and remains as a monitoring risk currently. Covid has placed additional pressures on the adults finance system as adjustments needed to reflect Covid funding.	9
21.	Failure of information and data systems, particularly with the implementation of MOSAIC in Adults and LiquidLogic in children's.	Mosaic system has been implemented and is now being used as business as usual but there are remaining risks associated with responsiveness of Servelec to requests for changes.	8
22.	Failure to with within regulation and/or regulatory frameworks	Remains a risk in terms of Covid and not being able to meet statutory requirements due to Government guidance being inconsistent at times and changes being made with little or no notice. This has been managed well by the Authority and with Public Health colleagues.	8

23.	Meeting demand for school place and settings	The risk is reduced as all school places have been accommodated and is not currently a high risk.	8

### 3. ALIGNMENT WITH CORPORATE PRIORITIES

#### 3.1 A good quality of life for everyone

There are no significant implications for this priority.

#### 3.2 Thriving places for people to live

There are no significant implications for this priority

#### 3.3 The best start for Cambridgeshire's Children

There are no significant implications for this priority

#### 3.4 Net zero carbon emissions for Cambridgeshire by 2050

There are no significant implications for this priority

### 4. SIGNIFICANT IMPLICATIONS

#### 4.1 Resource Implications

The report above sets out details of significant implications in the risk register in Appendix 1.

#### 4.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications.

#### 4.3 Statutory, Legal and Risk Implications

There are no significant implications.

#### 4.4 Equality and Diversity Implications

There are no significant implications.

#### 4.5 Engagement and Communications Implications

There are no significant implications.

#### 4.6 Localism and Local Member Involvement

There are no significant implications

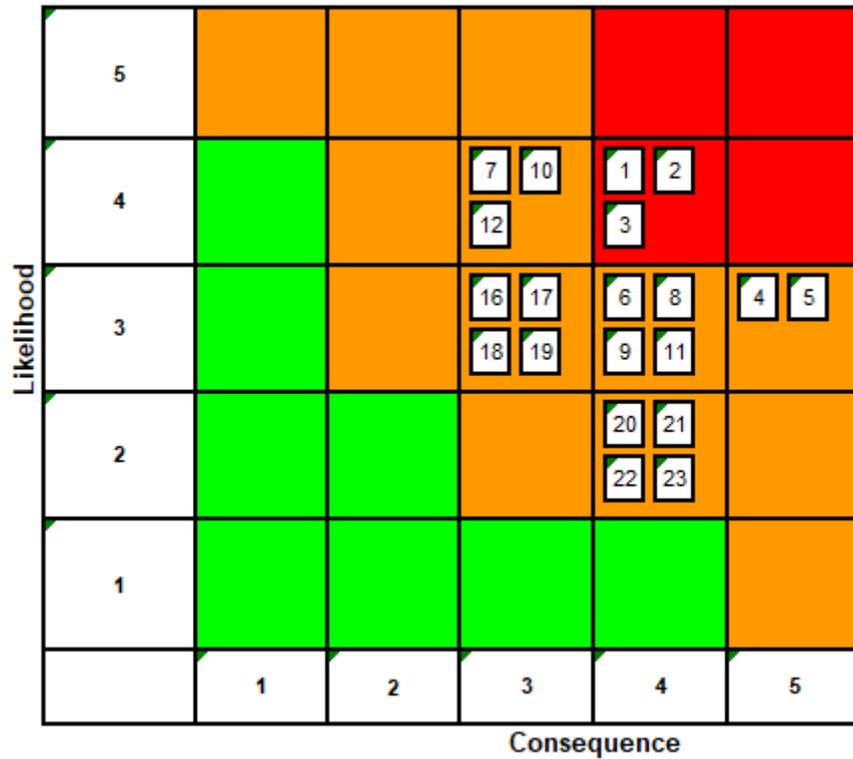
#### 4.7 Public Health Implications

There are no significant implications

<b>Source Documents</b>	<b>Location</b>
None	

**Appendix 1 – People & Communities Risk Register – August 2020**

The risks were reviewed throughout August 2020.



Risk #	Risk	Triggers	Control	Residual Risk Level
1	Demand on Coroners	Caseloads increases and complexity expected	New risk - an increase in caseloads is expected	16
2	Financial Pressures on	<b>COVID RELATED:</b> A) An increased in financial pressures for providers	COVID RELATED: A) Although additional national covid monies made available to mitigate, it not enough to cover the costs	16

Risk #	Risk	Triggers	Control	Residual Risk Level
	service providers	<p>(i.e. PPE, Workforce and managing preventative controls</p> <p>B) Providers unable to continue to operate, due to the increase costs to meet Covid measures:  EARLY YEARS - Insufficient early years places available to meet demand  CARE PROVIDERS - Reduction in the number of providers able to provide care; Care costs increase as demand exceeds providers available; Financial warnings from providers</p> <p>C) Provider funding and support is due to end in September - Level of demand increases for providers and unable to meet demand. Winter pressures and potential wave 2 will increase the spike in demand on key providers</p> <p><b>BAU RISK:</b>  There is a risk that changes to legislation such as the sleep-in ruling, pension obligations and rises in minimum wage, combined with rates the Local Authority are able to afford will result in providers withdrawing from the market.</p>	<p>and short-term measure - the LA are working up support plans for the Autumn for Providers</p> <hr/> <p>COVID RELATED: B)  Commissioning teams in place to retain a close contact with key providers  Local Authority to maintain a close contact with providers (i.e. fortnightly forums, weekly sessions with providers where needed etc)  Continuity planning to ensure the LA can support appropriately, subject to the options paper above  Regular contact with settings  Reviewing financial standings of settings  Sustainability grant established to allocate when necessary to settings  Looking the DSG to check to frontload payments</p> <hr/> <p>COVID RELATED: C)  Options paper being developed to reflect continued support to providers  - Market sustainability for consideration (i.e. uplifts opportunities with different parts of care sector) to sustain the market</p> <hr/> <p>Working with Providers to develop action plans</p>	

Risk #	Risk	Triggers	Control	Residual Risk Level
3	Financial Pressures in People & Communities	<p><b>COVID RELATED:</b> A) COVID will impact on the forecast savings anticipated for 2020/21</p> <p><b>BAU RISKS:</b> There is a risk across the whole P&amp;C, including Childrens, Adults, Mental Health, Public Health to deliver and manage budgets and make savings.</p> <p>It is recognized that key partners are also under significant financial strain, which may impact on P&amp;C if demand management is not managed or increases.</p> <p>High Needs Block - demand continuing to exceed funding</p>	<p>COVID RELATED: A) Business Planning has been started to assess the potential impact on finances in related to P&amp;C savings</p> <ol style="list-style-type: none"> <li>1. Review of SEND Provision and government's funding is being reviewed</li> <li>2. Recruit alternatively qualified staff to support social workers, improved retention package</li> <li>3. Delivery of the demand management programmes</li> <li>4. Continue to raise with Central Government regarding additional funding required in Adults Services</li> <li>5. SEND recovery plan is developed as pressures on home/school transport budget. Action plan developed on reducing demand</li> <li>6. Jointly funded packages of support</li> <li>7. Early Help services are operating more effectively to meet demand</li> <li>8. LGSS IT Disaster Recovery Plan</li> <li>9. LGSS IT service resilience measures (backup data centre, network re-routing).</li> <li>10. Version upgrades to incorporate latest product functionality</li> <li>11. Training for P&amp;C Business systems prior to use</li> <li>12. Information sharing agreement</li> <li>13. Backup systems for mobile working</li> <li>14. Back-up systems for P&amp;C Business Systems</li> </ol>	16

Risk #	Risk	Triggers	Control	Residual Risk Level
			<p>15. Corporate (Information Governance Team) monitor data handling and security position and improvements</p> <p>16. Robust MOSAIC programme has been established and a clear plan for implementation is in place</p> <p>17. Robust implementation programme for LL includes risk control.</p>	
4	Failure of the Council's arrangements for safeguarding vulnerable children and adults	<p><b>COVID Related:</b></p> <p>a) Lack of staff in safeguarding - due to an increase of those self-isolating or sickness increase</p> <p>b) Reduction in referrals to safeguarding due to lack of visibility of children, families and adults due to the social distancing mandate which could lead to individuals to emotional and physical harm - Adults health and Social Work professionals don't have the opportunities to identify safeguarding issues as they are not going into care settings as frequently</p>	<p>COVID RELATED:</p> <p>A) To source redeployed staff from the county hub to redeploy SW staff across the service and seek agency SW cover as a last resort</p> <p>COVID RELATED: B)</p> <ul style="list-style-type: none"> <li>* Safeguarding board regularly flooding social media with communications urging the public to report any safeguarding concerns and individuals suffering harm to make direct contact with Social care</li> <li>* Adults and children's social care regularly reviewing whether face to face contact can be resumed</li> <li>* Developing a proposal regarding a care home support team</li> <li>* Making sure providers are briefed about Safeguarding issues</li> <li>* Liaising with CQC regarding any providers of need</li> </ul>	15

Risk #	Risk	Triggers	Control	Residual Risk Level
		<p>c) Adults &amp; Children's Care providers (i.e. children's residential homes, care homes, domiciliary care etc) impacted by Covid due to the inability to apply infection control - turnover of staff; physical environment doesn't enable individual isolation; lack of PPE or appropriate use of PPE; Lack of staff due to self-isolation / sickness</p> <p>d) The ability to implement the effective control measures for children with disabilities to have respite care</p> <p>e) Lack of Children in care placements due to Covid</p> <p>F) Our ability to continue to deliver business as usual services while diverting resources to support care providers</p> <p><b>BAU RISKS:</b> Children's Social Care: 1. Children's social care case loads are too high in some areas</p>	<p>COVID RELATED: C) County Hub redeploying Council staff / reablement staff and volunteers and commissioning St John's Ambulance for volunteering service, CCG Adults social care staff going into care homes to support good infection control Additional government funding made available to support to support infection control measures Health and Social care Multi-disciplinary teams are established to support each care providers Alternative online resources to maintain contact with service users</p> <p>COVID RELATED: D) Reduced the number of children accessing the residential respite provision Created bubbles of individual children and staff to reduce the spread of infection Provided outreach support staff into the homes of children with disabilities where they are unable to access the respite provision</p> <p>COVID RELATED: E) Developing alternative placement provision in case this is needed</p> <p>COVID RELATED: F) Business cases to increase reablement capacity / social work capacity being applied for Recruitment campaign on reablement and could over-recruit if required</p> <p>1. Multi-agency Safeguarding Boards and Executive Boards provides multi agency focus on safeguarding priorities and provides systematic review of</p>	

Risk #	Risk	Triggers	Control	Residual Risk Level
		<p>2. Some over optimism in relation to risk period posed by Parents</p> <p>3. Serious case review is triggered Adult Social Care (Inc. OPMH)</p> <p>1. Care homes, supported living or home care agency suspended due to (safeguarding investigation)</p> <p>2. Outcomes of reported safeguarding concerns reveals negative practice</p> <p>3. Increase in a notification of a concern</p> <p>4. Decreased resource within adults MASH and/or Locality Teams</p> <p>5. Lack of Resource in Contracts</p> <p>6. Safeguarding Adult review</p>	<p>safeguarding activity specific safeguarding situation between partners.</p> <p>2. Move to non-caseloading team Managers has increased oversight and challenge. Skilled and experienced safeguarding leads and their managers.</p> <p>3. Comprehensive and robust safeguarding training, ongoing development policies and opportunities for staff, and regular supervisions monitor and instil safeguarding procedures and practice.</p> <p>4. Continuous process of updating practice and procedures, linking to local and national trends, including learning from local and national reviews such as Serious Case Reviews and safeguarding Adult Reviews</p> <p>5. Robust process of internal Quality Assurance (QA framework) including case auditing and monitoring of performance</p> <p>6. Audits, reviews and training provided to school staff, governors and settings. All schools must have child protection training every 3 years. Education CP Service supports schools and settings with safeguarding responsibilities</p> <p>7. Whistleblowing policy, robust Local Authority Designated Officer (LADO) arrangements and complaints process inform practice. 7a Clear 'People in Position of Trust' policy and guidance in relation to Adults</p> <p>8. Regular monitoring of social care providers and information sharing meetings with other local organisations, including the Care Quality Commission</p>	

Risk #	Risk	Triggers	Control	Residual Risk Level
			<p>9. Joint protocols, practice standards and QA ensure appropriate joint management and case transfer between Children's Social Care and Enhanced and Preventative Services</p> <p>10. Coordinated work between multi-agency partners for both Adults and Childrens. In particular Police, County Council and other agencies to identify child sexual exploitation, including supporting children and young people transitions to adulthood, with the oversight of the Safeguarding Boards</p> <p>11. Caseloads are reducing as the move away from the Unit model to specialist teams becomes embedded. Oversight &amp; challenge from QA Service and the Local Safeguarding Board</p> <p>12. Adults regular meeting to monitor progress and risks with CQC regulator</p> <p>13. Family Safeguarding to keep families together and ensure children and adults services work jointly for the best outcome for the family</p> <p>14. Managing demand and ensuring right children receive right intervention at the right time</p>	
5	Lack of frontline capacity and skills shortages in People & Communities	<p><b>COVID RELATED:</b></p> <p>A) Lack of Frontline capacity to meet the demand of winter planning pressures alongside the impact of COVID19 coinciding at the same time</p> <p>B) Increase risk that "Test, Track and trace" may</p>	<p>COVID RELATED: A)</p> <p>Update BCP's to include a contingency</p> <p>Increase contact with agencies for workforce to step in as required</p> <p>Increase recruitment to ensure appropriate cover is available</p> <p>Agreement at JMT in place to over-recruit to ensure we have additional capacity as necessary</p>	15

Risk #	Risk	Triggers	Control	Residual Risk Level
		<p>affect the frontline workers (including care providers) the most, who are unable to do their work from home, needing to self-isolate - leading to capacity issues to deliver critical services</p> <p>C) Increase risk to staff contracting Covid with services reopening</p> <p>D) Spike in demand for children's services after school return towards the end September (Early Help &amp; Social Work)</p> <p><b>BAU RISKS:</b> There is a risk that the progress that has been made in relation to the recruitment of qualified social workers, team managers and senior officers slows down and the authority experiences a severe skill shortages again.</p> <p>Key NHS staff employed by CCC as part of the Learning Disability Partnership are in short supply (i.e.OT's, LD Nurses)</p> <p>The east of England memorandum on agency social worker charge rates is vulnerable at present as a number of authorities are seeking permission to exceed payment rates. Failure of this would increase likelihood of higher turnover among our employed staff</p>	<p>COVID RELATED: B) Pre-determined bubbles (squads) of staff so limiting the number of staff needing to self-isolate Update BCP's to include a contingency Increase contact with agencies for workforce to step in as required Increase recruitment to ensure appropriate cover is available Ensuring appropriate PPE is provided and worn</p> <p>COVID RELATED: C) Appropriate risk assessments are completed and in place Appropriate PPE is identified and accessible</p> <p>COVID RELATED: D) Redeployment and/or recruitment of additional staff to meet demand</p> <p>Recruitment &amp; Retention campaign</p> <p>Apprenticeships for Social Care has been launched</p>	

Risk #	Risk	Triggers	Control	Residual Risk Level
		BREXIT implications		
6	Failure to attract or retain a sufficient People and Communities workforce	1. Spend on agency staff within social care workforce is above target as identified by Strategic Recruitment and Workforce Development Board 2. High turnover of social care staff as identified by Strategic Recruitment and Workforce Development Board 3. High vacancy rates of identified key social care roles as identified by Strategic Recruitment and Workforce Development Board 4. Cost of living in Cambridge City is high leading to issues for recruitment and retention	COVID RELATED: National Recruitment campaigns has been prevalent for those in key worker industries Recruitment campaigns are ongoing in Cambridgeshire Over-recruited has had agreement in key adult services 1. Extensive range of qualifications and training available to staff to enhance capability and aid retention 2. Increased use of statistical data to shape activity relating to recruitment and retention 3. ASYE programme ensures new social workers continue to develop their skills, knowledge and confidence. 4. Review potential recruitment and retention approaches in hard to recruit to parts of Children's Services 5. Cross directorate Social Care Strategic Recruitment and Workforce Development Board and Social Work Recruitment and Retention Task and Finish Group proactively address the issue of social care recruitment and retention. 6. Improved benefits and recognition schemes in place 7. Recruitment and retention programme has been agreed	12

Risk #	Risk	Triggers	Control	Residual Risk Level
			8. Launching a new children's campaign 2020	
			9. Agreement to over-recruit in Reablement to ensure sufficient staff	
7	Failure to adequately deliver the financial assessment service	<ul style="list-style-type: none"> <li>1. The number of complaints increase</li> <li>2. Continually incorrect invoicing</li> <li>3. inaccurate data and information</li> <li>4. Failure to implement the CCC Charing policy</li> </ul>	<p>Transferring the management from LGSS to Adults Social CARE by sept 2020 planning is underway. Management position has been recruited too.</p> <p>Charging policy implementation plan is developed and recruitment of more staff to complete face-face financial assessment due to started in May 20. Slight impact with face to face due to Covid, but work ongoing now.</p> <p>Delay implementation to September - slow transition to moving the financial team function back in-house</p> <p>Increase Adults Finance Team staffing on a temporary basis to become part of MOSAIC project team</p> <p>Preparing a contingency plan</p> <p>MOSAIC has its own Risk &amp; Issue Log</p> <p>Bridging of reablement in certain areas and monitoring demand management</p> <p>A review of streamlining workflows and processes is underway</p> <p>Relocation of staff in Scott house has been completed and has helped to improve</p>	12
8	Children and young people do not reach their potential (educational attainment)	<p><b>COVID RELATED:</b></p> <p>A) Education attainment is affected by non-attendance at school due to Covid</p> <p>B) Outbreaks and local lockdowns for schools may lead to children not attend school</p>	<p>COVID RELATED: A) The LA is supporting schools to prepare for September opening</p> <p>COVID RELATED: B) Awaiting government guidance on local outbreaks and lockdowns</p>	12

Risk #	Risk	Triggers	Control	Residual Risk Level
		<p><b>BAU RISKS:</b></p> <p>1. The attainment gap between vulnerable groups of CYP and their peers of school age are below targets identified in P&amp;C performance dashboard</p> <p>2. End of key stage 2 and 4 attainment targets are below those identified in the P&amp;C performance dashboard</p> <p>3. Percentage of 16-19 years old who are NEET increases as identified in P&amp;C performance board)</p>	<p>1. Good governance of Accelerating Achievement and School Improvement strategies and action plans, checking progress and challenging performance, involving executive and service management</p> <p>2. Cambridgeshire School Improvement Board focused on securing improvements in educational outcomes in schools by ensuring all parts of the school system working together</p> <p>3. Effective monitoring, challenge, intervention and support of school and setting</p> <p>4. Develop all children's services to include educational achievement as a key outcome</p> <p>5. 18-25 team supports care leavers to remain in education or helps them find employment or training</p> <p>6. A joint approach to support and promote good mental health for CYP has been developed with and for schools and a programme is in place which is supported by Public Health and voluntary partners</p> <p>7. Provides support and guidance to schools to support the stability of educational placements and transition to post 16 for LAC</p> <p>8. Cambridgeshire School Improvement Board improves educational outcomes in schools by all parts of the school improvement system working together.</p> <p>9. Residual Information, Advice and Guidance function overseen by the local authority focuses on the most vulnerable</p> <p>10. In Cambridgeshire, we have developed a Care Leaver NEET Reduction Action Plan which looks at 6 strategic objectives to help overcome these barriers and to improve outcomes for care leavers in</p>	

Risk #	Risk	Triggers	Control	Residual Risk Level
			successfully securing education, employment and training opportunities.”	
9	Think Communities - Failure to deliver a transformed community resilience service	There is a risk that failure to deliver a transformed community resilience service that directly impacts on demand management costs and service pressures.	<p>New unified Approach operating Model and business case developed, awaiting approval</p> <p>Demand Management Hub work being developed</p> <p>Establishment and development of an integrated 'Think Communities' Strategy and plan</p> <p>Think Communities approach being developed and implemented at pace, to create a new collaborative operating model that is place-based, enabling savings and demand management to be achieved across the system</p>	12
10	Insufficient availability and capacity of services at affordable rates	<p>1.. Average number of ASC attributable bed-day delays per month is above national average (aged 18+) as identified by P&amp;C performance dashboard</p> <p>2. Delayed transfers of care from hospital attributable to adult social care as identified by P&amp;C performance dashboard</p> <p>3. Home care pending list</p> <p>4. Gap in alternative to care services</p> <p>5. The BREXIT negotiations may impact on the care industry in terms of the workforce</p> <p>6. Provider organisation report not having capacity to deliver services when we need them</p> <p>7. Length of time services users wait for appropriate services</p> <p>8. Care home providers reduce the numbers of nursing beds (due to difficulty recruiting qualified</p>	<p>1. Data regularly updated and monitored to inform service priorities and planning</p> <p>2. Maintain an effective range of preventative services across all age groups and service user groups including adults and OP</p> <p>3. Community resilience strategy details CCC vision for resilient communities</p> <p>4. Directorate and P&amp;C Performance Board monitors performance of service provision</p> <p>5. Coordinate procurement with the CCG to better control costs and ensure sufficient capacity in market</p> <p>6. Take flexible approach to managing costs of care</p> <p>7. Market shaping activity, including building and maintaining good relationships with providers, so we can support them if necessary</p>	12

Risk #	Risk	Triggers	Control	Residual Risk Level
		nurses) 9. Increase in demand for interim beds for domiciliary care 10. Reablement capacity cannot be deployed for preventative place based work due to need to cover gaps or bridging for home care 11. Shortage of operators at reasonable rates	8. Capacity Overview Dashboard in place to capture market position 9. Residential and Nursing Care Project has been established as part of the wider Older People's Accommodation Programme looking to increase the number of affordable care homes beds at scale and pace. 10. Development of a Home Care Action Plan 11. Regular engage with commissioners and providers to put action plans in place to resolve workforce issues 12. Robust Controlling and monitoring procedures 13. Active involvement by commissioners in articulating strategic needs to the market 14. Risk-based approach to in-contract financial monitoring 15. Continued work with VCS for preventative actions	
11	Insufficient availability of affordable Children in Care (CIC) placements	<b>COVID RELATED:</b> A) Lack of Children in care placements due to Covid  <b>BAU RISKS:</b> 1. The number of children who are looked after is above the number identified in the LAC strategy action plan 2. % LAC placed out of county and more than 20 miles from home as identified in P&C performance dashboard	<b>COVID RELATED:</b> A) Developing alternative placement provision in case this is needed 1. Regular monitoring of numbers, placements and length of time in placement by P&C management team and services to inform service priorities and planning 2. Maintain an effective range of preventative services across all age groups and service user groups 3. Looked After Children Strategy provides agreed outcomes and describes how CCC will support families to stay together and provide cost effective	12

Risk #	Risk	Triggers	Control	Residual Risk Level
		3. The unit cost of placements for children in care is above targets identified in the LAC strategy action plan	<p>care when children cannot live safely with their families.</p> <p>4. Community resilience strategy details CCC vision for resilient communities</p> <p>5. P&amp;C management team assess impacts and risks associated with managing down costs</p> <p>6. Implementation of Family Safeguarding will reduce demand on child in care services as more children are enabled to remain safely within their families</p>	
12	Insufficient capacity to manage organisational change	<p><b>COVID RELATED:</b> A) COVID has forced the organisation to manage change during a critical incident which has both presented with challenges and also opportunities which will be further explored in recovery plans</p> <p><b>BAU RISKS:</b> 1. Staffing restructures result in loss of staff 2. Aging workforce and succession planning is challenging</p>	<p>COVID RELATED: A) All Council services are seeing change to every part of the organization, allowing there to be a coherent approach to overcoming challenges and identifying new opportunities - recovery plans are being developed to outline these</p> <p>1. Resource focussed appropriately where needed to deliver savings.</p> <p>2. P&amp;C Management Team review business plans and check that capacity is aligned correctly.</p> <p>3. Programme and project boards provide governance arrangements and escalation processes for any issues</p> <p>4. Commissioning work plans regularly reviewed by Management Team.</p> <p>5. P&amp;C Management Team monitors achievement of savings on a monthly basis - including ensuring capacity is provided</p> <p>6. Transformation team in place and supporting the changes across the organisation</p>	12

Risk #	Risk	Triggers	Control	Residual Risk Level
			7. Increased communications to staff of ongoing changes and how they can help influence	
			8. Children's Services restructure is completed and implementation of Family Safeguarding will have minimal impact	
13	Insufficient preventative procedures and equipment (I.E. PPE) for staff to continue to work to government guidance stipulates PPE requirements	Supply chains are no longer able to keep up with demand An increase in demand for PPE as services begin to reopen LRF PPE store will close end July 2020 - which may lead to supporting external providers Government guidance stipulates the LA will be the 'back up' for key partner services for PPE	Supply line of 'key PPE' is established  Additional suppliers identified and undergo the QA process to enable ordering ease A LA PPE team is established to track, process and monitor stock levels and demands (both internally and with external providers if required)	12
14	Achieving the new Libraries Transformation Vision	1. Unable to achieve the expectations of the new vision 2. Insufficient funding 3. Community capacity 4. Partners are not on board with the vision 5. Covid impacts on library delivery	1. Work is progressing on the vision for 2021 2. Initial vision statement has been produced and will be developed further 3. Monthly Programme Board 4. New Libraries Programme Board	12
15	Failure to make an informed and timely decision on the Registration Service in Cambridge	01. Uninformed decision on where the Registration Service is going to be based in Cambridge 02. The Council is not aware of the requirements of the Registration Service including beyond the specification 03. The Service is unable to book ceremonies after September 2020	01. 2020 Project 02. Registration Service Management Plan 03. Customer communications 04. Planning Application for use of the Roger Ascham Building for Registration Services is going to Planning Committee. Extension agreed to the use of the current building enabled by the delay in the	12

Risk #	Risk	Triggers	Control	Residual Risk Level
			Cambs 2020 Project. Customers have been kept updated.	
16	Libraries budget risk	1. Income Generation from Libraries 2. Income Generation for registration - particularly on legislative change and home office 3. Coroners - new set of SLA's 4. Capital projects overrunning - particularly Sawston	01. Regular budget monitoring 02. Library Transformation Board meeting monthly 03. Close working with the Transformation Team 04. Extra borrowing for 2 years to help with delivering the plan 05. Fees and Charges Policy for Registration Service 06. PCH MF Centre 07. Coroners Service back up plan in place 08. Local contracts in place with regular suppliers 09. New discretionary fees for Registration Service COVID RELATED: Revenue impact of Covid-19 has been captured in business cases. Proactive management brought Registration Services back form lockdown ahead of many other councils, enabling revenue to be maximised.	9
17	Increase in Homelessness across CCC	More individuals / families requesting support	Officer Task & Finish group has been developed as instructed by the Communities & Partnerships Committee Committee receives a regular update and report CCC Co-chairs the sub-region housing board Since Covid more homeless people have been able to temporary be housed and work is underway to continue this work through the recovery phase	9

Risk #	Risk	Triggers	Control	Residual Risk Level
18	Increased prevalence of adolescent young people entering the criminal justice system.	1. Existing preventative activity does not meet the needs and behaviours of young people. 2. High demand for some crime types resulting in reduced levels of intervention from some of our partners.	1. Continued development of the shared services Youth Offending Service with Peterborough, ensuring best practice is shared and resources are flexed where they are most needed. 2. Development of the statutory youth justice board to ensure a system wide approach is taken to supporting adolescent young people. 3. Continued development of positive interventions, including National Citizen Service, to engage proactively with young people.	9
19	Partnership agreements with NHS are not agreed between partners or do not deliver what the Council needs	<p><b>COVID RELATED:</b>            A) Delays in accessing NHS Services may results in having an impact on Adults Social Care (ASC)            B) Inability to reach agreement with health partners on financial impact of covid or key areas</p> <p><b>BAU RISKS</b>            2. S75 with CCG for pooled budget for LDP has not been agreed            (Pooled budget for LDP agreed until April 2020 – S75 for Mental Health social workers has been renewed for 1 year)</p>	<p>COVIDE RELATED: A)            Ensure strategic health engagement in Covid-19 response            Compare and monitor recovery plans across key partners</p> <p>COVID RELATED: B)            Continued contact with health to establish and agree a financial way forward</p> <p>1. Discussions underway with CCG about the S75 for LDP now the pooled budget has been agreed until April 2020.            2. Work underway re review of HC costs to inform renewal of pooled budget post April 2020</p> <p>1. LGSS legal team robust and up to date with appropriate legislation.            2. Service managers share information on changes in legislation by the Monitoring Officer, Government departments and professional bodies through Performance Boards            3. Inspection information and advice handbook available which is continually updated</p>	9

Risk #	Risk	Triggers	Control	Residual Risk Level
			4. Code of Corporate Governance 5. Community impact assessments required for key decisions 6. Programme Boards for legislative change (e.g. Care Act Programme Board) 7. Training for frontline staff on new legislation 8. Involvement in regional and national networks in children's and adults services to ensure consistent practice where appropriate 9. P&C have made arrangements for preparing within Inspections 10. Next Steps Board oversees preparation for Ofsted inspections of services for children in need of help and protection 11. Review the results of the Adults Service User survey 12. Adults are aligned for CQC inspections in LDP 13. Adults Customer Care Team separate from adults service 14. Preparation for the LDP Inspection	
20	MOSAIC Finance Module - ensuring the embedding of the system	1.MOSAIC system / modules are not working as they should which impacts on transfer from AFM system to MOSAIC 2.Complaints and service user distress about inaccurate invoices 3. Not enough capacity or resources not available to train staff adequately	Risk reduced as the transition is being implemented and working well. Now to monitor risk into monitoring the embedding of this.	9
21	Failure of information	1.Amount of time P&C Business Systems (Social Care, Ed Case Management) are working and	1. Individual Services Business Continuity Plans.	8

Risk #	Risk	Triggers	Control	Residual Risk Level
	and data systems, particularly with the implementation of MOSAIC in Adults and LiquidLogic in children's.	<p>available (uptime) is below Service Level Agreement (SLA) levels</p> <p>2 System availability due to infrastructure issues (network, end-user devices, SAN etc.) is below SLA levels.</p> <p>3 Amount of time data-sharing with partners is impossible as a result of system failure.</p> <p>4. ONE - Quality of system and sustainability of demand of Service especially SEND</p> <p>4. ERP- Reports from providers of late payments or no payments</p> <p>Reports from services that have processed and progressed payments, but still no further actions taken from ERP</p>	<p>2. LGSS IT service resilience measures (backup data centre, network re-routing).</p> <p>3. Version upgrades to incorporate latest product functionality</p> <p>4. Training for P&amp;C Business systems prior to use</p> <p>5. Information sharing agreement</p> <p>6. Backup systems for mobile working</p> <p>7. Back up systems for P&amp;C Business Systems</p> <p>8. Corporate (Information Governance Team) monitor data handling and security position and improvements</p> <p>9. Robust MOSAIC programme has been established and a clear plan for implementation is in place</p> <p>10. Robust implementation programme for LL includes risk control.</p>	
22	Failure to work within regulation and/or regulatory frameworks	<p><b>COVID RELATED:</b></p> <p>A) Not meeting statutory requirements and/or to the same level due to Covid-19 and the need to adapt to meet the current need for those most vulnerable - Government guidance can be inconsistent and announcements and changes made with little or no notice</p> <p><b>BAU RISKS:</b></p> <p>1. Poor inspection and/or ombudsman results</p> <p>2. Higher number of successful legal challenges to our actions/decisions</p> <p>3. Low assurance from internal audit</p>	<p>COVID RELATED: A)</p> <p>Ensuring a link with public health to advise on changes as they are applied</p> <p>1. LGSS legal team robust and up to date with appropriate legislation.</p> <p>2. Service managers share information on changes in legislation by the Monitoring Officer, Government departments and professional bodies through Performance Boards</p> <p>3. Inspection information and advice handbook available which is continually updated</p> <p>4. Code of Corporate Governance</p> <p>5. Community impact assessments required for key decisions</p>	8

Risk #	Risk	Triggers	Control	Residual Risk Level
			<p>6. Programme Boards for legislative change (e.g. Care Act Programme Board)</p> <p>7. Training for frontline staff on new legislation</p> <p>8. Involvement in regional and national networks in children's and adults services to ensure consistent practice where appropriate</p> <p>9. P&amp;C have made arrangements for preparing within Inspections</p> <p>10. Next Steps Board oversees preparation for Ofsted inspections of services for children in need of help and protection</p> <p>Review the results of the Adults Service User survey</p> <p>Adults are aligned for CQC inspections in LDP</p> <p>Adults Customer Care Team separate from adults service</p> <p>Preparation for the LDP Inspection</p>	
23.	Meeting demand for school places and settings	<p>Failure to provide our legal requirement for every child of statutory school age to access a place and within a 'reasonable' distance from their home (less than 2 miles for 4 to 8 year olds and up to 3 miles for 9 to 16 year olds)</p> <p>Cut in Government funding for school places</p> <p>1. Demand on places outstrips sufficiency</p> <p>2. Failure of not having early years settings</p> <p>3. funding is low in Cambridgeshire</p>	<p>1) The Education School Organisation plan and demographic forecasts are regularly updated and presented to the Council for publication.</p> <p>2. ) Sufficient resources identified in MTFP to support known requirements in the next 3 years if forecasts remain accurate</p> <p>3) Quality of relationship with schools means schools have overadmitted to support the Council with bulge years</p> <p>4) On-going review of the Council's five year rolling programme of capital investment. Priority continues to be given to the identified basic need requirement for additional school places</p>	8

Risk #	Risk	Triggers	Control	Residual Risk Level
			<p>5) Annual School Capacity Review to the Department for Education (DfE) completed in a way which aims to maximise the Council's basic need funding allocation.</p> <p>6) Local and national lobbying (inc. EFA capital funding options, inc. Free Schools)</p> <p>7) Continue to review options around reducing costs including modular technology, use of existing buildings and procurement savings</p> <p>8) Plans for emergency places being developed including pulling forward schemes and additional mobiles</p> <p>COVID RELATED: Due to COVID and government guidance which outlined that children were not 'required' to attend school from end-March - July 2020. Plans in situ to support schools with reopening in September 2020</p>	

# CHILDREN AND YOUNG PEOPLE POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published 1 September 2020  
Updated 7 September 2020



## Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

\* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public.

Draft reports are due with the Democratic Services Officer by 10.00am seven clear working days before the meeting.

The agenda dispatch date is a minimum of five clear working days before the meeting.

The following are standing agenda items which are on the agenda at every Committee meeting:

- Minutes of previous meeting and Action Log;
- Agenda Plan, Appointments and Training Plan

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<b>15/09/20</b>	1. Service Director's report: Education i. Covid update ii. SEND Recovery Plan iii. Schools Funding Consultation iv. Opportunity Area: Impact on attainment in East Cambridgeshire and Fenland v. Cambridge Maths School vi. Capital issues vii. Burwell Primary School Published Admissions Number	J Lewis	Not applicable	03/09/20	07/09/20
	2. Outline of People and Communities Priorities 2020/21 / Budget	W Ogle-Welbourn	Not applicable		
	3. Risk Register	W Ogle-Welbourn	Not applicable		
<b>06/10/20</b>	1. Service Director's report: Children and Safeguarding	L Williams	Not applicable	24/09/20	28/09/20
	2. Corporate Parenting Annual Report 2019/20	N Curley	Not applicable		
	3. Business Planning	L Williams/ J Lewis			
<b>10/11/20</b>	1. Schools Funding Formula 2021/22	J Lewis	Not applicable	29/10/20	02/11/20
	2. Procurement Options to deliver Education Capital	R Holliday	KD2020/046		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	3. Cambridgeshire and Peterborough Children's Safeguarding Partnership Board Annual Report 2019/20	J Procter	Not applicable		
	4. Service Director's report: Education	J Lewis	Not applicable		
<b>01/12/20</b>	1. Quarterly Monitoring Report	A Slack	Not applicable	19/11/20	23/11/20
	2. Home to School Transport Joint Dynamic Purchasing System	H Belchamber	Not applicable		
	3. Business Planning	L Williams/ J Lewis	Not applicable		
	4. Service Director's report: Children and Safeguarding	L Williams	Not applicable		
<b>19/01/21</b>	1. Schools Funding Formula	J Lewis	2021/004	07/01/21	11/01/21
	2. Specification for School Buildings	I Trafford	2021/005		
	3. Service Director's report: Education	J Lewis	Not applicable		
	4. Best Start in Life: Update	W Ogle-Welbourn	Not applicable		
	5. Quarterly Performance report	A Slack	Not applicable		
	1. Cambridge University Policy and Science Exchange report	D McWherter	Not applicable		

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
<i>[16/02/21] Provisional Meeting</i>			<i>Not applicable</i>	04/02/21	08/02/21
<b>09/03/21</b>	1. Quarterly Monitoring Report	A Slack	Not applicable	25/02/21	01/03/21
	2. Service Director's report: Children and Safeguarding	L Williams	Not applicable		
	3. Children in Care Not in Education, Employment or Training: Interim update report on the impact of Covid-19	L Williams	Not applicable		
<i>[13/04/21] Provisional Meeting</i>				01/04/21	05/04/21

**CAMBRIDGESHIRE COUNTY COUNCIL  
CHILDREN AND YOUNG PEOPLE COMMITTEE  
APPOINTMENTS TO INTERNAL ADVISORY GROUPS AND PANELS**

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<p><b>Cambridgeshire Culture Steering Group</b></p> <p>The role of the group is to give direction to the implementation of Cambridgeshire Culture, agree the use of the Cambridgeshire Culture Fund, ensure the maintenance and development of the County Art Collection and oversee the loan scheme to schools and the work of the three Cambridgeshire Culture Area Groups. Appointments are cross party.</p>	4	3	<ol style="list-style-type: none"> <li>1. Councillor N Kavanagh (Lab)</li> <li>2. Councillor L Joseph (Con)</li> <li>3. Councillor P Downes (LD)</li> </ol>	<p>Jonathan Lewis Service Director: Education</p> <p>01223 727994 <a href="mailto:Jonathan.Lewis@cambridgeshire.gov.uk">Jonathan.Lewis@cambridgeshire.gov.uk</a></p>
<p><b>Corporate Parenting Sub-Committee</b></p> <p>The Sub-Committee has delegated authority to exercise all the Council's functions relating to the delivery, by or on behalf of, the County Council, of Corporate Parenting functions with the exception of policy decisions which will remain with the Children and Young People's Committee. The Chairman/ Chairwoman and Vice-Chairman/Chairwoman of the Sub-Committee shall be selected and appointed by the Children and Young People Committee.</p>	6	-	<ol style="list-style-type: none"> <li>1. Councillor L Every: Chairman (Con)</li> <li>2. Councillor A Hay: Vice Chairman (Con)</li> </ol>	<p>Richenda Greenhill Democratic Services Officer</p> <p>01223 699171 <a href="mailto:Richenda.greenhill@cambridgeshire.gov.uk">Richenda.greenhill@cambridgeshire.gov.uk</a></p>

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<p><b>Educational Achievement Board</b></p> <p>For Members and senior officers to hold People and Communities to account to ensure the best educational outcomes for all children in Cambridgeshire.</p>	3	5	<ol style="list-style-type: none"> <li>1. Councillor S Bywater (Con) (Chairman)</li> <li>2. Cllr S Hoy (Con)</li> <li>3. Cllr J Whitehead (Lab)</li> <li>4. Cllr S Taylor (Ind)</li> <li>5. Cllr P Downes (Lib Dem)</li> </ol>	<p>Jonathan Lewis Service Director: Education</p> <p>01223 727994 <a href="mailto:Jonathan.Lewis@cambridgeshire.gov.uk">Jonathan.Lewis@cambridgeshire.gov.uk</a></p>
<p><b>Fostering Panel</b></p> <p>Recommends approval and review of foster carers and long term / permanent matches between specific children, looked after children and foster carers. It is no longer a statutory requirement to have an elected member on the Panel. Appointees are required to complete the Panel's own application process.</p>	2 all-day panel meetings a month	1	<ol style="list-style-type: none"> <li>1. Councillor S King (Con)</li> <li>2. Vacancy (<i>on hold pending outcome of a peer review of the Fostering Panel</i>)</li> </ol>	<p>Fiona van den Hout Interim Head of Service Looked After children</p> <p>01223 518739 <a href="mailto:Fiona.VanDenHout@cambridgeshire.gov.uk">Fiona.VanDenHout@cambridgeshire.gov.uk</a></p>
<p><b>Housing Related Support Services Member Reference Group</b></p> <p>To provide Member input into the redesign of Housing Related Support Services. To comprise five members from Adults Committee and five members from the Children and Young People Committee.</p>	tba	5	<ol style="list-style-type: none"> <li>1. Councillor D Ambrose Smith (Con)</li> <li>2. Councillor L Every (Con)</li> <li>3. Councillor A Hay (Con)</li> <li>4. Councillor S Hoy (Con)</li> <li>5. Councillor S Taylor (Indep)</li> </ol>	<p>Lisa Sparks Commissioner – Housing Related Support Services</p> <p>01223 699277 <a href="mailto:Lisa.Sparks@cambridgeshire.gov.uk">Lisa.Sparks@cambridgeshire.gov.uk</a></p>

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<p><b>Joint Consultative Committee (Teachers)</b></p> <p>The Joint Committee provides an opportunity for trade unions to discuss matters of mutual interest in relation to educational policy for Cambridgeshire with elected members.</p>	2	6	<ol style="list-style-type: none"> <li>1. Vacancy</li> <li>2. Vacancy</li> <li>3. Vacancy</li> <li>4. Vacancy</li> <li>5. Vacancy</li> <li>6. Vacancy</li> </ol> <p><i>(appointments postponed pending submission of proposals on future arrangements)</i></p>	<p>Jonathan Lewis Service Director: Education</p> <p>01223 727994 <a href="mailto:Jonathan.Lewis@cambridgeshire.gov.uk">Jonathan.Lewis@cambridgeshire.gov.uk</a></p>
<p><b>Standing Advisory Council for Religious Education (SACRE)</b></p> <p>To advise on matters relating to collective worship in community schools and on religious education.</p> <p>In addition to the three formal meetings per year there is some project work which requires members to form smaller sub-committees.</p>	3 per year (usually one per term) 1.30-3.30pm	3	<ol style="list-style-type: none"> <li>1. Councillor C Richards (Lab)</li> <li>2. Councillor S Hoy (Con)</li> <li>3. Councillor A Taylor (LD)</li> </ol>	<p>Amanda Fitton SACRE Adviser</p> <p><a href="mailto:Amanda.Fitton@cambridgeshire.gov.uk">Amanda.Fitton@cambridgeshire.gov.uk</a></p>

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<p><b>Virtual School Management Board</b></p> <p>The Virtual School Management Board will act as “governing body” to the Head of Virtual School, which will allow the Member representative to link directly to the Corporate Parenting Partnership Board.</p>	Termly	1	Councillor A Costello (Con)	<p>Jonathan Lewis Service Director: Education</p> <p>01223 727994 <a href="mailto:Jonathan.Lewis@cambridgeshire.gov.uk">Jonathan.Lewis@cambridgeshire.gov.uk</a></p> <p>Edwina Erskine Business Support Officer – Administration Services Team Cambridgeshire’s Virtual School for Looked After Children (ESLAC Team)</p> <p>01223 699883 <a href="mailto:edwina.erskine@cambridgeshire.gov.uk">edwina.erskine@cambridgeshire.gov.uk</a></p>

**CAMBRIDGESHIRE COUNTY COUNCIL  
CHILDREN AND YOUNG PEOPLE COMMITTEE  
APPOINTMENTS TO OUTSIDE BODIES, PARTNERSHIP LIAISON AND ADVISORY GROUPS**

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	GUIDANCE CLASSIFICATION	CONTACT DETAILS
<p><b>Cambridgeshire Music Hub</b></p> <p>A partnership of school music providers, led by the County Council, to deliver the government's National Plan for School Music.</p>	3	2	<ol style="list-style-type: none"> <li>1. Councillor L Every</li> <li>2. Councillor S Taylor</li> </ol>	Other Public Body Representative	<p>Jonathan Lewis Service Director: Education</p> <p>01223 727994 <a href="mailto:Jonathan.Lewis@cambridgeshire.gov.uk">Jonathan.Lewis@cambridgeshire.gov.uk</a></p> <p>Matthew Gunn Head of Cambridgeshire Music</p> <p>01480 373500/ 01480 373830 <a href="mailto:Matthew.Gunn@cambridgeshire.gov.uk">Matthew.Gunn@cambridgeshire.gov.uk</a></p>
<p><b>Cambridgeshire and Peterborough Federation of Young Farmers' Clubs</b></p> <p>To provide training and social facilities for young members of the community.</p>	6	1	<ol style="list-style-type: none"> <li>1. Councillor Mandy Smith</li> </ol>	Unincorporated Association Member	<p>Jess Shakeshaft</p> <p><a href="mailto:cambsyounfarmers@outlook.com">cambsyounfarmers@outlook.com</a></p>

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	GUIDANCE CLASSIFICATION	CONTACT DETAILS
<p><b>Cambridgeshire Schools Forum</b></p> <p>The Cambridgeshire Schools Forum exists to facilitate the involvement of schools and settings in the distribution of relevant funding within the local authority area</p>	6	3	<ol style="list-style-type: none"> <li>1. Councillor S Bywater (Con)</li> <li>2. Councillor P Downes (LD)</li> <li>3. Councillor S Taylor (Ind)</li> </ol>	Other Public Body Representative	<p>Nick Mills Democratic Services Officer</p> <p>01223 699763</p> <p><a href="mailto:Nicholas.mills@cambridgeshire.gov.uk">Nicholas.mills@cambridgeshire.gov.uk</a></p>
<p><b>Centre 33</b></p> <p>Centre 33 is a longstanding charity supporting young people in Cambridgeshire up to the age of 25 through a range of free and confidential services.</p>	4	1	Appointment left in abeyance following discussion on 21 May 2019.	Other Public Body Representative	<p>Melanie Monaghan Chief Executive</p> <p><a href="mailto:help@centre33.org.uk">help@centre33.org.uk</a></p>
<p><b>College of West Anglia Governing Body</b></p> <p>One of up to sixteen members who appear to the Corporation to have the necessary skills to ensure that the Corporation carries out its functions under article 3 of the Articles of Government.</p> <p>The appointment is subject to the nominee completing the College's own selection process.</p>	5	1	Councillor L Nethsingha	Other Public Body Representative	<p>Rochelle Woodcock Clerk to the Corporation College of West Anglia</p> <p><a href="mailto:Rochelle.Woodcock@cwa.ac.uk">Rochelle.Woodcock@cwa.ac.uk</a></p>

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	GUIDANCE CLASSIFICATION	CONTACT DETAILS
<p><b>East of England Local Government Association Children's Services and Education Portfolio-Holder Network</b></p> <p>The network brings together the lead members for children's service and education from the 11 strategic authorities in the East of England. It aims to:</p> <ul style="list-style-type: none"> <li>• give councils in the East of England a collective voice in response to consultations and lobbying activity</li> <li>• provide a forum for discussion on matters of common concern and share best practice</li> <li>• provide the means by which the East of England contributes to the work of the national LGA and makes best use of its members' outside appointments.</li> </ul>	4	2	1.Councillor S Bywater (Con) 2.Councillor S Hoy (Con)	Other Public Body Representative	Cinar Altun <a href="mailto:Cinar.altun@eelga.gov.uk">Cinar.altun@eelga.gov.uk</a>
<p><b>F40 Group</b></p> <p>F40 (<a href="http://www.f40.org.uk">http://www.f40.org.uk</a>) represents a group of the poorest funded education authorities in England where government-set cash allocations for primary and secondary pupils are the lowest in the country.</p>	As required	1 +substitute	Councillor P Downes (LD). Substitute: Cllr S Hoy (Con)	Other Public Body Representative	Jonathan Lewis Service Director: Education 01223 727994 <a href="mailto:Jonathan.Lewis@cambridgeshire.gov.uk">Jonathan.Lewis@cambridgeshire.gov.uk</a>

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	GUIDANCE CLASSIFICATION	CONTACT DETAILS
<p><b>Local Safeguarding Children's Board</b></p> <p>LSCBs have been established by the government to ensure that organisations work together to safeguard children and promote their welfare. In Cambridgeshire this includes Social Care Services, Education, Health, the Police, Probation, Sports and Leisure Services, the Voluntary Sector, Youth Offending Team and Early Years Services.</p>	4	1	Councillor S Bywater (Con)	Other Public Body Representative	<p>Andy Jarvis, LSCB Business Manager</p> <p><a href="mailto:andy.jarvis@cambridgeshire.gov.uk">andy.jarvis@cambridgeshire.gov.uk</a></p>
<p><b>Manea Educational Foundation</b></p> <p>Established to provide grants and financial assistance for people up to the age of 25 years living within the Parish of Manea.</p>	2	1	Councillor D Connor (Con)	Unincorporated association member	
<p><b>March Educational Foundation</b></p> <p>Provides assistance with the education of people under the age of 25 who are resident in March.</p>	3 – 4	1 For a period of five years	Councillor John Gowing	Trustee of a Charity	

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	GUIDANCE CLASSIFICATION	CONTACT DETAILS
<p><b>Needham's Foundation, Ely</b></p> <p>Needham's Foundation is a Charitable Trust, the purpose of which is to provide financial assistance for the provision of items, services and facilities for the community or voluntary aided schools in the area of Ely and to promote the education of persons under the age of 25 who are in need of financial assistance and who are resident in the area of Ely and/or are attending or have at any time attended a community or voluntary aided school in Ely.</p>	2	2	<p>1. Councillor A Bailey (Con) 2. Councillor L Every (Con)</p>	Trustee of a Charity	
<p><b>Shepreth School Trust</b></p> <p>Provides financial assistance towards educational projects within the village community, both to individuals and organisations.</p>	4	1	1. Councillor P McDonald (LD)	Trustee of a Charity	
<p><b>Soham Moor Old Grammar School Fund</b></p> <p>Charity promoting the education of young people attending Soham Village College who are in need of financial assistance or to providing facilities to the Village College not normally provided by the education authority. Biggest item of expenditure tends to be to fund purchase of books by university students.</p>	2	1	Councillor M Goldsack (Con)	Unincorporated Association Member	

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	GUIDANCE CLASSIFICATION	CONTACT DETAILS
<p><b>Trigg's Charity (Melbourn)</b></p> <p>Trigg's Charity provides financial assistance to local schools / persons for their educational benefit.</p>	2	1	Councillor S van de Ven (LD)	Unincorporated Association Member	

**Children and Young People (CYP) Committee Training Plan 2017-21**

Below is an outline of dates and topics for potential training committee sessions and visits. At the Committee meeting on 12 June 2017 Members asked that training sessions start between 4.00-4.30pm where possible:

	<b>Subject</b>	<b>Desired Learning Outcome/ Success Measures</b>	<b>Priority</b>	<b>Date</b>	<b>Responsibility</b>	<b>Nature of Training</b>	<b>Audience</b>	<b>CYP Attendance by:</b>	<b>% of the Committee Attending</b>
1.	Committee Induction Training	<p>1. Provide an introduction to the work of the Children Families and Adults Directorate in relation to children and young people;</p> <p>2. Provide an overview of the committee system which operates in Cambridgeshire County Council;</p> <p>3. Look at the roles and responsibilities of committee members;</p> <p>4. Consider the Committee's training needs.</p>	High	12.06.17 Room 128	<i>Wendi Ogle-Welbourn/ Richenda Greenhill</i>	Presentation and discussion	CYP Members & Subs	Cllr Bywater Cllr Costello Cllr Downes Cllr Every Cllr Hay Cllr Hoy Cllr Nethsingha Cllr Wisson Cllr Batchelor Cllr Connor Cllr Cuffley Cllr Joseph Cllr Richards Cllr Sanderson Cllr Gowing Cllr Bradnam A Read	75%

2.	Schools Funding	<p>1.To brief Members on changes to the National Funding Formula and High Needs Funding and the impact of this in Cambridgeshire;</p> <p>2.To examine the roles of CYP Committee and Cambridgeshire Schools Forum in relation to schools funding.</p>	High	31.10.17	<i>Jon Lee/ Richenda Greenhill</i>	Presentation and discussion	CYP Members & Subs	<p>Cllr Batchelor Cllr Bywater Cllr Downes Cllr Every Cllr Hay Cllr Hoy Cllr A Taylor Cllr S Taylor Cllr Whitehead</p>	58%
3.	Place planning and multipliers	To brief Members on place planning methodology when estimating demand for school places arising from new housing developments	High	28.11.17	<i>Clare Buckingham/ Mike Soper</i>	Presentation and discussion	<p>CYP Members and Subs</p> <p>E&amp;E Members and Subs</p>	<p>Cllr Bradnam Cllr Downes Cllr S Taylor</p>	25%
4.	Safeguarding	To provide refresher training on safeguarding and visit the Multi-Agency Safeguarding Hub.	Medium	10.04.18	<i>Lou Williams/ Jenny Goodes</i>	Presentation, discussion, tour of the site and meet staff	All CYP Members and Subs	<p>Cllr Bywater Cllr Hoy Cllr Bradnam Cllr Downes Cllr Every Cllr Hay Cllr S Taylor Cllr Whitehead Cllr Cuffley</p>	75%

5.	Education Services and Children's Services and Safeguarding	To discuss current position and future initiatives.	Medium	10.04.18	<i>Jon Lewis &amp; Lou Williams</i>	Workshop	All CYP Members and Subs	Not recorded	-
6.	Data Training		Medium	19.07.18	<i>Jon Lewis</i>	Presentation	All Members	Not recorded	-
7.	Commissioning: Adults' and Children's Services	What and how services are commissioned across People and Communities.	Medium	06.11.18	<i>Oliver Hayward</i>	Presentation/workshop	CYP & Adults Committees	Cllr Ambrose Smith Cllr Bradnam Cllr Bywater	25%
8.	Local Offer to Care Leavers and access to universal credit and benefits for care leavers	To brief Members on the current offer.	Medium	14.06.19	<i>Sarah-Jane Smedmor/ Kate Knight</i>	Members' Seminar	All Members	Cllrs Ambrose Smith, Ashwood, Bailey, Boden, Bradnam, Bywater, Costello, Criswell, Count, Every, French, Gowing, Hay, Hunt, Rogers, Sanderson and Wotherspoon	40%
9	Education Funding	Briefing on education funding arrangements.	High	21 Jan 2020	Jon Lewis	Briefing session	CYP Members	TBA	
10.	Guidance for Schools on full opening in September	Briefing on the arrangements for schools re-opening in September 2020	High	20 July 2020	Jon Lewis	Briefing session	All Members	Cllrs Ambrose Smith, Gowing, Bailey,	66%

								Whitehead, Scutt, Wisson, Dupre, Gardner, Bywater, Goldsack, Wotherspoon, Van De Ven, Ashwood, Jones, Hunt, Rogers, Hay, Kindersley, Downes, Every, Kavanagh and Nethsingha	
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Training requests:

- The work of foster carers: Requested at CYP 10.03.20